

Practitioner Services

Endorsing Guidance for Dispensing Doctors

Most important facts about endorsing prescriptions:

- Use black ball point and **PRINT** neatly
- Use the designated column on the right hand side of the prescription form
- Do not write over or cover the prescribed information
- When entering numbers in the endorsing boxes, align them to the left
- Changes to quantity should be written underneath the pack size box

INFORMATION

To ensure that Practitioner Services Division (PSD) has the correct information for accurate reimbursement and remuneration, it is essential that, where applicable, dispensing contractors endorse NHS prescriptions.

This guidance describes each type of endorsement, and illustrates how the prescription form should be endorsed to ensure accurate payment.

A contractor who submits a claim for payment is responsible for the accuracy of the endorsement.

The fundamental requirements for payment are that PSD must know:

- What was prescribed and dispensed
- Quantity prescribed and dispensed
- Strength
- Formulation

Claims **are not necessary** for:

- Controlled drug fee
- Zero Discount line
- ACBS product

PROBABLE ENDORSEMENTS

The four boxes on the prescription form, in the right hand column, represent the packsize boxes. All other endorsements should be printed under the four boxes for each item on the prescription. The only data included in the box should be the packsize in numeric quantity only. Please do not enter units of measure such as `g` or `ml`.

Pack endorsement

The pack endorsement is used to indicate the size of pack used to dispense the quantity. Under the pricing rules, PSD assumes that you are using the most economical pack sizes available. However, for many products different pack sizes are available. If the packsize you are using differs from the most economical packsize, you will need to add a packsize endorsement to determine payment.

Pack of 28 will be denoted as:

2	8		
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Quantity supplied (if not as prescribed)

If in dispensing a product, you have to change the **quantity** so that it differs from the prescribed quantity, an endorsement should be added to show the quantity change. A quantity change may be required where the prescriber prescribes an amount which cannot be dispensed exactly, due to the nature of the pack. The quantity change allowed is related to the size and number of packs available, subject to Business Rules.

6	0		
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Q60

Manufacturer

To ensure accurate payment for items prescribed generically which are not in the Drug Tariff, you should provide the name of the manufacturer. In the absence of an endorsement you will be paid from a pecking order from an agreed list.

UNICHEM / ALLIANCE / ALMUS

AAH

THORNTON AND ROSS (T&R)

APS / TEVA/NORTON/PLIVA/ IVAX/RATIOPHARM

ALPHARMA/ACTAVIS/BERK/COX

CP / WOCKHARDT

GENERICS-UK

KENT

NUMARK

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Example

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Kent

Homeopathic Products

Prescriptions for homeopathic products tend to be written generically. In order to be paid correctly you must endorse with the manufacturer otherwise PSD will price from an agreed pecking order.

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Weleda

Invoice Price Endorsement

The endorsement is SP, followed by the NHS **net** cost price, **excluding VAT**, in format 'pppp'. The claim below is for £4.58. An invoice should be submitted as evidence of the claim, but the price claimed **must** be declared on the prescription form or no payment will be made.

Example

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SP 458

Out of pocket Expenses

Where additional expenses have been incurred in obtaining supplies of a drug other than items in Parts 2 - 7 and 9 of the Scottish Drug Tariff, payment of the amount incurred will be made if the contractor submits a claim.

You should provide evidence of cost, including the nature of the expense, and the value claimed. Where the invoice covers more than one prescription form, Out of Pocket expenses should be claimed on one occasion only

The endorsement is: XP and the cost **must** be stated in the format pppp

Example

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XP 795

OTHER THINGS TO CHECK
BEFORE SUBMITTING YOUR PRESCRIPTIONS TO PSD

Always check that:

- The prescription form has been signed by the prescriber before sending to PSD for payment. Pay particular attention to prescriptions for controlled drugs.
- The patient declaration has been completed.
- For scripts for schedule 2 and 3 controlled drugs, ensure that the person who collects the prescription has signed the appropriate area on the back of the form.
- Any endorsement is clear and in the correct place. Check that computer endorsements are legible. If the endorsement is faint it may not be seen on the visual image produced by the scanners.
- Prescribers have used the correct form for their prescription. Check that the prescriber code matches the form type. (e.g Nurse prescribers may not use doctors' GP10s and *vice versa*)
- You have completed your GP34A correctly.
- You have included any invoices and endorsed the prescription form with the net prices (excluding VAT)

If you have a query about anything that is not covered in the guide, please contact Lorna Ramage, Customer Relations Manager, Practitioner Services (Pharmacy) on 0131 275 6699. email: lorna.ramage@nhs.net