**Fact sheet**

Queensland Opioid Treatment Program – Admission and discharge requirements
Version 3.0, July 2019

**Target audience:** Queensland Opioid Treatment Program (QOTP) providers.

**Purpose**
To inform prescribers of patient admission and discharge requirements.

**Background**

- Timely admission and discharge information provides a safety net for patients and prescribers by preventing a patient registering with two prescribers and potentially double dosing or missing a dose.
- It is a regulatory requirement pursuant to the *Health (Drugs and Poisons) Regulation 1996* that treatment providers send this information to the Chief Executive, Department of Health.

**Action required**

**Admission**

1. All admissions **must be** completed and emailed to the Department of Health **on the day** the patient commences the program.
2. The completed *Admission Form* and photograph is to be scanned and emailed to QOTP@health.qld.gov.au. The original *Admission Form* and photographs should be kept with the treating practitioner/clinic as part of their clinical records. Do not post originals or fax a copy.
3. Prior to admitting a new patient, call the 13 S8INFO enquiry service on 13 78 46 to verify details of a person’s controlled drug and opioid treatment history.

**Change of treatment drug**

1. To reduce administrative requirements and streamline processes, if you are changing a patient’s treatment drug (e.g. from methadone liquid to buprenorphine) you are not required to submit a new admission form. The patient will be considered as continuing on the program under your care.

**Discharge**

1. You **must** send a discharge form to the Department of Health if a patient ceases treatment or transfers care to another treatment provider.
2. **Discharge Forms** should be scanned and emailed to QOTP@health.qld.gov.au.

**More information**

**Monitored Medicines Unit**

**Phone:** 13 S8INFO (13 78 46)

**Fax:** 07 3708 5431

**Email:** QOTP@health.qld.gov.au