

**APPLICATION FOR CERTIFICATE OF PREPAYMENT OF PRESCRIPTION CHARGES**

Please write name and address in BLOCK CAPITALS

**DO NOT WRITE IN THIS SPACE**

Certificate No. \_\_\_\_\_

VALID from \_\_\_\_\_

to \_\_\_\_\_  
(inclusive)

DATE OF BIRTH	
Month	Year

Number of last certificate of prepayment of Prescription charges (if any) No. \_\_\_\_\_

ADDRESS \_\_\_\_\_

PERMANENT ADDRESS (if different from above) \_\_\_\_\_

PREVIOUS ADDRESS (if changed since last medical card issued) \_\_\_\_\_

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 "Practitioner Services Division" and crossed "Payee Only")

£17.00

£48.00 in prepayment of prescription charges for

- \* Four Months
- \* Twelve Months
- \*(Delete as required)

starting from (date) \_\_\_\_\_  
I have read and understood the notes overleaf, 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](http://www.scotland.gov.uk/healthcosts)

**HOW TO APPLY:** Complete this form and return it to one of the 3 Practitioner

Services Area Offices according to your Health Board as allocated below:-  
**Ayrshire & Arran, Dumfries & Galloway, Greater Glasgow & Clyde  
Lanarkshire and Western Isles to:-**

Practitioner Services, Clifton House, Clifton Place, Glasgow  
G3 7LN Tel: 0141 300 1310

**Borders, Fife, Forth Valley and Lothian to:-** Practitioner Services,

Stevenson House, 555 Gorgie Road, Edinburgh EH11 3LG Tel: 0131 537 8473

**Grampian, Highland, Orkney, Shetland and Tayside to:-**

Practitioner Services (Medical), Bridge View, 1 North Esplanade West,  
Aberdeen AB11 5QF. Tel: 01224 358 400

**ABOUT THE CERTIFICATE:**

- You can only use your PPC for your own 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 receive 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 Area Office according to your Health Board (see address' above) along with a PPC refund claim form, PPC(R). A PPC(R) is available from your community pharmacy or the relevant Practitioner Services Area 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 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.