



# Endorsing Good Practice Guidance: How to Avoid Common Errors

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Presenters

Suraj Shah, Sarah Welbourne & Mitesh Bhudia





# Introduction

- Over 1 billion items dispensed each year
- Many different endorsements to remember
- Cuts to funding already having a huge impact on pharmacy businesses
- Poor endorsing habits risk reducing income further



# During this webinar we will cover...

Webinar topics	
Part VIIIA Categories A, M and C	Broken bulk
Non-Part VIII items	Flavours (Paper & EPS)
Price concessions	FP10MDA endorsing
Unlicensed specials and imports	Other common endorsing errors
Expensive items	Appliances
Out of pocket expenses	Switching



Look out for our top tips!



# Top 5 Referred Back codes for March 2018 – EPS vs Paper

- 66% of all RBs were in paper
- ~2 fold difference in errors between paper and EPS RBs

## Paper Prescriptions

1st	2nd	3rd	4th	5th
Manufacturer/ Supplier, pack size and basic price	Pack size and basic price	The presentation must be present	Incomplete Presentation/ Strength/quantity Required	The type of Appliance must be present
26,419 Items	12,035 Items	12,033 Items	4,688 Items	2,945 Items
<i>Total (Paper) = 65,221</i>				

## Electronic Prescriptions

1st	2nd	3rd	4th	5th
Pack size and basic price	Manufacturer/ Supplier, pack size and basic price	The type of Appliance must be present	The quantity must be present	Unable to determine what was prescribed/ endorsed
22,849 Items	9,915 Items	933 Items	229 Items	185 Items
<i>Total (EPS) = 34,150</i>				

Combined total of RB prescriptions = **99,374**  
ie 0.11% of all prescriptions submitted in March 2018





# Part VIIIA of the Drug Tariff – Basic Prices of Drugs

## Part VIIIA has three categories:

- **Category A** (readily available generics; price changes monthly)
- **Category M** (readily available generics; price changes quarterly)
- **Category C** (products less readily available as a generic, with price based on a proprietary product, manufacturer or supplier; price changes monthly)



# Category A and M drugs

- No endorsement is needed. Item is priced automatically unless you have part dispensed the item or multiple pack sizes are listed.
- In this case best to endorse Quantity dispensed/Pack size used

05/2018

Part VIIIA

## BASIC PRICES OF DRUGS

Drug	Quantity	Basic Price	Category
Nitrofurantoin 50mg capsules	30	1542	A
Nitrofurantoin 50mg tablets	28	1136	M
Nizatidine 150mg capsules	30	373	M
Nizatidine 300mg capsules	30	1543	A



Top  
Tips

Broken Bulk can be claimed for Part VIIIA Category A and M products with smallest listed pack size of £50 or over

# Category C lines

- Endorsement of pack size is required if multiple pack sizes are listed

05/2018

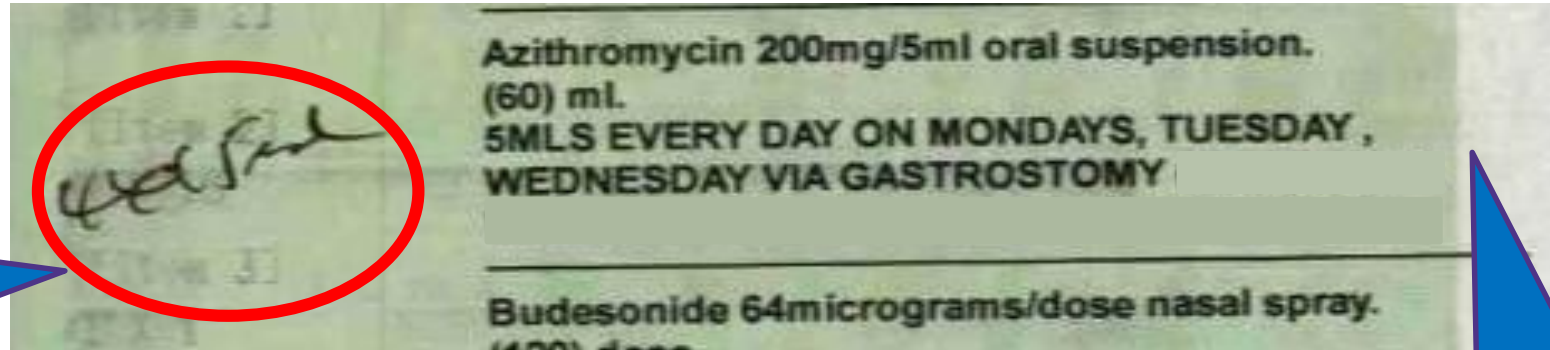
Part VIIIA

## BASIC PRICES OF DRUGS

Drug	Quantity	Basic Price	Category
Fluocinonide 0.05% cream	■ 25 g	396	C <i>Metosyn FAPG</i>
	■ 100 g	1334	C <i>Metosyn FAPG</i>
Fluocinonide 0.05% ointment	■ 25 g	350	C <i>Metosyn</i>
	■ 100 g	1315	C <i>Metosyn</i>



# Category C item - multiple pack sizes



4 x 15ml was dispensed = £16.24 but it also could have been 2 x 30mls = £22.08

There are 3 separate pack sizes listed in Part VIIIA of the Drug Tariff:

- 15mls
- 22.5ml
- 30mls





# Non-Part VIII product endorsing

Prescriptions for items not listed in Part VIII of the Drug Tariff, need to be endorsed with the following:

- Brand name or manufacturer/supplier; and
- Pack size — where there are multiple pack sizes available

If the product does not have a NHS list price also endorse:

- Net price before discount and exc. VAT
- The price to endorse should be for complete pack price



Where applicable, remember to endorse OOP/BB on your prescription



# Price concessions/NCSO

- Concessionary prices are negotiated with DHSC each month
- No endorsement necessary for price concessions
- New price is automatically applied for paper and EPS prescriptions
  
- No Cheaper Stock Obtainable (NCSO) not currently in use
- Last NCSO was agreed in April 2013
- Any endorsement of 'NCSO' will not be paid



Don't forget to report any drugs unavailable at Drug Tariff prices using PSNC's online reporting tool <http://psnc.org.uk/genericreport>



# Unlicensed Specials and Imports – Definition

**Manufactured Special** - Specials are unlicensed medicinal products manufactured in the UK for human use which have been specially prepared to meet a prescription ordered for individual patients without the need for the manufacturer to hold a marketing authorisation for the medicinal product concerned.

**Import** - This is a product which is not licensed in the UK but is manufactured and may hold a product licence in the country of origin

**Extemporaneously dispensed** - the process by which a pharmacist, using traditional compounding techniques, prepares and supplies a medicine in a registered pharmacy to meet the special needs of a patient, or group of patients, without the need for the product to be licensed





# Special Obtain

- This is the wholesalers' term used to describe any product which is not a standard stock line
- This can be any product e.g. medicine, appliance, vitamin
- Be careful not to confuse Special Obtain items with unlicensed specials/imports
- SP cannot be claimed on Special Obtain items



# How to identify an unlicensed special

Some ordering systems will automatically indicate where a product is an unlicensed special or not. Alternatively, there are a few different ways to establish if an item is classed as a special:

- Use dm+d (<http://dmd.medicines.org.uk>) – it will state whether the product is a Drug Tariff Special order, a non Drug Tariff Special Order or an import
- Contact the PSNC Dispensing and Supply team
- Check invoices and/or accompanying paperwork from wholesalers

Actual Medicinal Products	
Name	<a href="#">Antepsin 1g tablets (Chugai Pharma UK Ltd)</a>
Name	<a href="#">Carafate 1g tablets (Imported (United States))</a>
Name	<a href="#">Sucralfate 1g tablets (Kent Pharmaceuticals Ltd)</a>
Name	<a href="#">Sucralfate 1g tablets (Special Order)</a>
Name	<a href="#">Sulcrate 1g tablets (Imported (Canada))</a>

# Part VIIB listed unlicensed specials

- Check whether item is listed in Part VIIB of the Tariff
- On dm+d a Part VIIB product will display as “(Drug Tariff Special Order)”
- If the product is listed in Part VIIB it only requires endorsement of:
  - quantity dispensed (where different from quantity prescribed)
  - the letters ‘SP’ for £20 sourcing fee
- Submit in a red separator
- Remuneration is based on price for the minimum listed quantity with price per unit for any additional quantity

## Actual Medicinal Products

Name	<a href="#">Chloral hydrate 500mg/5ml mixture BP 2000 (Drug Tariff Special Order)</a>
Name	<a href="#">Chloral hydrate 500mg/5ml oral solution (Drug Tariff Special Order)</a>

# Part VIIB Special



Quantity has been endorsed

N.B. Ensure dose is stated

Endorsements	Melatonin 10mg/5ml oral solution
1. 120/100ml	4mls nocte 120 ml
Melatonin	* * * * *
10mg/5ml	* * * * *
oral soln	* * * * *
[SP]	* * * * *
	* * * * *
	* * * * *
	* * * * *
	* * * * *
	* * * * *
	* * * * *

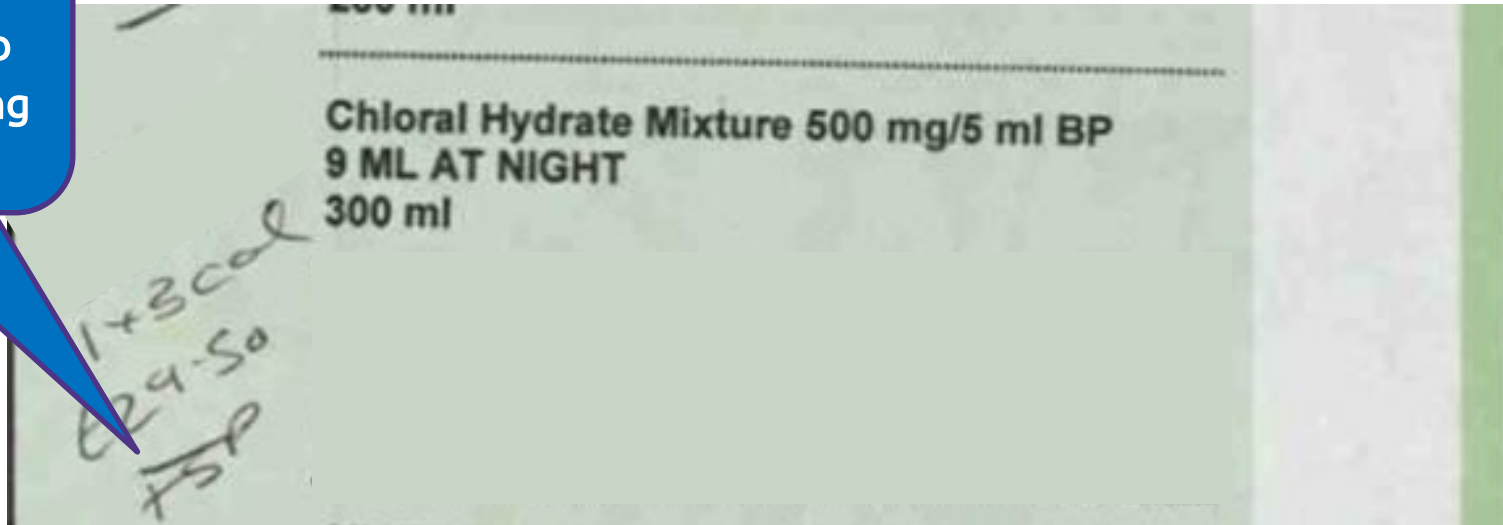
'SP' endorsement is needed to ensure pharmacy receives the £20 sourcing fee



# Part VIIB Special



An unclear SP endorsement can potentially lead to the SP fee not being paid





# 'SP' endorsement



 £20  
'SP' fee  
NOT paid

SP

Pharmacy Stamp	Age	Title, Forename, Surname & Address
	D.o.B	
Please don't stamp over age box		
Number of days' treatment	NHS Number:	
N.B. Ensure dose is stated		
Endorsements	salicylic acid ointment 20% 100 grams apply to the affected area at night _____	
SPECIAL	1 item on this prescription ..... ..... ..... ..... .....	
20% salicylic acid ointment 1 x 100g		
1 for 100g		

'SP' endorsement not in endorsement field





# Non-Part VIIB Specials

- If a product is a special or import and is not listed in Part VIIB of the Drug Tariff, the following endorsements need to be made to ensure correct payment
  - ✓ Amount dispensed over pack size used;
  - ✓ Invoice price per pack size from which the order was supplied less any discount or rebate;
  - ✓ Manufacturers'/ importers' MHRA license number;
  - ✓ Batch number of the product supplied;
  - ✓ SP — for costs incurred in obtaining the item
- Submit in a red separator



# Non-Part VIIIB Specials



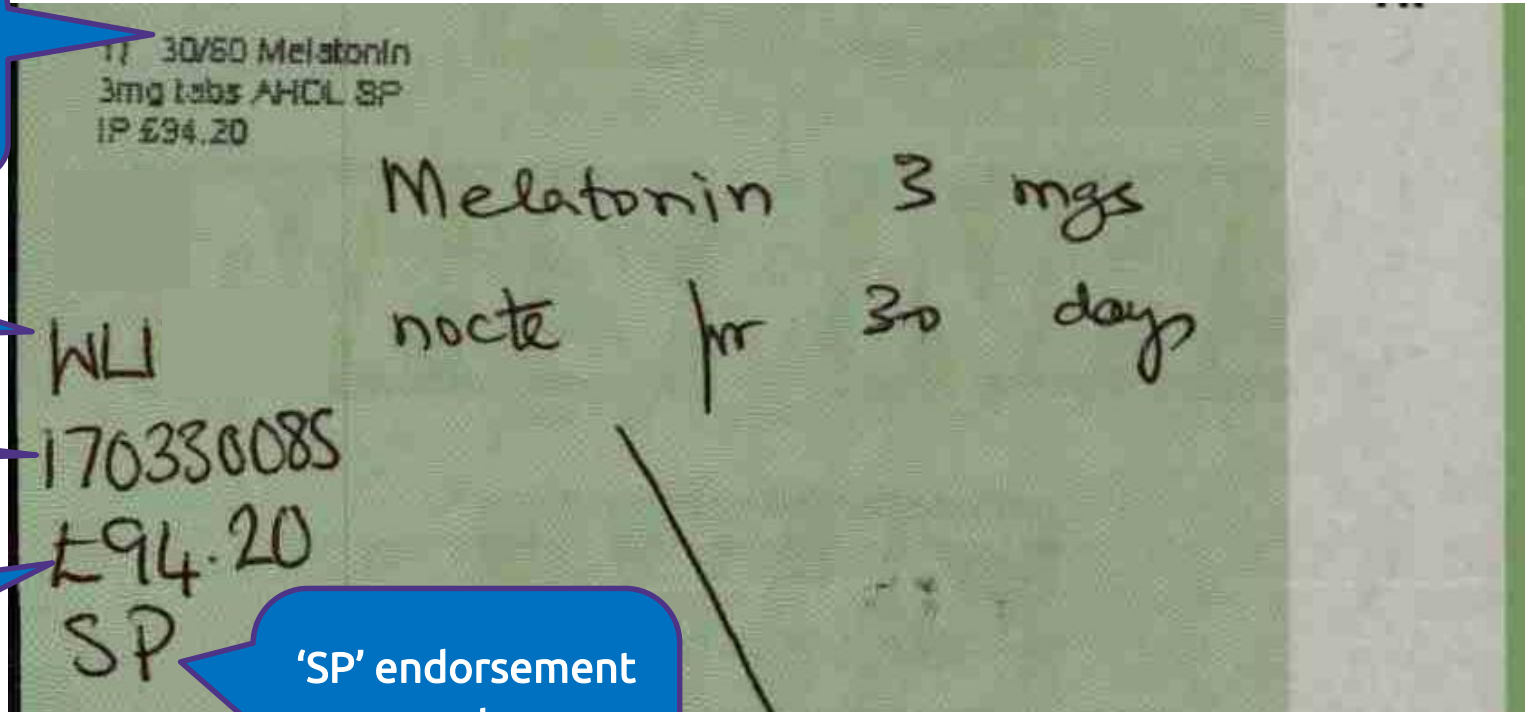
Amount dispensed over pack size

Importer Number

Batch Number

Invoice price for complete pack size

'SP' endorsement ensures pharmacy receives the £20 sourcing fee





# Endorsing Specials on EPS

- EPS pricing is based on the SNOMED code of the prescribed product only
- Any specials without a dm+d entry cannot be prescribed on EPS
- The addition of the words ‘specials or unlicensed special/import’ included in the dosage instructions or the prescribers notes will **NOT** be recognised

Bio-Melatonin 3mg tablets (Imported (Denmark)) 60 tablet 60.0 SP 47.95;60TABLET; 000 60.0)	Bio-Melatonin 3mg tablets (Imported (Denmark)) Quantity: 56 tablet
--	--





# Expensive items

- Expensive item is any item (drug or appliance) with a net ingredient cost of £100 or more
- Receives an automatic expensive item fee of 2% of the prescription value – no endorsement required
- ✓ Paper is submitted in the red separator
- ✓ EPS is automatically priced

## Schedule of Payments

For: 7777 CHEMIST LTD	77 ANY ROAD
T/A: 7777 CHEMIST	ANY TOWN
OCS code: F7777	ANY COUNTY
	AN77 7AN
Dispensing Month: Dec 2016	

### SUMMARY OF EXPENSIVE ITEMS

The total number of items reported may not always correspond with the number of "Expensive prescription fees" shown on the schedule of NHSBSA authorised payments. This is due to the fact that any information in this Expensive Item List is reported at drug code level. The basic price values in the table below do not take into account any broken bulk adjustments credited/debited in the total basic prices included under Drug and Appliance Costs above.

DESCRIPTION	NUMBER OF ITEMS	TOTAL BASIC PRICE £
Number of items over £ 100 and up to £ 300	64	9,148.60
Number of items over £ 300	5	1,757.12
<b>Total of items over £ 100</b>	<b>69</b>	<b>10,905.72</b>

### DETAILS OF ITEMS WHICH HAVE A BASIC PRICE EQUAL TO OR OVER £ 100

FORM/ ITEM	DESCRIPTION	PACK SIZE	QTY	BASIC PRICE £
A03063/1	NUTRINI LIQUID 500	500.00	60	391.80
A00937/1	PRAMIPEXOLE 3.15MG MODIFIED-RELEASE TABLETS 30	30.00	28	363.88
A02504/1	JEVITY 1.5KCAL LIQUID 500	500.00	64	363.52
Z00006/1	LOFRIC CATHETER MALE NON PVC 8CH 30	30.00	8	325.92

Top Tips

Keep a log of all expensive items dispensed for reconciliation with the payment schedule for that month





# Out of Pocket (OOP) expenses

- Clearly endorse the letters OOP or XP (EPS R2) - **no other variation is allowed**
- Endorse the amount being claimed and a brief reason for the claim e.g. P&P
- Paper Rx – place in the red separator for submission
- Exceed 50p for OOP claim



Pharmacy teams should keep a record and invoices of all OOP claims

	
<ul style="list-style-type: none"> <li>• Part VIIIA Category C</li> <li>• Readily available medicinal products outside of Part VIIIA (including ACBS)</li> <li>• Part IXB</li> <li>• Part IXC</li> </ul>	<ul style="list-style-type: none"> <li>• Part VIIIA Category A and M</li> <li>• All unlicensed specials and imports*</li> <li>• Part IXA</li> <li>• Part IXR</li> </ul>
<p><b>Correct Endorsements</b></p>	<p><b>Incorrect Endorsements</b></p>
<p>OOP XP</p>	<p>OOPE OPE Out of pocket expenses</p>





# Broken Bulk (BB) claims

- Endorse the letters BB and the amount dispensed over the pack size used
- Paper – place in the red separator for submission

## Eligibility for BB Claims

	
<ul style="list-style-type: none"> <li>• Part VIIIA Category C</li> <li>• Part VIIIA Category A and M products with smallest listed pack size of £50 or over</li> <li>• Readily available medicinal products outside of Part VIIIA</li> <li>• Part IXB</li> <li>• Part IXC</li> <li>• Ingredients used to prepare an unlicensed special (extemporaneously dispensing)</li> </ul>	<ul style="list-style-type: none"> <li>• Special containers</li> <li>• Part VIIIA Category A and M products with smallest listed pack size of less than £50</li> <li>• All unlicensed specials and imports*</li> <li>• Part IXA</li> <li>• Part IXR</li> </ul>

*\* Unless claiming for ingredients used to prepare an unlicensed special extemporaneously dispensed.*



**Mark the container with the date showing when the BB claim is made to keep track of six month expiry before a new BB claim can be made**





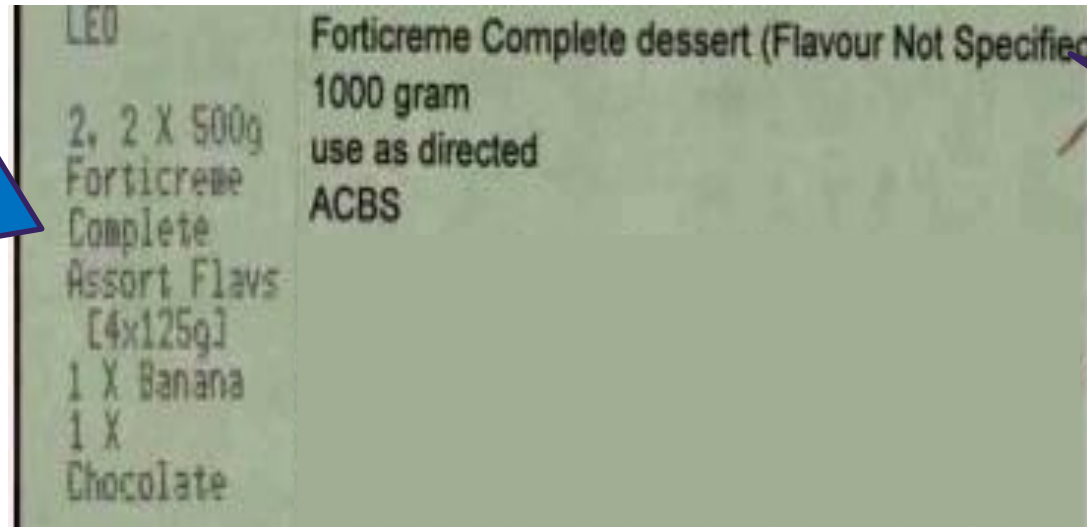


# Multiple flavours – Paper Prescriptions

- Additional fees for supplying multiple flavours can only be claimed where ‘**Assorted Flavours**’, ‘**Various Flavours**’ or ‘**Mixed Flavours**’ is specified on the prescribing line of the prescription
- If the prescriber orders assorted, various or mixed flavours then it is best practice for you to endorse exactly which flavours you have given
- If a prescription states “flavour not specified”, you can only claim for a **single** flavour. Endorsements for multiple flavours will **not** be passed for payment



# Multiple flavours ordered on paper prescription



Multiple flavours endorsed but as the prescription states 'Flavour Not Specified' only one single activity fee would be paid

Prescription states 'Flavour Not Specified'



If a prescription states 'Flavour Not Specified', you can only claim for a single flavour. Endorsements for multiple flavours will not be passed for payment in this scenario





# Multiple flavours – EPS Prescriptions

- Prescribers should tick the 'AF' box where 'flavour not specified' has been selected but multiple flavoured products required
- If the prescriber does not tick the 'AF' box you can only claim for a **single** flavour
- Where more than one flavour is supplied you must select each specific flavour along with the quantity dispensed





# Controlled Drugs – Instalment Prescriptions

- Both FP10MDA and WP10MDA forms for instalments are limited to a maximum period of treatment for 14 days
- Instalments **CANNOT** be ordered on a standard FP10 form
- Along with the usual CD prescription requirements, the prescriber must specify the instalment amount AND the interval between each instalment



# Controlled Drugs – FP10MDA Endorsement

- Endorse the prescription with the total volumes supplied (and initialled) at each patient interaction or 'pick-up' episode (i.e. each time the patient collects their drug from the pharmacy)
- An additional “Packaged Dose” fee of 55p can be claimed per additional bottle of oral liquid methadone supplied using the ‘PD’ endorsement
- Number of PD fees is worked out as: Total number of separately packaged doses supplied minus total number of interactions



PD fee can also be claimed on green FP10 for methadone oral solution

# FP10MDA Endorsement



*Please don't stamp over age box*

Number of days' treatment: 14  
 N.B. Ensure dispenser is notified of the date of the last day of treatment.

NHS Number: \_\_\_\_\_  
 NURSE INDEPENDENT/SUPPLEMENTARY PRESCRIBER PN

Endorsements: Supervised Methadone Mixture SF 1mg/1ml  
 Take 45 mL daily (forty-five) for 14 days (fourteen) only. Dispense 45 mL daily in daily instalments from 07/10/2016 except: 135 mL on 07/10 and 135 mL on 14/10 to cover four Pharmacy close days

Total to dispense = 630 mL (six-hundred thirty)  
 Last Day of Rx is 20/10/2016

Additional Instructions:  
 Dispense daily doses in separate containers. If an instalment's collection day has been missed, please still dispense the amount due for any remaining day(s) of that instalment. Consult the prescriber if 3 or more consecutive days of a prescription have been missed. Please dispense instalments due on pharmacy closed days on a prior suitable day.

No More Items

Date: 14/9/2016

For dispenser No. of Prescs. on form: 10

NHS FP10MDA0608

Date	Item	Quantity supplied	Pharmacist's initials
7/10/16	Methadone Mixture SF	3x45ml	h
10/10/16	Methadone (inst/inst) SF	45ml	SD ✓
11/10	Mixure of	45ml	Q
12/10	" "	45	Q
13/10	Methadone Mixture SF	45	JL
14/10	Methadone Mixture SF	3x45	Q
17/10/16	Methadone Mixture SF	1x45ml	CS
18/10	Mixure of	45ml	Q
19/10/16	Methadone Mixture SF	40ml	OL
20/10	Methadone Mixture SF	45ml	h

NOTE: Details of items supplied - see notes overleaf

PD fee claimed

Good example of endorsed FP10MDA. Endorsement section corresponds to the information provided on the front of the form





# FP10MDA Endorsement



Please don't stamp over age box

Number of days' treatment: \_\_\_\_\_ NHS Number: \_\_\_\_\_  
 N.B. Ensure only one stamp is used

**NURSE INDEPENDENT/SUPPLEMENTARY PRESCRIBER PN**

**Endorsements:**

Methadone Mixture 51: 1mg/1ml  
 Take 35 mL daily (thirty-five) , for 14 days (fourteen) only. Dispense in instalments from 02/10/2016 as follows: 02/10=245mL and 09/10=245mL

-----  
 Total to dispense = 490 mL (four-hundred ninety)  
 Last Day of Fx is 15/10/2016  
 -----Additional Instructions-----  
**Dispense daily doses** in separate containers.  
 If an instalment's collection day has been missed, please still dispense the amount due for any remaining day(s) of that instalment.  
 Consult the prescriber if 3 or more consecutive days of a prescription have been missed.  
 Please dispense instalments due on pharmacy closed days on a prior suitable day.

-----  
 No More Items-----  
 ----X-----  
 ----X-----  
 ----X-----  
 ----X-----  
 ----X-----  
 ----X-----

Date	Item	Quantity supplied	Pharmacist's Initials
2/10/16	methadone mix 1mg/ml 51	7x35ml	SH
9/10/16	methadone mix 1mg/ml 51	7x35ml	SH

PD fee not claimed

Correct Endorsements	Incorrect Endorsements
PD n	n PD
Example 'PD 12'	Example: '12 PD' Or 'Packaged dose 12'



# FP10MDA Endorsement



PD fee cannot be claimed for buprenorphine. PD can only be claimed on a prescription for oral liquid methadone

Pharmacy Stamp		Age	Title, Forename, Surname & Address	Date	Item	Quantity supplied	Pharmacist's initials
		D.o.B		16/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
Please don't stamp over age box				17/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
Number of days' treatment			NHS Number:	18/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
N.B. Ensure dose is stated				19/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
Endorsements		Buprenorphine 8mg sublingual tablets sugar free CD		20/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
1. 14/17		Dissolve One Tablet Under The Tongue Each Day. Daily dispensing Monday to Friday. Dispense weekend dose on Friday. If an instalment is missed please dispense the remainder dose. Please dispense on pharmacy closed days on a prior suitable day.		21/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
2. SUBLINGUAL		Fourteen (14) tablet		22/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
3. 8mg 14DS		Consult the prescriber if three or more consecutive days of a prescription have been missed.		23/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
4. LU				24/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
PDH				25/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
L				26/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
Signature of Prescriber		Date		27/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
For dispenser No. of Prescs. on form		prescriber's name and address		28/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
14				29/9	Buprenorphine 8mg sublingual tablets sugar free CD	1	[Signature]
NHS 42272233181		FP10MDA0608		1398			
				NOTE Details of items supplied - see notes overleaf			





# Other common endorsing errors: Supplementary product information

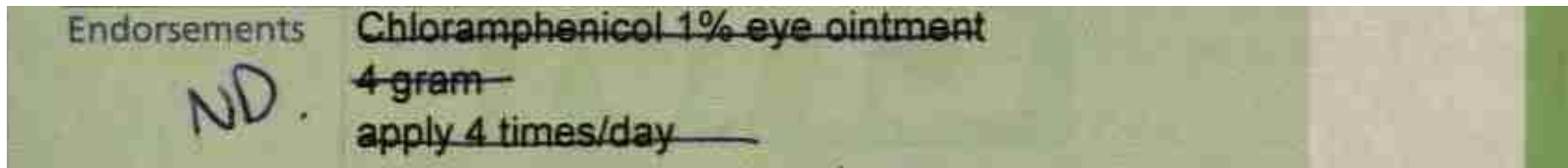


- Supplementary information e.g. a brand/manufacture's name, sugar free, preservative free etc included as part of dosage instructions can be missed by NHSBSA ICR pricing systems
- Paper prescriptions with supplementary information should be placed in the red separator to ensure it is seen and priced by a manual claims handler
- On EPS prescriptions supplementary information added to the dosage field will not be recognised by the ICR



# Other common endorsing errors: Not Dispensed prescriptions

- There may be item(s) on a prescription which a pharmacy has been unable to supply or patient no longer requires
- For items not dispensed on paper prescriptions, 'ND' should be endorsed and the item should be crossed through in the prescribing area
- For EPS, pharmacy teams are reminded to set the item to a status of 'Not Dispense' rather than endorse a quantity of zero dispensed



# Other common endorsing errors

## Not Dispensed items



The endorsement of ND is unclear and the drug details have not been crossed out

Endorsements	
1. 28/28 Doxazosin HR tabs	<b>Doxazosin 8mg modified-release tablets OD IN THE MORNING 28 tablet(s)</b>
2. 60/60 Mebeverine HR 200mg caps	<b>Mebeverine 200mg modified-release capsules ONE TO BE TAKEN TWICE A DAY 60 capsules</b>
3. 28/28 Ramipril 10mg caps	<b>Ramipril 10mg capsules ONE TO BE TAKEN DAILY 28 capsules</b>



If the patient pays for their prescription, the pharmacy would be deducted a patient charge unless the pharmacy correctly endorses 'ND' and scores through the product



# Other common endorsing errors

## Ticks in the endorsement area



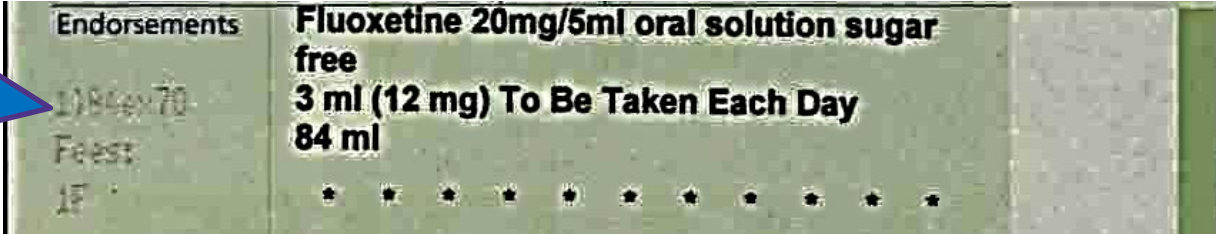
Simvastatin Tablets 40 mg 28 tablet ✓ ONE TO BE TAKEN AT NIGHT	✓
Aspirin E/C Tablets 75 mg 28 tablet ✓ ONE TO BE TAKEN DAILY	✓
Humulin M3 Kwikpen Suspension For Injection 100 units/ml, 3 ml pre-filled pen 3x5 pre-filled disposable injection AS DIRECTED	
Carvedilol Tablets 6.25 mg 28 tablet ✓ ONE TO BE TAKEN AT NIGHT	✓



# Other common endorsing errors: Special Container



As the 70ml pack of Fluoxetine 20mg/5ml oral solution sugar free is classed as a Special Container, the pharmacy would only be paid for 70ml



Drug	Quantity	Basic Price	Category
Fluoxetine 20mg/5ml oral solution sugar free	70 ml	1295	C Prozep



Where the quantity ordered falls exactly between two containers, the contractor should round down the quantity dispensed to the nearest complete container

Want to check if an item is a Special container?  
Use PSNCs Special container database  
[psnc.org.uk/scdatabase](https://psnc.org.uk/scdatabase)



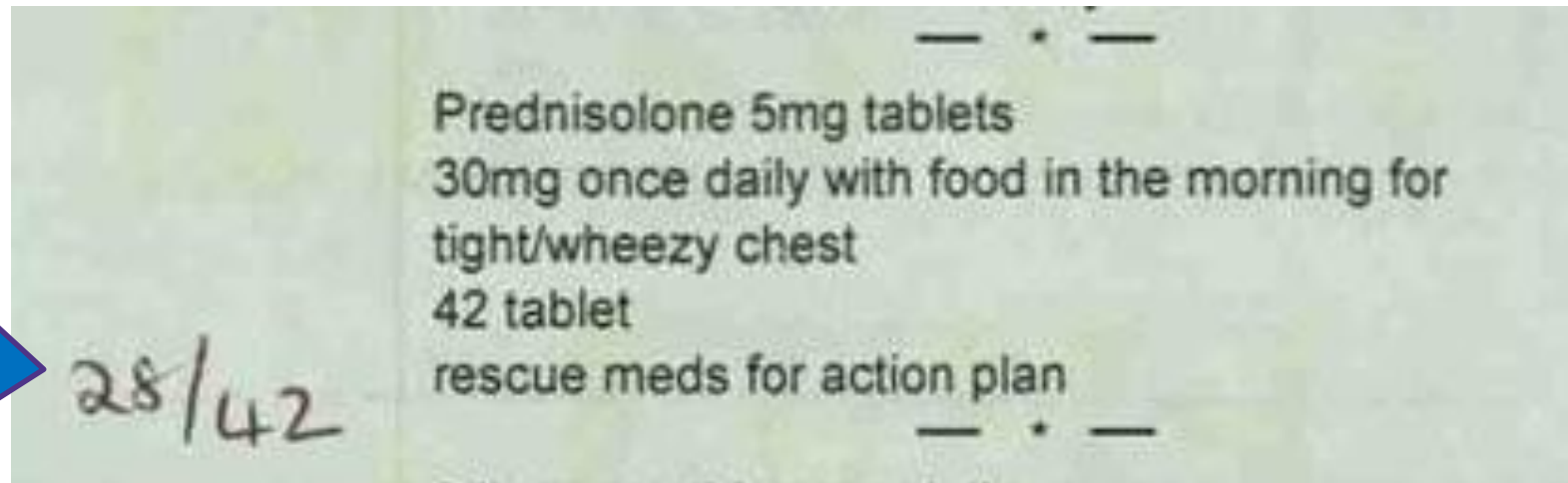


# Other common endorsing errors:

## Incorrect pack size



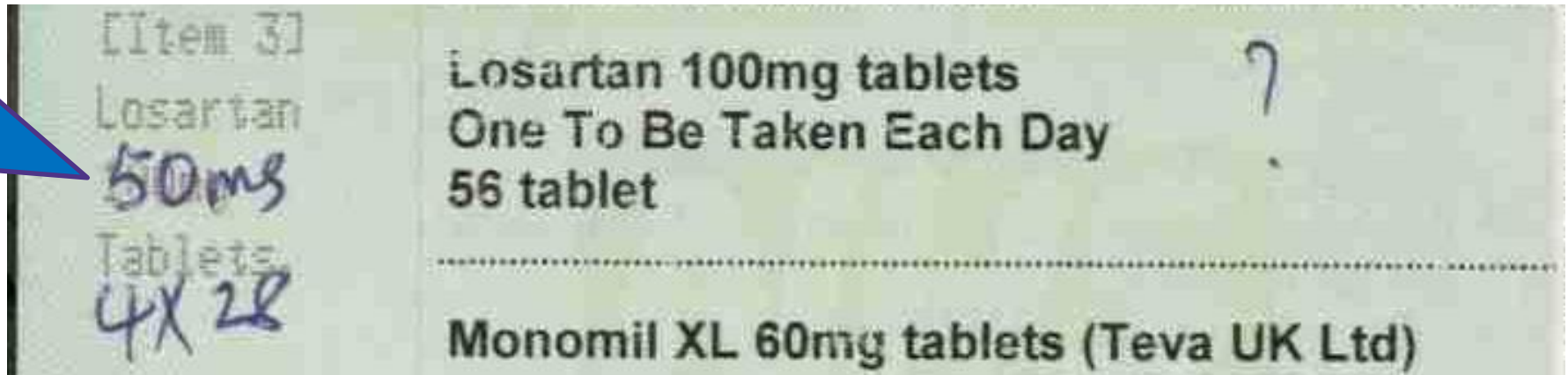
Pack size endorsed incorrectly. Correct endorsement should be amount dispensed/pack size. In this case, it should read 42/28



# Other common endorsing errors: Doubling up strength



Pharmacy has doubled up on strength. Will only be paid for what the prescriber has written on the prescription



Top  
Tips

If there is a need to double a strength due to product unavailability, we recommend asking the prescriber to amend the prescription to state the new strength

# Part IX listed Appliances

- For Appliances, pharmacy teams can only supply the Drug Tariff listed products (Part IXA, IXB, IXC and IXR)
- Where more than one brand of Appliance is listed in the Drug Tariff under same generic description, endorse the prescription with make or brand supplied
- OOP or XP cannot be claimed on Appliances in Part IXA and IXR



If you are unable to procure a Part IXA appliance without extra charge, try contacting the manufacturer to see if they are able to supply at Tariff price.



# Part IXA appliance



Hydromoor eye drops has been endorsed, which comes in 0.4ml which does not correspond to the size ordered

N.B. Ensure dose is stated

Endorsements

Hydromoor  
30x  
0.4ml →

Hypromellose 0.3% eye drops 0.5ml unit dose preservative free.  
(30) unit dose.  
THREE TIMES A DAY

One item on form

There are two Appliances which meet the generic description in the Drug Tariff:

Lumecare  
or  
SoftDrops

Only one of these items can be endorsed



# Switching - Paper

The main reasons for switching:

- ✗ A declaration of exemption has not been completed correctly
- ✗ A chargeable prescription is incorrectly filed in the exempt bundle before submission



FP10SS0608

**NOTE** Patients who don't have to pay must fill in parts 1 and 3 (unless they are exempt on age grounds, and their age is printed on the front of this prescription). Those who pay must fill in parts 2 and 3. Penalty charges may be applied if you make a wrongful claim for free prescriptions. If you're unsure about whether you are entitled to free prescriptions, pay and ask for an FP57 form. You cannot get one later. The FP57 tells you about getting a refund.

**Part 1** The patient doesn't have to pay because he/she:

A	<input type="checkbox"/> is under 16 years of age	Collectors of Schedule 2 & 3 CDs should sign their name:
B	<input type="checkbox"/> is 16, 17 or 18 and in full-time education	
C	<input type="checkbox"/> is 60 years of age or over	
D	<input type="checkbox"/> has a valid maternity exemption certificate	
E	<input checked="" type="checkbox"/> has a valid medical exemption certificate	
F	<input type="checkbox"/> has a valid prescription pre-payment certificate	
G	<input type="checkbox"/> has a valid War Pension exemption certificate	
L	<input type="checkbox"/> is named on a current HC2 charges certificate	
X	<input type="checkbox"/> was prescribed free-of-charge contraceptives	
H	<input type="checkbox"/> *gets Income Support or income-related Employment and Support Allowance	
K	<input type="checkbox"/> *gets income-based Jobseeker's Allowance	
M	<input type="checkbox"/> *is entitled to, or named on, a valid NHS Tax Credit Exemption Certificate	
S	<input type="checkbox"/> *has a partner who gets Pension Credit guarantee credit (PCGC)	

\*Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ No. \_\_\_\_\_

**Declaration** For patients who do not have to pay I declare that the information I have given on this form is correct and complete. I understand that if it is not, appropriate action may be taken. I confirm proper entitlement to exemption. To enable the NHS to check I have a valid exemption and to prevent and detect fraud and incorrectness, I consent to the disclosure of relevant information from this form to and by the NHS Business Services Authority, the Department for Work and Pensions and Local Authorities.

**Part 2** I have paid: £ \_\_\_\_\_ Now sign and fill in Part 3

**Part 3** Cross out: I am the patient / patient's representative

Sign here: \N \_\_\_\_\_ Date: / /

Print name and address\* \_\_\_\_\_

The reverse of the prescription has not been signed

Patient status	Part of the form which <u>MUST</u> be completed
Exempt	1 & 3
Paid	2 & 3





# Switching - EPS

- You must ensure that the paid/exempt field is completed prior to sending the claim message
- Some PMR systems will prompt you to complete the paid/exempt field before sending claim messages however, others may default to 'Paid'
- Pharmacy teams should regularly check a patient's exemption status





# Dispensing/end of day process

- Mark and sort prescriptions for red separator
- Double check prescription endorsements checking for red separator items
- Keep a separate log of expensive items/OOP claims for reconciliation checks
- Endorsements should be correct and legible in the left hand margin only
- Ensure pharmacy stamps to not obscure the date of birth or any prescribing details
- Remove all invoices, labels, pins, clips, staples, post-it notes, Sellotape etc. from prescriptions
- Separate prescriptions into correct charge group
- Check all exemption declarations on EPS and paper prescriptions and tokens are completed correctly – signed and ticked
- Remember to claim for EPS prescriptions before they expire



# PSNC resources

# Factsheets: [psnc.org.uk/endorse](http://psnc.org.uk/endorse)



# Website: [psnc.org.uk](http://psnc.org.uk)

**Judicial Review hearing concluded**  
The hearing of the Judicial Review cases relating to the changes imposed on community pharmacy on October 20th 2016 has now concluded.  
The two cases brought by PSNC and the NPA were heard alongside one another by Mr Justice Collins in the High Court. The hearing lasted from Tuesday March 21 to Thursday March 23.  
In her submissions, PSNC's QC Alison Foster made the following points:

- An expression of PSNC's regret that it found itself in this position having worked with the Department of Health (DH) in 'harmony' in the past.
- Drawing on the core arguments set out in PSNC's skeleton argument:
  - Fallings in the process such that the consultation was unlawful;
  - The funding cut concerns the private sector and therefore, livelihoods, family businesses and mortgages on homes;
  - Smaller contractors will be hardest hit;
  - The unprecedented nature of the cuts; and
  - This was a comprehensive reshaping of the markets.

Find out more about the evidence presented during the hearing at: [psnc.org.uk/a2423bae9r9](http://psnc.org.uk/a2423bae9r9)

**Final print edition of CPN is out**  
The March 2017 edition of PSNC's Community Pharmacy News (CPN), which will be the final print copy of CPN, is now available online. This month's CPN features:

- Preparing for Quality Payments – the latest guidance, resources and FAQs on the scheme;
- Promoting community pharmacy;
- The Falsified Medicines Directive; and
- Drug Tariff Watch.

Additionally, following the announcement of a prescription charge increase to £8.60 per item made earlier this month, PSNC is distributing an updated Prescription Charge Card attached to this edition of CPN.

View CPN magazine online via the flipbook reader or download a copy from: [psnc.org.uk/rtbx30abd3](http://psnc.org.uk/rtbx30abd3).

**Single Activity Fee change from April**  
The community pharmacy Single Activity Fee (SAF) will rise from £1.13 to £1.25 per item from April 2017, the Department of Health has confirmed. Find out more at: [psnc.org.uk/1530a62d](http://psnc.org.uk/1530a62d)

**MHRA Drug Safety Update**  
The Medicines and Healthcare products Regulatory Agency (MHRA) has published its Drug Safety Update for March 2017. It includes articles on SGLT2 inhibitors and the launch of a pilot reporting scheme for harms associated with illicit drugs. Read the update in full: [psnc.org.uk/626e30a8t4m](http://psnc.org.uk/626e30a8t4m)

# Emails: [psnc.org.uk/enews](http://psnc.org.uk/enews)

**Dispensing Factsheet: Prescription endorsements**  
This is a quick reference guide to the prescription endorsements which pharmacy teams may need to use. Accurate endorsement is vital to ensuring correct payment from the Pricing Authority.

**1. General endorsements – The guidance below is intended as a quick reference only**

Prescribed Form	Required endorsement
A general medicine listed in Part VIII of the Drug Tariff	For Part VIII products, the only endorsement required is the pack size where there are multiple pack sizes listed.
A general medicine listed in Part VIII of the Drug Tariff	There is no endorsement required for Part VIII listed products (apart from obtaining the sourcing fee with 'SP' or 'ED' where appropriate).
A general medicine which is <b>not</b> listed in Part VIII of the Drug Tariff	Endorse with the brand name or manufacturer/supplier as well as pack size if there are multiple pack sizes available. If the product does not have a price listed in the Dictionary of Medicines and Devices (DMD), the net price before discount and vat, VAT should also be endorsed.
An unlicensed medicine (or special) which is <b>not</b> listed in Part VIII of the Drug Tariff and has been sourced under a manufacturer's special/ importer's licence* based by the NPS.	Endorse: <ul style="list-style-type: none"><li>product obtained over pack size used;</li><li>invoice price per pack size from which the order was supplied less any discount or rebate;</li><li>Manufacturer/ importer, MHRA licence number;</li><li>Batch number of the product supplied;</li><li>SP (for costs incurred in obtaining the item) (more information at psnc.org.uk/banw9d)</li></ul>
An unlicensed medicine (or special) which is <b>not</b> listed in Part VIII of the Drug Tariff and has been sourced under a manufacturer's special/ importer's licence* based by the NPS (as a third party)	Endorse the parties, quantities and cost of the ingredients used in preparing the product (the 'BP' for costs incurred in preparing a product prepared under the Section 13 exemption (more information at psnc.org.uk/apw0ad))
A branded medicine	The only endorsement required is the pack size. If the product does not have a price listed in the DMD, the net price before discount and excluding VAT should also be endorsed.
A general appliance which is only listed generally in Part VI of the Drug Tariff	The only endorsement required is the pack size where multiple pack sizes are available. Additionally, where ready-to-use prescriptions indicate: <ul style="list-style-type: none"><li>the total quantity to be supplied;</li><li>the location of the article (e.g. circular lens, below knee);</li><li>the compression class.</li></ul>
A general appliance which is listed by brand or manufacturer in Part VI of the Drug Tariff	Endorse with a brand or manufacturer's name as listed in the Tariff. Only endorse the pack size where there are multiple pack sizes listed at the beginning of the relevant Drug Tariff section, which are used for pricing on the quotation. This also applies to contact lenses, contact lens frames, contact lens moulding plates, film based dressings, permeable non-mesh synthetic adhesive tape BP 128b, and face flexures. To be reimbursed for any of the above products which may be priced higher than the defined price, the prescriber must be returned to the prescriber for amendment to include a specific brand name as listed in the Drug Tariff.
A branded appliance which is listed by brand or manufacturer in Part VI of the Drug Tariff	The only endorsement required is pack size where there are multiple pack sizes listed.

\*The Dictionary of Medicines and Devices is the database used by the NHS to identify the ingredients used in medicines within the UK. This database also contains information regarding the use of medicines. Medicines which are not listed in the database are considered unlicensed medicines.

\*\*The manufacturer's licence/ importer's licence number will be found on the invoice or invoice for the product.

# Dispensing on an FP10 database: [psnc.org.uk/fp10database](http://psnc.org.uk/fp10database)

## Dispensing on an FP10 database

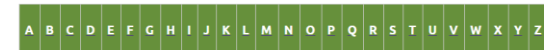
This database provides information on commonly queried medicinal products\* and appliances and whether they are allowed to be prescribed and dispensed on an NHS FP10 (green) prescription form in England and Wales (for information on other prescription forms, please [click here](#)).

Please do take note of the "additional information" column as it may contain other useful information.

These examples are not exhaustive so if you cannot find an answer here or are still unsure, please contact PSNC's Dispensing & Supply Team on 0203 1220 810 or [email us](mailto:psnc@psnc.org.uk).

\*These are mainly medicines but we have also included some supplements, foods, toiletries and cosmetics.

You can search by either entering a keyword in the search box or by clicking on the first letter of the item you wish to look for on the alphabet below.



Enter a keyword below to filter your search:

Search:

# Prescription Submission Factsheet [psnc.org.uk/submissionfact](http://psnc.org.uk/submissionfact)