

## Submitting EPS Tokens

NHS Prescription Services will start to scan EPS tokens from 1 September 2016 to support the NHS Business Services Authority's Prescription Exemption Checking Service. Although EPS tokens will be scanned they will not be used for reimbursement purposes, so remember you will still need to include all your endorsing information on the electronic message. Any endorsing information entered onto the paper tokens will not be taken into account for reimbursement purposes.

Remember you need to follow the steps below when submitting white dispensing tokens and/or green prescribing tokens:

- You must keep all tokens separate from any FP10 prescription forms.
- You must print all tokens on official paper.
- You should submit tokens in the same month that the electronic claim is sent.
- You must submit all tokens that are signed by the patient/representative to capture payment/exemption declaration.
- Do not submit age exempt tokens (Categories A and C).
- Do not use adhesive tape, pins or staples as these have to be removed and can delay processing.
- You do not need to sort tokens by prescriber surname or separate them into exempt and paid groups (however forms FP10 must still be sorted/separated in this way).

### Example of how to submit your FP10SS and EPS Tokens:



1	EPS tokens
2	RA forms (pharmacists only)
3	Exempt FP10 forms
4	Red Separator – Exempt (pharmacists only)
5	Charge paid FP10 forms
6	Resubmitted referred back forms
7	FP34 submission document
8	FP10MDA forms (pharmacists only)
9	Red Separator – Charge paid (pharmacists only)