

POISONS CONTROL INFORMATION SHEET

No. 300.4

HINTS ON USING S8 WEBSITE

- The link to the Poisons Control S8 Website is located on all guides provided to your pharmacy

If you are unable to access the website, please check to see if you have entered the incorrect link

The correct link is: <https://poisoncontrol.nt.gov.au>

- Select Ctrl + F to find patient details when using the contract list
- The sending of paperwork and upload of S8 files must occur **every seven days**. This is a legislative requirement in the Northern Territory. If you are finding that your pharmacy is unable to fulfil this legislative requirement please contact us and perhaps we can assist you in finding ways to ensure that you can send through the required information **every seven days**
- Ensure that the paperwork and the dates of the S8 file match. If this does not occur you may be asked to re-upload the S8 file
- Upload the S8 file as soon as you have generated the S8 report
- If you are unable to upload the S8 file it maybe that the disk is corrupted. If this occurs please re-generate the S8 report, save onto a new disk and then attempt to re-upload the S8 file. If you are still unable to upload the S8 file please contact Poisons Control so that we can assist
- Your pharmacy's password is changed **annually**. Please clearly display your current laminated access detail card in the dispensary
- We are here to help if you experience any problems accessing or using the website

Our contact details are as follows:

Phone: (08) 8922 7341
Fax: (08) 8922 7200
Email: poisonscontrol@nt.gov.au

information sheet