

Dispensing Factsheet: Prescription sorting requirements using red separators

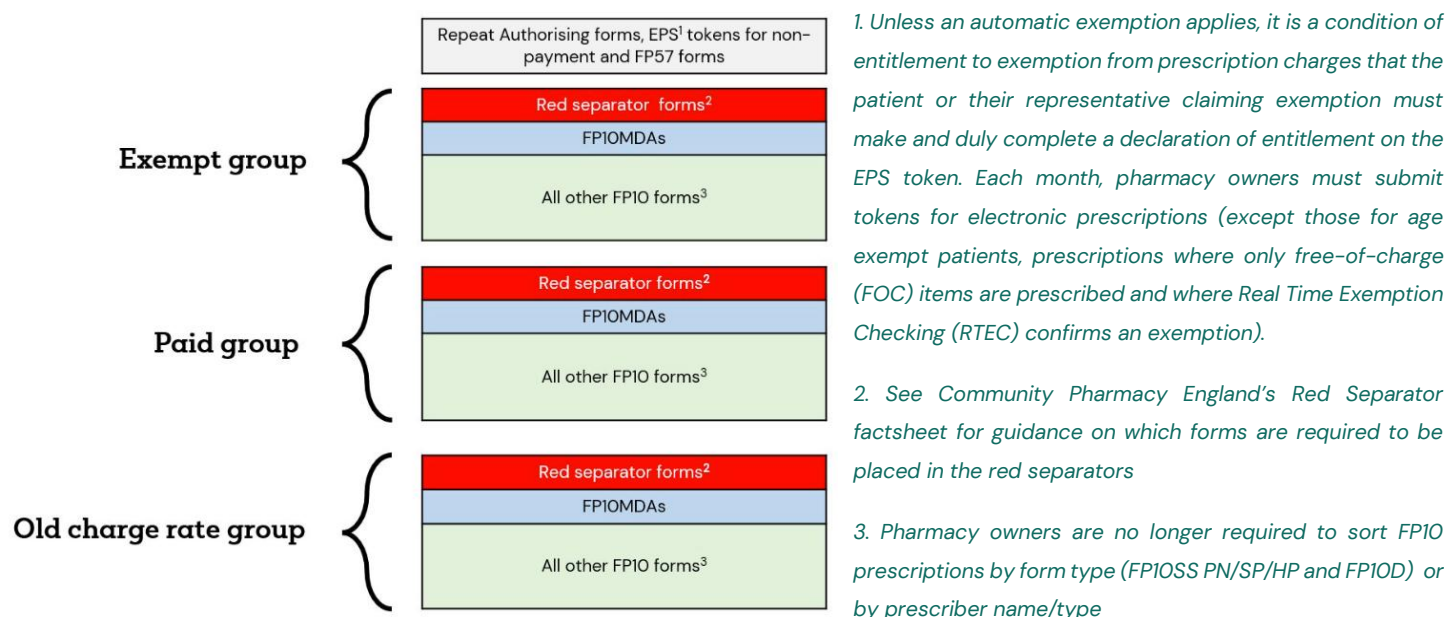
This factsheet highlights the importance of using red separators and explains the types of prescription forms that must be included in the red separators before the monthly prescription bundle is submitted to the NHS Business Services Authority (NHSBSA) for payment. It also explains how to secure prescription forms submitted in the red separators to ensure the forms do not come loose during transit.

Prescription sorting requirements

As part of the end of month submission process, prescription forms with specified items must be wrapped in the relevant red separators (exempt, paid or old charge rate groups) and placed at the top of the prescription bundle, enclosed with the Account Identifier Document, for despatch to NHSBSA.

Note: The Account Identifier Document, red separators and pharmacy address labels are posted out to pharmacies each month by the NHSBSA. Although 'red' separators can be printed from the [MYS portal](#), pharmacy owners are advised to use those posted out by the NHSBSA.

The image below shows the correct prescription bundle sorting requirements:





Items to include in red separators

Using the red separators when submitting prescription forms for payment ensures that forms including certain items will be subject to an additional check before final payment is confirmed.

The red separators must be used for FP10 paper prescriptions forms that include:

- the 'FS' endorsement for free supply of sexual health treatment
- SSP (Serious Shortage Protocol) items
- broken bulk items
- expensive items with a Net Ingredient Cost (NIC) of £100 or more
- unlicensed specials or imports (including those extemporaneously prepared)
- hand amendments by the prescriber
- out of pocket (OOP) expenses claims
- supplementary product information written on prescription
- when the prescribers signature goes over an item at the bottom of the prescription
- bulk prescriptions
- HMP prescriptions from prison prescribers with the 'HMP' abbreviation printed in the box for the practice address at the front of the prescription form

Only prescription forms with the items above should be included in the red separator. Including forms with other items in the red separator may lead to a delay in payment. The following forms should **NOT** be placed in the red separators:

- forms with items that have not been dispensed
- forms where the total NIC of all items on the form is £100 or more, but none of the individual items have a NIC of over £100
- handwritten prescriptions (unless they fall under one of the above categories)
- Dental forms (unless they fall under one of the above categories)
- Nurse forms (unless they fall under one of the above categories)
- forms where the patient signature on the reverse goes over or outside the box
- forms with contraceptive items – these do not fall into the 'FS' classification
- EPS tokens



Securing prescriptions placed in red separators

The NHSBSA recommends the use of elastic bands to secure prescriptions for submission. If, however, a small number of forms are to be submitted using a red separator, then a paper clip may be used to secure the prescriptions to ensure that they do not come loose from the red separator during transit.

Sorting of EPS prescriptions or tokens

There are no virtual red separators for EPS prescriptions or tokens. The paid or exempt declaration is submitted electronically and therefore there is no need to sort EPS prescriptions or tokens into either paid or exempt groups for submission to the NHSBSA.

Useful links

- [Sorting prescriptions for end of month submission.](#)