

Endorsing instalment forms correctly

PSNC's Dispensing and Supply team regularly receive queries from community pharmacy teams about the dispensing of Controlled Drugs (CDs) in instalments. This factsheet advises on how to supply and endorse them correctly.



Note: This guide is intended for use by community pharmacy teams based in England but makes reference to Welsh instalment forms (WP10MDA) as these may also be presented in England.

What drugs can be dispensed on MDA forms?

In **England**, only the following drugs can be supplied in instalments on an FP10MDA:

- **ALL** Schedule 2 CDs;
- Buprenorphine (including buprenorphine/naloxone combination drug); and
- Diazepam.

In **Wales**, any drug may be prescribed on an WP10MDA form but only Schedule 2, 3, 4 and 5 CDs can be dispensed in instalments.

What are the CD prescription requirements?

All MDA forms for Schedule 2 and 3 CDs must include:

- Patient name and address;
- Drug name;
- Dose ('as directed' not permitted);
- Formulation;
- Strength (where appropriate);
- Total quantity/dosage units of the preparation in both words and figures (for liquids, total volume in ml);
- Prescriber signature and address; and
- Date of issue.

The period of treatment must not exceed 14 days for any drug(s) ordered in instalments. Instalment prescriptions must specify the instalment amount and the interval between each instalment.

Dispensing MDA forms

The first instalment must be dispensed within 28 days of the appropriate date (i.e. date of signing unless the prescriber has indicated a date before which the CD should not be dispensed), and the remainder should be dispensed in accordance with the instructions on the prescription.

The instalment direction must be complied with unless specific Home Office approved wording is used, for example, on days the pharmacy is closed.

Endorsing your MDA forms correctly

The prescription must be marked with the date of each supply. When items are prescribed on an MDA form to be dispensed in instalments, it's important that dispensers accurately record the details of each dispensing event on the right-hand side of the form. This is to comply with regulations and ensures that the NHS Business Services Authority (NHSBSA) can make accurate payment for the item(s) dispensed.

The form must be endorsed with the date, item, quantity supplied and initialled by the pharmacist on every dispensing instalment to receive the correct payment. To ensure accurate and timely reimbursement of items dispensed in instalments, pharmacy teams must **endorse PD claims clearly**:



complete all required columns for each instalment;



if a patient fails to pick up an instalment, the right-hand side of the form should be clearly marked as 'Not Dispensed' in the 'Item' and 'Quantity supplied' boxes, or the whole line should be crossed out;



only include the pharmacist's initials in the 'Pharmacist's Initials' box. Abbreviations to indicate not dispensed ('ND'), did not attend ('DNA') or not collected ('N/C') should not be written here; and



ensure that the quantities endorsed on the right-hand side of the form reflect the actual quantities that were dispensed to the patient.

CDs on EPS

Whilst Schedule 2 and 3 CDs can now be prescribed electronically, prescribers are unable to use EPS for prescribing in instalments. Instalment prescriptions should therefore continue to be issued using the paper MDA forms.

Pharmacists are reminded that when endorsing an MDA form, they should try and fit all the relevant information in the correct endorsing line. Any additional sheets of paper attached to the prescription will not be processed.

‘PD’ (packaged dose) endorsement

Contractors can claim a fee for each separately packaged dose supplied against prescriptions for **methadone oral liquid**; this includes green FP10s. The packaged dose (‘PD’) fee is calculated by adding the number of doses separately packaged minus the number of times the medicine has been dispensed to the patient (patient interactions).

The packaged dose fee of £0.55 can be claimed by endorsing ‘PD’ along with the number to be claimed in the endorsing column on the left-hand side of the prescription. 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 can be claimed by endorsing ‘PD 12’ (14 daily dose containers – 2 patient interactions = 12). Any variation from the endorsement, such as ‘*quantity*PD’ or ‘Packaged Dose *quantity*’, would not be paid.

How many prescription charges are payable?

If a patient pays for their prescriptions, they would only need to pay one prescription charge for each item. **Patients do not pay a charge for each instalment.**

However, if two different items or an item with two different formulations are ordered on an FP10MDA form, two prescription charges would apply.

Completing the reverse of a CD prescription

As with any other NHS prescription, the reverse should be completed in full with the patient’s declaration of payment or exemption status and their signature. Where appropriate, the ‘Signature of Collector of Schedule 2 & 3 CDs’ box should be completed by the patient or their representative.

Sorting and submitting MDA forms

Unfold all MDA forms – Pharmacy teams are reminded not to fold MDA forms individually as this slows down the scanning processes and may result in delays to payment.

Band all instalment prescription together separating them from the rest of the batch – All MDA forms need to be kept separate from rest of the prescription bundle as these forms are passed to a handler/operator at the NHSBSA for further checks.

Remuneration

Schedule 2 and 3 CDs are automatically included in the list of drugs for which Discount is Not Deducted (DND) and no endorsement is required for this exemption.

In addition to the usual fees and allowances for items dispensed on prescriptions, contractors receive additional fees for CDs. The table below shows all the different fees and allowances that contractors can expect to receive when a correctly endorsed MDA form is submitted for payment.

Description	Fee per item (£)	Endorsement
Single Activity Fee	£1.27	Each interaction must be endorsed with the total volume supplied (and initialled) for each patient interaction / “pick-up”
Schedule 2 CD	£1.28	
Schedule 3 CD	£0.43	
Consumable allowance	£0.01	
Payment for containers	£0.10	None required

Additional fees for oral liquid methadone prescriptions		
All prescriptions for oral liquid methadone	£2.50	None required
PD fee (per package dose)	£0.55	‘PDn’ where n is the total number of separately packaged doses supplied minus total number of patient interactions