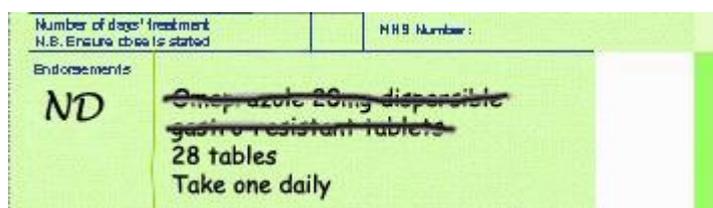


Checking your end of month Prescription Submissions

Double-check all endorsements — particularly for expensive items and unlicensed specials/imports.

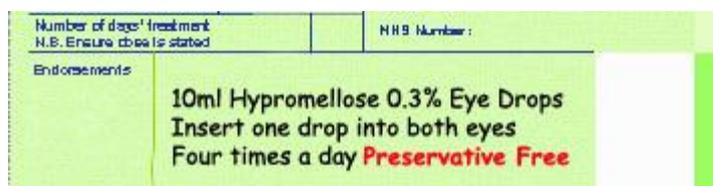
- ✓ Stick to the required endorsements only* — don't over endorse
- ✓ Keep all endorsements within the left-hand side margin of the prescription form.
- ✓ Check your endorsements are legible — e.g. price, pack size, supplier, BB, OOP, SP etc.
- ✓ Check if your PMR system endorses automatically, that it is doing so correctly and legibly — if not check if your printer ink cartridge needs replacing.
- ✓ Ensure the pharmacy stamp does not obscure the patient's age or date of birth, or any endorsements.
- ✓ Ensure 'not dispensed' items are endorsed 'ND' in the endorsement column and that the product name is clearly crossed out by a horizontal line (see picture).



- ✓ Check exemption declarations on the backs of prescriptions (and in the electronic claim message for EPS release 2 prescriptions) are completed in full where necessary, and signed to avoid prescriptions being switched.

Please note: declarations are required unless the patient is age exempt and the DOB/ age is computer-generated on the front of either the electronic or paper prescription.

- ✓ Check if the prescription includes supplementary product information — for example, a brand or manufacturer's name or an indication that a sugar free or preservative free prescription is required, as part of the dosage instructions rather than as part of the name of the prescribed product (see picture). As reimbursement of electronic prescriptions is based on the product code of the prescribed product, supplementary product information included in the prescriber's dosage instructions will not be considered when calculating payment; therefore, prescribers should be encouraged to select the correct product to prescribe in the first place.



- ✓ Highlight and remove all red separator prescriptions during the day's dispensing, if possible.

*For instance, Drug Tariff listed lines only require endorsement if they are a Category C item that comes in more than one pack size. Please see our endorsing guidance for more information.



Checking your end of month Prescription Submissions

DO NOT

- ✘ Do not put labels or sticky notes on prescriptions during the dispensing process—the residual glue can affect the scanning process.
- ✘ Do not mark the prescribing area of the prescription form with ticks or other marks during the dispensing/ checking process as these could affect how the prescription is priced (see picture).

Number of days' treatment N.B. Ensure dose is stated	NHS Number:
Endorsements	
✓ Loratadine 10mg tablets 30 tablets Take one daily as needed	

- ✘ Do not put any information regarding quantities owing in the endorsement column as these could be interpreted as quantity dispensed—you could record owing information on your Patient Medication Record system or attach a removable owing slip instead.
- ✘ Do not make endorsements (printed or handwritten) on any other part of the prescription form other than the designated left hand column only as there is a chance that these may not be seen during pricing. Also, if endorsements encroach onto an item on the prescription form, it can affect pricing of that item.