

Dispensing Factsheet: Prescription endorsements

This is a quick reference guide to the prescription endorsements which pharmacy teams may need to use. Accurate endorsement is vital to ensuring correct payment from the Pricing Authority.

1. General endorsements — The guidance below is intended as a quick reference only.

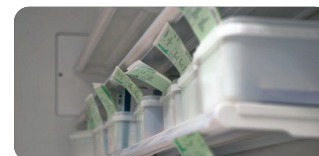
Prescribed item	Required endorsement
A generic medicine listed in Part VIIIA of the Drug Tariff.	For Part VIIIA products, the only endorsement required is the pack size where there are multiple pack sizes listed.
A generic medicine listed in Part VIIIB of the Drug Tariff.	There is no endorsement required for Part VIIIB listed products (apart from claiming the sourcing fee with “ SP ” or “ ED ” where appropriate).
A generic medicine which is not listed in Part VIIIA of the Drug Tariff.	Endorse with the brand name or manufacturer/supplier as well as pack size where there are multiple pack sizes available. If the product does not have a price listed in the Dictionary of Medicines and Devices (dm+d)*, the net price before discount and exc. VAT should also be endorsed.
An unlicensed medicine (or special) which is not listed in Part VIIIB of the Drug Tariff and has been sourced under a manufacturer’s specials/ importer’s licence** issued by the MHRA.	Endorse: <ul style="list-style-type: none"> • Amount dispensed over pack size used; • Invoice price per pack size from which the order was supplied less any discount or rebate; • Manufacturers’/ importers’ MHRA licence number; • Batch number of the product supplied; • SP (for costs incurred in obtaining the item) <i>(more information at psnc.org.uk/specials)</i>
An unlicensed medicine (or special) which is not listed in Part VIIIB and has been manufactured under the Section 10 exemption from the Medicines Act 1968 (either by the contractor or a third party).	Endorse the names, quantities and cost of the ingredients used in preparing the product plus “ ED ” for costs incurred in dispensing a product prepared under the Section 10 exemption <i>(more information at psnc.org.uk/specials).</i>
A branded medicine.	The only endorsement required is the pack size. If the product does not have a price listed in the dm+d, the net price before discount and excluding VAT should also be endorsed.
A generic appliance which is only listed generically in Part IX of the Drug Tariff.	The only endorsement required is the pack size where multiple pack sizes are available. Additionally, ensure elastic hosiery prescriptions indicate: <ul style="list-style-type: none"> • the total quantity to be supplied; • a description of the article (e.g. circular knit, below knee); • the compression class
A generic appliance which is listed by brand or manufacturer in Part IX of the Drug Tariff.	Endorse with a brand or manufacturer’s name as listed in the Tariff. Only endorse the pack size where there are multiple pack sizes listed in the Tariff. Please note: some appliances have default prices, listed at the beginning of the relevant Drug Tariff section, which are used for pricing in this situation. These are: catheters, elasticated tubular bandages, absorbent perforated plastic film faced dressings, permeable non-woven synthetic adhesive tape BP 1988, and peak flow meters. To be reimbursed for any of the above products which may be priced higher than the default price, the prescription must be returned to the prescriber for amendment to include a specific brand name as listed in the Drug Tariff.
A branded appliance which is listed by brand or manufacturer in Part IX of the Drug Tariff.	The only endorsement required is pack size where there are multiple pack sizes listed.

* The Dictionary of Medicines and Devices is the database used by the NHS to standardise the language used to describe medicines within the NHS. This database also contains information regarding the price of medicines. Pharmacy staff can access this database by visiting dmd.medicines.org.uk

** The manufacturer’s specials/importer’s licence number can be found on the invoice or CoC/CoA for the product.

2. Specific endorsements

Below are the most commonly used endorsements, but pharmacy staff will need to check for an item's eligibility. For full details of all possible endorsements, you may find the joint guide, *An Alphabetical Guide to Prescription Endorsement* (available from psnc.org.uk/endorsement), useful.



Category	Endorsement
Broken Bulk	"BB" and amount dispensed over pack size used (<i>more information at psnc.org.uk/bb</i>).
Extemporaneously Dispensed	"ED" (<i>more information at psnc.org.uk/specials</i>).
Hosiery	Compression class, article style, quantity, knit, "made to measure" if appropriate.
Instalment Dispensing	Date, quantity, pharmacist initials for each instalment (<i>more information at psnc.org.uk/mda</i>).
Measured and Fitted	"MF"
Not Dispensed	"ND" and score through the item in the prescribing area.
Out of Pocket Expenses	"OOP" on paper prescriptions or "XP" on EPSR2 prescription, name or description of the charge, price paid (<i>more information at psnc.org.uk/oop</i>).
Packaged Doses (for oral liquid methadone)	"PD" followed by the number of additional doses packaged separately (<i>more information at psnc.org.uk/methadone</i>).
Prescriber Contacted	"PC" and the missing information, date and initials.
Prescriber Not Contacted	"PNC" and the missing information, date and initials.
Trusses	Single or double, position, type.
Unlicensed Specials and Imports	"SP" (<i>more information at psnc.org.uk/specials</i>).

3. Prescriber endorsements

Below is a list of the endorsements which only a prescriber can add to a prescription item.

Endorsement	What it means for dispensing
ACBS	<i>No impact on dispensing.</i> If an item which is found on the Borderline Substances list (Part XV of DT) has not been endorsed by the prescriber, this product can still be dispensed as it isn't a compulsory requirement (but the prescriber may be questioned by the local NHS England team later).
SLS	<i>If required, this endorsement must have been made by the prescriber before dispensing.</i> If a medicine which is found in the Selected List Scheme (Part XVIII of DT) has not been endorsed by the prescriber, the prescription would need to be returned to the prescriber for amendment – pharmacy staff cannot make this endorsement themselves.
Either "OC", "CC" or "♀"	<i>No patient charge is payable for this item.</i> This endorsement is the prescriber declaring that it is to be used for contraceptive purposes.
Bulk Prescription	<i>No patient charge is payable for this item.</i> This endorsement is the prescriber declaring that the criteria for issuing bulk prescriptions have been met.

4. Frequently asked questions

Q. With electronic prescriptions (EPS Release 2), can I endorse the token?

A. Tokens are not used for pricing, so endorsements on them would not be considered. Reimbursement for electronic prescriptions are based on the electronic claim message. Pharmacy teams will need to use their pharmacy system to ensure they make accurate endorsements electronically.

Q. Will the Pricing Authority (PA) allow me to amend a prescription (e.g. adjust an endorsement) after I have already sent it to them for pricing?

A. A paper prescription cannot be amended after the PA has received it for pricing.

However with electronic prescriptions, it may be possible to make a change (such as amending an incorrect endorsement or adjusting the patient exemption category) after the prescription claim message has been sent to the PA. This is subject to the following criteria:

- your PMR system supplier must have added the functionality required to recall claim messages; and
- it must be before the deadline of the 5th day of the month following that in which supply was made. After this time the PA's pricing process will begin and the prescription can no longer be recalled.

If these criteria are met, your PMR system can allow you to recall, correct, and then resend the electronic script to the PA.