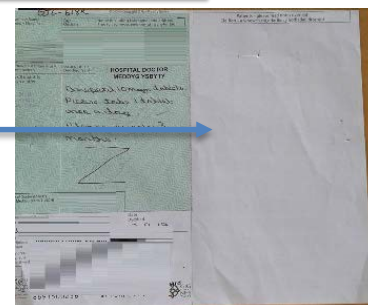


Preparing your account

- Carefully detach all patient note sections (right hand side) attached to the prescriptions.
- Remove foreign objects such as staples without damaging the forms where possible.
- Keep prescriptions as flat as possible.
- Ensure prescriptions have the same orientation.
- Ensure all “exceptions” are submitted in group 1A and clearly mark the group.
- Ensure the prescriptions are securely banded within a box size to fit so that they stay secure during transit.
- Complete and insert the declaration form (WP34) and make easily available.
- Apply the PS colour coded label to box and ensure PS code is clearly written on label.



Swap staples for clips as they are reusable
and do not damage prescriptions



CONTACT DETAILS

- For prescription submission queries: 02920 904032
- For prescription payment or helpdesk queries: 02920 904030
- To download monthly submission paperwork:

[Shared Services Partnership: Prescribing Services | Community Pharmacy Downloads \(wales.nhs.uk\)](https://www.wales.nhs.uk)