Dear [prescriber name]

Thank you again for working together with [service name] to manage the opioid treatment for [client name, DOB].

You should have received your approval and Queensland Opioid Treatment Program (QOTP) prescription template from the Healthcare Approvals and Regulation Unit (HARU) via email, with hard copies and a pack of specific QOTP prescription paper following in the post. If this has not happened please advise me and I will follow up on this.

As I mentioned, we have also developed several documents to support you in your role as an Approved Prescriber (AP), which I will provide to [general practice name] on a USB. These will include:

Documents

1. Suggested QOTP patient review – use this as a guideline when reviewing your patient. This can also be used as a guideline by your practice nurse if they will be reviewing the patient prior to you. Based on the patient history of stability, it is unlikely that these elements of review would be evident. It is more likely that you will ‘check-in’ with your patient about their progress when they attend for other health care appointments.
2. QOTP prescription template

A copy of the QOTP prescription template (emailed by HARU) prepopulated with:

* medication name
* your details
* patient details
* initial dates (3 months) of supply
* pharmacy details
* dose for the entire prescription (3 months)
* prescriber instructions.

The only change you are expected to make is a new prescription number on each script, the dose dates and total dose for the entire prescription (i.e. up to 3 months supply). The *QOTP script tips* document provides further information.

Once printed please sign at the allocated space and stamp with your practice stamp. A copy of the signed script should be kept with the patient file.

Under the new legislation a script can be written for up to 6-months supply, however we recommend three months to coincide with patient reviews.

**NOTE: The QOTP prescription is to be sent directly to the pharmacy by fax and post. It must, not be provided to the patient.**

1. Approved Prescriber report – use this template to provide a report to our Clinic as agreed. Please return to ADS by fax or secure email.
2. Referral to Alcohol and Drug Service – We will review your patient at our clinic in 12 months, however if you are concerned about their presentation or dose use this form to refer to our clinic for review. NB: It is suggested that in the first instance you contact me as I may be able to assist without a clinic attendance to ensure issues are managed in a timely manner.
3. Pharmacy introduction letter – use this template if your patient wishes to change pharmacy or needs to travel and requires dosing in another Queensland location/pharmacy. You can contact me to assist with this as required. Please note that the pharmacy needs to be recognised as a provider of QOTP dosing; and you will need to cancel dosing at the current pharmacy while your patient doses elsewhere. You will also need to generate a new script for the time your patient is dosing in the pharmacy. Your patient could contact Adis or our clinic to obtain details of other pharmacies if they require dosing elsewhere.

Resources:

1. SCOT Flyer – support information.
   1. ADCAS -service provided to health professionals treating people experiencing problems with substance use. While you would contact our clinic for assistance with your patient under a shared care arrangement, use this number for general advice after hours, or if you have other patients with alcohol and drug problems and are seeking consultation
   2. adis - the 24/7 alcohol and drug support line for patients
   3. Insight - alcohol and drug education and training suitable for practice staff and yourself. A good source for professional development opportunities.
   4. Clinic and Case Manager details.
2. Medicare rebate information – commonly used item numbers (guide only).
3. Approved Prescriber Responsibilities– provides information on the shared care arrangements and your responsibilities, support services and my contact details – please take the time to read this carefully.
4. Clinically Significant Drug Interaction guide – taken from the Queensland Medication-Assisted Treatment of Opioid Dependence (MATOD): Clinical Guidelines 2018.
5. MATOD Clinical Guidelines 2018 – reference.

Please feel free to contact me if you have any questions or require assistance at any time.

Regards

[Case Manager name]