

APPLICATION FOR CERTIFICATE OF PREPAYMENT OF PRESCRIPTION CHARGES

Please write name and addresses in BLOCK CAPITALS

Do not write anything in this space Certificate No. VALID from To (Inclusive)	Surname Mr Mrs Miss
	Forename (Underline the MAIN Forename)
DATE OF BIRTH	Other Names
Number of last certificate of prepayment of prescription charges (if any) No.	National Health Service Number/CHI Number (as shown on medical card)
ADDRESS	
PERMANENT ADDRESS (if different from above)	
PREVIOUS ADDRESS (If changed since the last medical card issued)	
If recently arrived from abroad state date	
If recently discharged from H.M. Forces state date	
Your National Health Service general practitioner (If none, write 'NONE')	DOCTOR'S NAME AND ADDRESS
To the Practitioner Services Division I enclose Postal Order/Cheque (made payable to "Common Services Agency" and crossed "Payee Only") for	
*£13.00 *£38.00	in prepayment of prescription charges for
	*Four months *Twelve months
	*Delete as required
starting from (date): _____	
I have read and understood the notes on the right, and I am fully aware of the circumstances and time limits, in which a refund may be made.	
Signed: _____ Date: _____	

PREPAYMENT OF NHS PRESCRIPTION CHARGES

If you are not entitled to free prescriptions you could save money by buying a Prescription Prepayment Certificate (PPC). You will not have to pay anything more for any NHS prescriptions for the period of the certificate

IMPORTANT

Before completing this form check whether you may be eligible for free prescriptions. Check booklet HCS2 'A Quick Guide to Help with Health Costs' which is available from community pharmacies, GP and Dental surgeries, Job Centre Plus and the Citizens Advice Bureau. Alternatively you may ask your pharmacist for advice or log on to www.scotland.gov.uk/healthcosts

HOW TO APPLY:

Complete this form and return it to one of the 3 Practitioner Services Regional Offices according to your Health Board as allocated below:

Ayrshire & Arran, Dumfries & Galloway, Greater Glasgow & Clyde, Lanarkshire and Western Isles to:- Practitioner Services (Medical), Clifton House, Clifton Place, Glasgow G3 7LN. Tel. 0141 300 1310

Borders, Fife, Forth Valley and Lothian to:- Practitioner Services (Medical), PO Box 17363, Edinburgh, EH12 1ET. Tel. 0131 275 7807

Grampian, Highland, Orkney, Shetland and Tayside to:- Practitioner Services (Medical), Bridge View, 1 North Esplanade West, Aberdeen, AB11 5QF. Tel. 01224 358400

ABOUT THE CERTIFICATE:

- You can only use your PPC for your own NHS prescription.
- The PPC will start from the date Practitioner Services receives the form unless you specify a different start date. The start date cannot be more than 7 days earlier or one month later than the date Practitioner Services receives the form.
- If you have to pay a prescription charge while you are waiting for your PPC you should ask the pharmacist for a receipt form HCS(R). The pharmacist or dispensing doctor can only issue an HCS(R) at the time the prescription charge is paid. You can claim the prescription charge(s) back, up to 3 months after paying. The HCS(R) tells you what to do.
- Remember to apply for a new PPC in good time, as required, otherwise you will have to pay charges when your old PPC runs out.

REFUNDS OF PPC FEES:

If you wish to claim a refund of your PPC fee please send the original certificate to the Practitioner Services Regional Office according to your Health Board (see address above) along with a PPC refund claim form, HCS(R)PPC. A HCS(R)PPC is available from your community pharmacy or the relevant Practitioner Services Regional Office.

- A full refund may be claimed for a 4 or 12 month PPC if, within the first month you become entitled to free prescriptions or the holder dies.
- A proportional refund can be claimed on a 4 month or 12 month PPC if the holder dies after the first month.
- A partial refund may be claimed on a 12 month PPC if within months 2-4 you become entitled to free prescriptions.