



Dispensing Factsheet: Dispensing instalment (FP10MDA) prescriptions

The Dispensing & Supply team at Community Pharmacy England has developed this factsheet to explain how Controlled drug (CD) instalment prescriptions (NHS FP10MDA forms) must be written and outline how these forms should be endorsed to ensure correct payment.

What drugs can be dispensed against an FP10MDA instalment prescription?

In **England**, only the following drugs can be supplied in instalments using the blue FP10MDA form:

- ALL Schedule 2 CDs;
- Buprenorphine (Schedule 3)
- Buprenorphine or Naloxone (Schedule 3)
- Diazepam (Schedule 4)
- Diluents
- Water for injection

CD prescription form requirements

In addition to all standard prescription requirements, prescriptions for Schedule 2 and 3 CDs must also include the following (as outlined in [The Misuse of Drugs Regulations 2001](#)):

- Full name, address and where appropriate, age of patient
- Drug name
- Strength (where appropriate)
- Formulation
- Dose ('as directed' or 'when required' is not permitted)
- Total quantity/dosage units of the preparation **in both words and figures** (for liquids, total volume in ml)
- Date of issue
- Prescriber's address
- Prescriber's signature
 - Please note: the signature can be handwritten or electronic. Advanced electronic signatures are acceptable for Schedule 2 and 3 CDs **where EPS is used**.

Additional instalment prescription requirements:

- The prescription must specify the instalment amount **AND** instalment interval.
- The period of treatment must not exceed **14 days** for any drug(s) ordered in instalments.

Dispensing CD instalment prescriptions

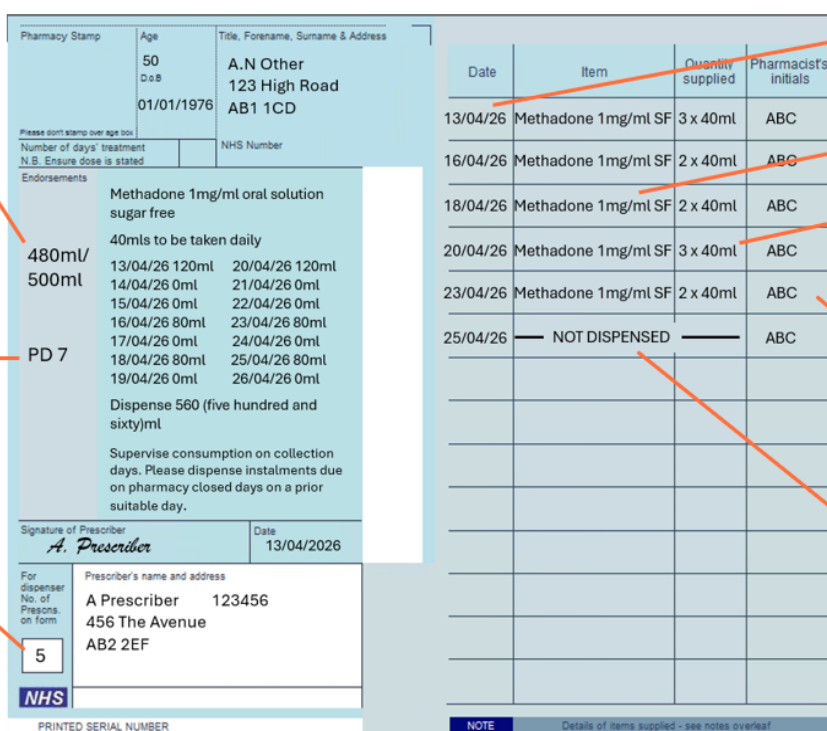
The first instalment must be dispensed within **28 days of the appropriate date** (i.e. date of signing unless the prescriber indicates a date before which the CD should not be dispensed i.e. start date). A prescriber may forward-date a CD prescription, in which case the 28-day validity period runs from that date. The remaining instalments should be dispensed in accordance with the prescriber's instructions

specified on the prescription. The instalment direction is a legal requirement and must be complied with, however, in certain situations (e.g. where an instalment is due on a day when the pharmacy is closed for e.g. weekends or Bank holidays) the Home Office has **approved specific wording** which provides pharmacists with some flexibility in making supplies outside the stated intervals. All CD instalment prescriptions must be issued using the paper FP10MDA forms. **Prescribers are currently unable to issue electronic instalment prescriptions using EPS.**

Endorsing your FP10MDA forms correctly

It is important that pharmacists accurately record the details of each dispensing event on the right-hand side of the FP10MDA form. Each row on the right-hand side of the perforated form must be endorsed in full with the date of the supply, item name, quantity supplied and the pharmacist's initials for each instalment supply as shown in the image below. Pharmacists must also ensure that the quantities endorsed on the right-hand side of the form reflect the actual quantities that were dispensed to the patient. This is to comply with regulations and ensures that NHSBSA can make accurate payment for the item(s) and quantity dispensed.

If a patient fails to pick up their instalment on the specified date, the right hand side of the form should clearly indicate when the instalment was not supplied by marking 'Not Dispensed' in the 'Item' box and 'Quantity supplied' box and the entry for that instalment should be clearly crossed out with a line as shown in the image below. Please note: other abbreviations used to indicate a missed instalment such as 'DNA' (did not attend) or 'NC' (not collected) may be mistaken for the pharmacist's initials if included in the 'Pharmacist's Initials' box. Pharmacists are reminded to try and fit all the relevant endorsement information in the correct line on the FP10MDA form. Any additional sheets of paper attached to the prescription will be discarded by the NHSBSA and will not be considered for payment.



The image shows a sample FP10MDA form with several callouts explaining key endorsement areas:

- Dispenser endorsement area to endorse total volume (if different to total prescribed quantity):** Points to the 'Endorsements' section where '480ml/500ml' is written.
- Packaged dose fee endorsed as PDn (where applicable):** Points to 'PD 7' in the 'Endorsements' section.
- The number entered in this box should only reflect the number of patient interactions/ "pick-ups" from the pharmacy. This is for pharmacy audit purposes only:** Points to the box containing the number '5'.
- Date of interaction:** Points to the 'Date' column in the dispensing table.
- Item supplied:** Points to the 'Item' column in the dispensing table.
- Quantity supplied for each dispensing episode:** Points to the 'Quantity supplied' column in the dispensing table.
- Pharmacist's initials:** Points to the 'Pharmacist's initials' column in the dispensing table.
- If a patient misses a collection, the entry should be marked with words 'Not Dispensed':** Points to the 'NOT DISPENSED' entry in the dispensing table.



Packaged dose (PD) endorsement for oral liquid methadone

A **'Packaged Dose' (PD) fee of 55p** may be claimed for each additional dose/bottle of oral liquid methadone supplied where the patient collects multiple doses at each dispensing episode. The number of additional packaged doses to supply should equal to the **total number of days' supply given minus the number of patient interactions**.

To claim the PD fee, pharmacists must clearly endorse the left-hand side of the prescription form with **'PD n'** (where n = **total number of separately packaged doses supplied minus total number of patient interactions**). For example, if a pharmacist supplies a total of 14 daily dose containers against a prescription to be dispensed in two weekly instalments, a packaged dose fee of £6.60 (55p x 12) can be claimed by endorsing **'PD 12'** (14 daily dose containers minus 2 patient interactions = 12). Any other variation such as **'nPD'** or **'Packaged Dose n'** would not be paid.

Where only **'PD'** is endorsed and a numeric value is not provided, the pharmacy owner will only be paid **one PD fee** of 55p. If the number of occasions where the medicine is dispensed equals to the number of doses that have been packaged separately, a PD fee is not payable.

The PD fee can also be claimed against standard prescriptions (EPS or paper FP10) for oral liquid methadone supplied in separately packaged doses. **Please note: the PD fee cannot be claimed on prescriptions for other CDs.**

How many prescription charges are payable?

Patients DO NOT pay a separate prescription charge for each instalment (of the same drug) dispensed on a FPIOMDA form. If a patient pays for their prescriptions, only **one prescription charge is payable for the same drug** dispensed in instalments on a FPIOMDA form. For example, a FPIOMDA prescription ordering 14 daily instalments of oral liquid methadone would attract one charge from patients who usually pay for their prescriptions. One prescription charge would also apply to an instalment FPIOMDA prescription ordering two different strengths of the same drug formulation.

However, if **two different drugs** (for example, methadone and diazepam) or a drug with **two different formulations** (for example, buprenorphine sublingual and buprenorphine oral lyophilisate) are ordered on the same instalment prescription form, a patient would pay **two prescription charges**.

Completing the reverse of a CD prescription

The reverse of the prescription form should be completed in full with the patient's declaration of payment or exemption status and their signature.

The patient or patient's representative should also be advised to complete the 'Signature of collector of Schedule 2 & 3 CDs' box on the reverse of the prescription form.

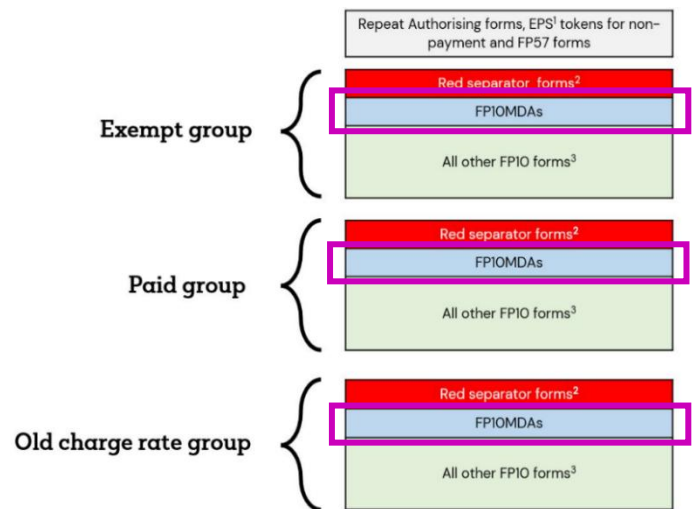


Sorting and submission of instalment prescriptions

Before submission, pharmacy staff involved in end of month submission processes should check that the reverse of the FP10MDA forms are correctly marked as paid or exempt and signed before sorting into their relevant exempt or paid groups.

For submission, the FP10MDA forms should be unfolded and flat before sorting into the end of month bundle. Pharmacy teams are reminded not to fold FP10MDA forms individually as this slows down the scanning processes at the NHSBSA and may result in delays to payment.

In the prescription bundle, the instalment forms must be banded together, separating them from the rest of the prescription bundle (as shown in the image). Once submitted, each instalment prescription is checked and priced by an operator at the NHSBSA. More information on sorting prescriptions for end of month submission can be found on our [Sorting prescriptions for end of month submission](#) webpage.



Remuneration

All Schedule 2 and 3 CDs are not subject to any discount deduction as these drugs are included in the list of drugs for which Discount is Not Deducted (DND) under Group Items category. The DND status of these CDs is automatically applied and no endorsement is required. In addition to the usual fees and allowances for items dispensed against NHS prescriptions, pharmacy owners receive additional fees for dispensing Schedule 2 and 3 CDs.

The table below provides a summary of the different fees and allowances that pharmacy owners can expect to receive when a correctly endorsed FP10MDA prescription is submitted for payment:

Description	Fee	Endorsement required	Payment
Single Activity Fee	£1.46	Each interaction must be endorsed with the total volume supplied (and initialed) for each patient interaction/ "pick-up"	Paid per interaction or "pick-up" for FP10MDAs
Schedule 2 CD (not methadone)	£1.28		
Schedule 3 CD	£0.43		

Description	Fee	Endorsement required	Payment
Consumable allowance	1.24p		
Payment for containers	10p	None	Paid based upon total quantity prescribed (see below)
Additional fees for oral liquid methadone prescriptions			
All prescriptions for oral liquid methadone	£2.50	None	Paid once automatically per prescription (FP10MDA or FP10) for oral liquid methadone
PD fee (per package dose)	55p	Total number of separately packaged doses supplied minus total number of patient interactions	Paid based upon pharmacist's endorsement 'PDn'

On FP10MDA forms, payment is based on each occasion the pharmacist provides an instalment to the patient; i.e. each time the patient collects their drug from the pharmacy. For each interaction with the patient or "pick-up" for items prescribed on an FP10MDA form, pharmacy owners will receive a Single Activity Fee (SAF), Controlled drug fee, the consumables allowance and any relevant volume related fees. Where applicable, a payment for containers (split pack fee) of 10p will also be paid where the total quantity prescribed on the form (i.e. the sum of all doses) is outside of a pack size (or a multiple of the pack sizes) listed in Part VIII A of the Drug Tariff.

An item level fee of £2.50 is automatically paid once for each prescription (FP10 or FP10MDA) containing oral liquid methadone prescriptions. No additional endorsement is required to claim for this single fee.

Useful links

- [Dispensing Controlled Drugs](#)
- [EPS and Controlled Drugs](#)
- [Dispensing Factsheet: Dispensing prescriptions for Controlled Drugs](#)