

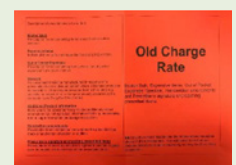
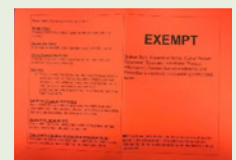
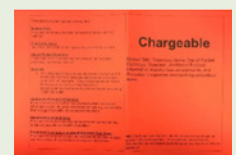
# Red separator submission factsheet

This factsheet highlights the importance of using red separators and explains the type of forms that should be included in the separators before the monthly prescription bundle is submitted for payment to the NHS Business Services Authority (NHSBSA). It also explains how to secure any forms submitted in the red separators to ensure that any forms do not come loose during transit.

The NHSBSA issues contractors with three sets of red separators each month to sort certain types of paper prescription forms into their relevant exempt, paid or old charge rate groups. Only forms with prescription items that meet the criteria set out below should be included in the red separators.

## Prescription forms containing the following are required to be placed into red separators:

- **Items where the prescriber has used the 'FS' endorsement** for free supply of sexual health treatment (items used to treat a sexually transmitted infection (STI)) *Please note: Contraceptives do not fall into the 'FS' classification and should not be submitted within the red separator unless the prescription form meets red separator criteria*
- **Claims for any supplies made against SSPs** (Serious Shortage Protocols) - including any SSP claims made using EPS tokens
- **Broken Bulk items**
- **Out of pocket expense claims**
- **Expensive items** with a Net Ingredient Cost (NIC) of £100 or more
- **Unlicensed specials or imports** (including any extemporaneously prepared specials)
- **Items with handwritten amendments made by the prescriber**
- **Items where prescribers have added supplementary product information** (for example as part of the directions for use)
- **Prescribers signature encroaching into the prescribing area** (where it goes over an item at the bottom of the prescription)



## What is the purpose of the red separators?

The NHSBSA asks for certain paper forms to be placed into red separators so that these can be double checked and manually processed for payment. If an eligible form is not placed into the red separator it will still be processed for payment, however, any unsorted forms will bypass their additional checking processes. See more on sorting prescriptions at: [psnc.org.uk/sorting](https://psnc.org.uk/sorting)

## How can I submit forms safely?

Suitable forms (following criteria above) should be wrapped in the red separators and placed at the top of the rest of the paper prescription bundle before it is despatched.

The NHSBSA recommends the use of elastic bands to secure prescriptions for submission. If, however, a small number of forms are to be submitted using a red separator, then a paper clip may be used to secure the prescriptions and tokens to ensure that they do not come loose from the red separator during transit.

## The following forms should NOT be placed in the red separators:

- Forms where none of the items have been dispensed (endorsed 'ND');
- Where the total of all items on a form is £100 or more, but none of the individual items have a NIC of over £100;
- Handwritten prescriptions; or
- Forms where a patient's signature goes over or outside the

signature box on the reverse of the form EPS tokens (excluding those used for claims of a supply made against an SSP).

## EPS Prescriptions

There are no virtual red separators for EPS prescriptions. Prescriptions that would ordinarily be placed in a red separator are processed accordingly, when submitted electronically. However, PSNC does recommend that for the purposes of prescription reconciliation, contractors should keep a log or generate report(s) from their PMR system for the following types of items submitted for payment electronically:

- Expensive items (items with a NIC of £100 or over);
- Unlicensed specials and imported drugs; and
- Items with Broken Bulk or out of pocket expense claims.

The log or PMR report should then be used to reconcile items/values against the pharmacy's **FP34 Schedule of Payment**. If you are unsure how to generate a report which incorporates the above, please contact your PMR system supplier.

## Useful links

Key things to remember when endorsing and submitting prescriptions: [psnc.org.uk/submissionfactsheet](https://psnc.org.uk/submissionfactsheet)

For more information on submitting SSP claims using tokens, see our [SSP claims webpage](#).