**NHS Borders Medicine Query Form**

This form can be used by the Community Pharmacy Team to contact the General Practice Clinical Pharmacy (GPCP) Team via the GP practice administration email inbox.

Including all the details as specified below will help to allocate the query to the correct member of the GP practice team to ensure that the query is replied to within the required timeframe.

|  |  |
| --- | --- |
| Date: |  |
| Name of community pharmacy |  |
| Team member to reply to: |  |
| Query: |  |
| Response required by: |  |
| Contact email address: |  |
| Contact phone number: |  |