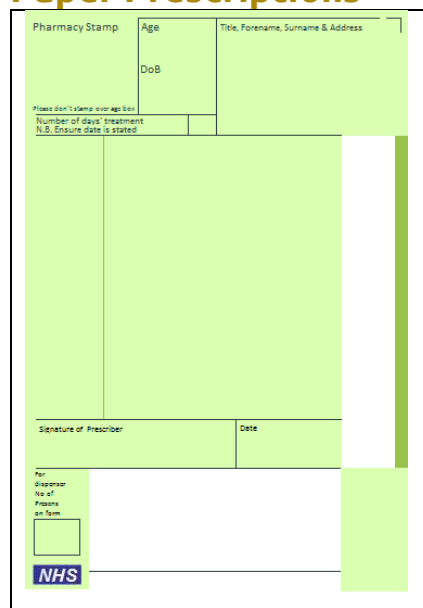# Summary of EPS-related forms and tokens (England)

Community pharmacy teams should familiarise themselves with the various prescription forms and tokens they will encounter. This factsheet helps pharmacy teams to identify the different types of forms and explains when they are used.

Paper Prescriptions

Paper prescription (without barcode)

Even those GP practices which have gone live with EPS Release 2 will continue using paper FP10 prescriptions forms where necessary.

These may be issued hand-written or computer-generated but will not include the Release 1 barcode seen within Release 1 barcoded paper prescriptions (see immediately below).

Release 1 (R1) barcoded paper prescription (with an electronic prescription message)

With a R1 EPS prescription, the paper FP10 form will require the prescriber's written signature, and the paper form will be the legal prescription. GP systems print a barcode on a paper prescription which, when scanned at an EPS-enabled pharmacy, downloads an electronic prescription message. This electronic message will auto-populate the pharmacy's system with the prescription details. This type of prescription should be dispensed using the paper form, and the paper form needs to be submitted in the usual way for pricing.

Notes: The barcode number above is twice as <u>long</u> as the Phase 4 token barcode number, and the ink signature is present (see purple arrows).

About EPS Release 2 (R2) tokens
(see overleaf for images of EPS tokens)

Paper forms that are printed to accompany electronic prescriptions are known as 'tokens'. These are only used if a prescriber uses EPS R2.

There are two types:
1. the prescription or authorisation token (generated by a prescriber); and
2. the dispensing token (generated by a dispenser).
Both types are simply paper copies of the electronic prescription and neither can be used to dispense prescription items without the corresponding electronic prescription.

The barcode present on a token can be scanned to retrieve the corresponding electronic prescription from the NHS central Spine (the network which transfers information relating to electronic prescriptions). The prescription identifier code on the tokens is 18 characters.

The 'prescriber signature' area on prescription tokens is overprinted to prevent the prescriber signing the token because it is the electronic signature on the electronic message which makes the prescription legally valid.

Reimbursement is made against the electronic claim message for the electronic prescription and not the paper token. Handwritten amendments are therefore not acceptable; the electronic message must be returned to the Spine so the prescriber can cancel and re-issue.

Wales: Currently, pharmacies in Wales cannot access these electronic prescription messages by scanning these R2 barcodes. English GP practices' patients which need medicines dispensing within Welsh pharmacies would require a paper prescription.

EPS tokens

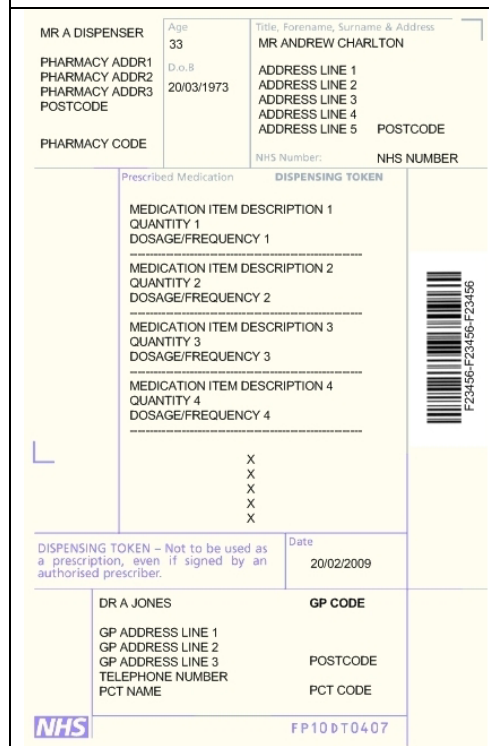**Prescription token** (issued in parallel with a legal electronic NHS prescription)
e.g. Phase 4 non-nominated paper tokens

The green FP10SS form may be used by the prescriber to print a prescription token.
The right-hand side of the token will include a note that the electronic prescription message has been sent to the nominated dispensing site along with the name and address of the site.
Prescribers may also issue 'repeat dispensing authorisation form' relating to **eRD** batch issues.

Note about differences between tokens and R1 barcoded paper prescriptions: Tokens include wording ("PRESCRIPTION TOKEN – Not to be used as a prescription, even if signed by an authorised prescriber") within the prescriber box. The 18-character barcode number on the right is much shorter than the barcode number seen with R1. See purple arrows on the left.

Dispensing token (can be generated as necessary where a legal electronic NHS prescription has been issued by the prescriber)

The 'FP10DT' is white in colour and is generated by a dispenser. It will be printed with the annotation 'dispensing token'.
In EPS R2, these may be presented at a pharmacy where a patient has nominated a pharmacy but their nominated pharmacy has been unable to dispense the prescription. This is not a legal prescription but the barcode on the form can be used to 'pull down' the legal NHS electronic prescription from the Spine.
NHS England teams are responsible for supplying community pharmacies with blank FP10DTs for printing dispensing tokens.

FAQs

Q. The prescriber has signed a prescription token; does this make it a legal NHS prescription?
No. With EPS R2, payment is always based on the electronic message. R2 tokens are designed to minimise the risk of confusion by over-writing the signature box to state that the token should not be used as a prescription.

Q. Which EPS R2 tokens should I send with my prescription bundle?
The tokens which must be sent to the Pricing Authority include those used:
• to capture the exemption signature (other than prescriptions exempted by age or the **RTEC** system); and
• because the patient has paid a prescription charge.
These tokens are usually sent for audit purposes only as reimbursement is made against electronically submitted R2 messages and the exemption category applied to that message.

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Read more at: **psnc.org.uk/tokens** and **psnc.org.uk/phase4**.