**Posting FP10’s to Patients HIV and GUM Directorate Chelsea and Westminster hospital**

**Log out FP10 from clinic stock as per local Policy:**

* 1. Check correct patient
	2. Correct Drug
	3. Correct address
	4. Document action in patient’s notes posting FP10

**Prepare medications for postage:**

* 1. On an envelope, clearly write patients name and full address in using black marker or print out name and address from Lillie
	2. Obtain two ‘confidential stickers’ or use stamp and place on front and back of envelope

**Take envelope to the:**

* 1. Hospital Post Room ( open 8 am to 4 pm) or,
	2. Local external mail box to be collected and taken to post room.