













## EPS token submission

This factsheet sets out for pharmacy teams which EPS tokens are required to be submitted alongside the paper prescription bundle at the end of each month to the NHSBSA.

All **EPS tokens** must be submitted to the NHSBSA, unless the:

- patient is age exempt (and the patient's age is computer printed on the front of the script);
- prescription contains free of charge items only; or
- prescription has been confirmed as exempt by RTEC (Real Time Exemption Checking).

EPS token submission		EPS tokens that require submission to NHSBSA
	<b>Those used to capture the paid or exemption declaration</b>	
	<b>Pharmacy First Service</b> where medicines or appliances were supplied as part of the service (separated within the batch and marked 'PF UMS' or 'PF CP').	
	<b>Age exempt patients</b>	
	<b>Prescriptions where only free-of-charge (FOC) items are prescribed</b>	
	<b>Prescriptions where the Real Time Exemption Checking (RTEC) system confirms an exemption</b>	

With the rollout of RTEC, the number of EPS tokens submitted to the NHSBSA has decreased. RTEC offers pharmacy teams the chance to adapt their standard operating procedures to reduce the printing of EPS tokens in the pharmacy, moving towards a more [paperless process](#). Read more about Controlled Drugs tokens at the FAQs within the 'Submitting' section of our [EPS tokens](#) webpage.

Tokens are submitted for exemption checking purposes only and for NHSBSA to maintain a record of paid declarations made by patients. Reimbursement is based solely on the EPS claim message electronically submitted to the NHSBSA. Patients can sign either the prescribing or dispensing token, only the signed one needs to be submitted. For end of month submission, tokens must be kept separate from the FPIO prescriptions. For more information on sorting prescriptions for submission, visit our webpage: [Sorting your prescriptions prior to submission](#).

Read more about EPS submission: [Submission requirements factsheet](#) / [RTEC](#)