

PRE-PAYMENT CERTIFICATE (PPC) REFUND APPLICATION FORM



Please read the advice overleaf before completing your refund application

Name of PPC Holder

(as recorded on the pre-payment certificate)

PPC Holder's Date of Birth

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Name of Person Applying for Refund

(if different from above, and also state relationship to the PPC holder)

Address to which refund should be sent

Post Code

Daytime Telephone Number

Serial Number of Enclosed Pre-payment Certificate

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|--|--|--|--|--|--|--|--|

Period of Validity (tick box)

4 months 12 months

Reason for Refund (tick box)

- Holder became entitled to free NHS Prescriptions within 1 month of PPC start date

Date became exempt

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Reason for exemption
(as claimed on prescription form)

- Hospital In-patient during PPC validity

Date of admission to hospital

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Date of discharge (or death of patient)

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

- Death of PPC Holder

Date of Death

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Declaration and Signature of Applicant

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. To enable the NHS to check I have a valid exemption/remission and for the purposes of prevention, detection and investigation of crime, I consent to the disclosure of relevant information from this form including to and by the NHS Business Services Authority, the Department for Work and Pensions, HM Revenue and Customs and Local Authorities. I agree to repay the cost of the refund if I am later found not to be entitled.

Signature Date

Please send the completed form, **with the Prepayment Certificate and evidence of exemption (if applicable)** to National Services Scotland, Practitioner Services, at the office that serves the area where you live. The addresses are given below:

Practitioner Services (Medical), Meridian Court, 5 Cadogan Street, Glasgow, G2 6QE (0141 300 1300) for Ayrshire & Arran, Dumfries & Galloway, Greater Glasgow & Clyde, Lanarkshire and Western Isles.

Practitioner Services (Medical), Gyle Square, 1 South Gyle Crescent, Edinburgh, EH12 9EB (0131 275 7038) for Borders, Fife, Forth Valley and Lothian.

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

For Practitioner Services Use Only

Refund Amount £ Calculated By Checked By

Guidance Notes for Refunds of Prescription Pre-payment Certificates (PPCs)

Refunds for PPCs are governed by legislation and these notes are for guidance only.

The rules are set out in full in the NHS (Charges for Drugs and Appliances) (Scotland) Regulations 2007.

Full Refunds – 4 month and 12 month PPCs

- You can claim a full refund if, during the first month following the PPC start date, the holder became entitled to free prescriptions on grounds of:
 - Age
 - Medical Condition
 - Maternity
 - Low Income, or receipt of passporting benefits/tax credits; or
 - Was admitted to hospital and remained there until the PPC expired.
- You can claim a full refund if, during the first month following the PPC start date, the holder died, or went into hospital and subsequently died there while the PPC was still valid.

Proportional Refunds – 4 month and 12 month PPCs

- The patient's estate can claim a proportional refund if, after the first month following the start date but while the PPC remained valid, the PPC holder died or was admitted to hospital and subsequently died there. In this situation:
 - **4 month PPCs:** one quarter of the charge paid will be refunded in respect of each complete month for which the PPC remained valid after the date of death.
 - **12 month PPCs:** one twelfth of the charge paid will be refunded in respect of each complete month for which the PPC remained valid after the date of death.

Partial Refunds – 12 month PPCs only

- If, in months 2 to 4 from the PPC start date, you became entitled to free prescriptions (see grounds listed above) or were admitted to hospital and remained there until the PPC expired, you can claim a partial refund.
- The amount refunded will be the difference between the 12 month charge and the 4 month charge.

Time limits for making PPC refund claims

- **4 and 12 month PPCs:**
 - if you are claiming following the death of the PPC holder, you must apply within 24 months of the death.
 - if you are claiming because the holder was admitted to hospital and stayed there until the PPC expired, you must apply within 3 months of the PPC expiry date.
- **4 month PPCs only:** if you are claiming because the holder became entitled to free prescriptions within the first month, or was admitted to hospital and remained there until the PPC expired, you must apply within 4 months of the PPC expiry date.
- **12 month PPCs only:** if you are claiming because the holder became entitled to free prescriptions during the first 4 months of validity, you must apply within 7 months of the PPC expiry date.