

# Primary Care Services

## Arrangements for the sorting and submission of prescriptions

2017



## Background

The introduction of the 2D barcode onto prescriptions has provided an opportunity to use the information contained in the bar code to provide a more efficient and accurate pricing system for all dispensing contractors.

In order to take full advantage of this development contractors are asked to separate exempt prescriptions into 2 groups before submission for pricing:-

**Group 1:** Those that can be priced automatically

**Group 1A:** Those prescriptions that need to be priced by an operator

(Levy prescriptions will continue to be submitted in a separate group – **Group 2**)

## Separating scripts into Group 1 and Group 1a

**Group 1 (to be automatically priced)** - This group should only include regular exempt prescriptions (WP10SS, WP10IPSS, and WP10SPSS & WP10PN) which have been dispensed as prescribed and where there is no additional claim or endorsement added **i.e. where you would be happy for an automated system to pay you for the prescription as it has been prescribed.**

**Group 1A (to be passed to an operator for review and pricing)** - Group 1A should include all of the remaining exempt prescription forms. This group will also include all the remaining prescription form types and any prescription forms where changes or additional endorsements have been necessary **i.e. an exception applies**

**Group 1A would therefore include the following:**

### Exceptions e.g.:-

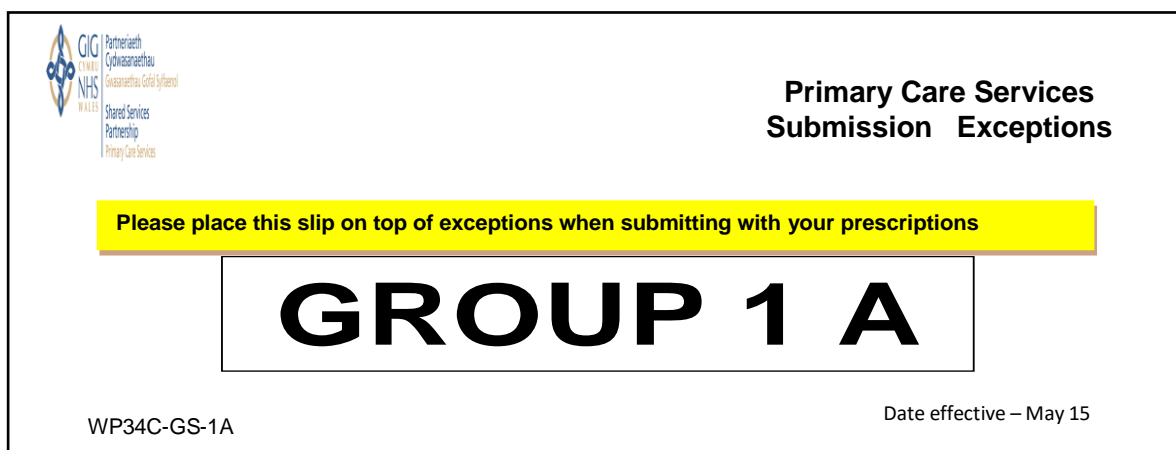
- Broken Bulk claimed
- PD endorsements
- Dispensed quantity is different
- Out of Pocket Expenses claim
- Item not dispensed/ Item crossed out
- Specials
- All handwritten prescriptions
- Handwritten amendment has been made to prescribed information
- Local special scheme endorsement e.g. WRS
- NCSO items
- Additional items claimed e.g. droppers
- Generically prescribed but branded drug indicated on prescription.

### Other Prescription forms e.g.:-

- Resubmissions
- WP10HP(AD)(Hospital CD instalment)
- WP10MDA(GP CD instalment)
- All other non standard WP10 forms including repeat dispensing forms and WP10CN(Nurse forms)
- All non-Wales prescriptions.

Please Note: You **Do Not Need** to separate barcoded from non barcoded prescriptions in any of the categories

## Group 1A separator (To be used to identify group 1A prescriptions)



The image shows a template for a Group 1A separator slip. It features the GIG NHS Wales logo in the top left corner, which includes the text 'Partneriaeth Cychwaraeathau GIG NHS WYLLS' and 'Shared Services Partnership Primary Care Services'. The main title is 'Primary Care Services Submission Exceptions'. A yellow box contains the instruction: 'Please place this slip on top of exceptions when submitting with your prescriptions'. Below this is a large white box with the text 'GROUP 1 A' in bold black letters. At the bottom left is the code 'WP34C-GS-1A' and at the bottom right is 'Date effective – May 15'.

### Month End Submission

- Follow the instructions below when preparing and submitting your account.
- Complete all parts of the WP34C as shown on appendix 1. Submit for pricing **no later than the 5<sup>th</sup> day of the month.**

Clearly identify Group 1A prescriptions within the bundle by use of the separator shown above. The separator can be downloaded from [www.primarycareservices.wales.nhs.uk](http://www.primarycareservices.wales.nhs.uk)

#### Instructions for preparing and submitting prescriptions:

1. Detach all patient note sections (right hand side) attached to the prescriptions
2. Remove foreign objects such as staples without damaging the forms where possible.
3. Keep prescriptions as flat as possible.
4. Ensure prescriptions have the same orientation.
5. **Ensure all “exceptions” are submitted in group 1A and clearly mark the group.**
6. Ensure the prescriptions are securely banded within a box size to fit so that they stay secure during transit.
7. Complete and insert the declaration form (WP34) and make easily available.
8. The group numbers correspond to the numbers in the submissions section on the WP34C. Totals for Group1 and Group 1A should be added together when completing the submission section.
9. Apply the PS colour coded label to box and ensure PS code is clearly written on label Address labels (for submission of parcels to Primary Care Services) can be downloaded from [our website](http://our website).
10. Postage on parcels and correspondence to PCS must be pre-paid.
11. A courier service is available to collect your submissions.  
See [www.primarycareservices.wales.nhs.uk/home](http://www.primarycareservices.wales.nhs.uk/home) for details
12. Invoices are not required. Please ensure all information has been endorsed i.e. brand, maker or supplier, net cost & pack size and any out of pocket expenses.
13. Certificates of Conformity are to be held in the Pharmacy.

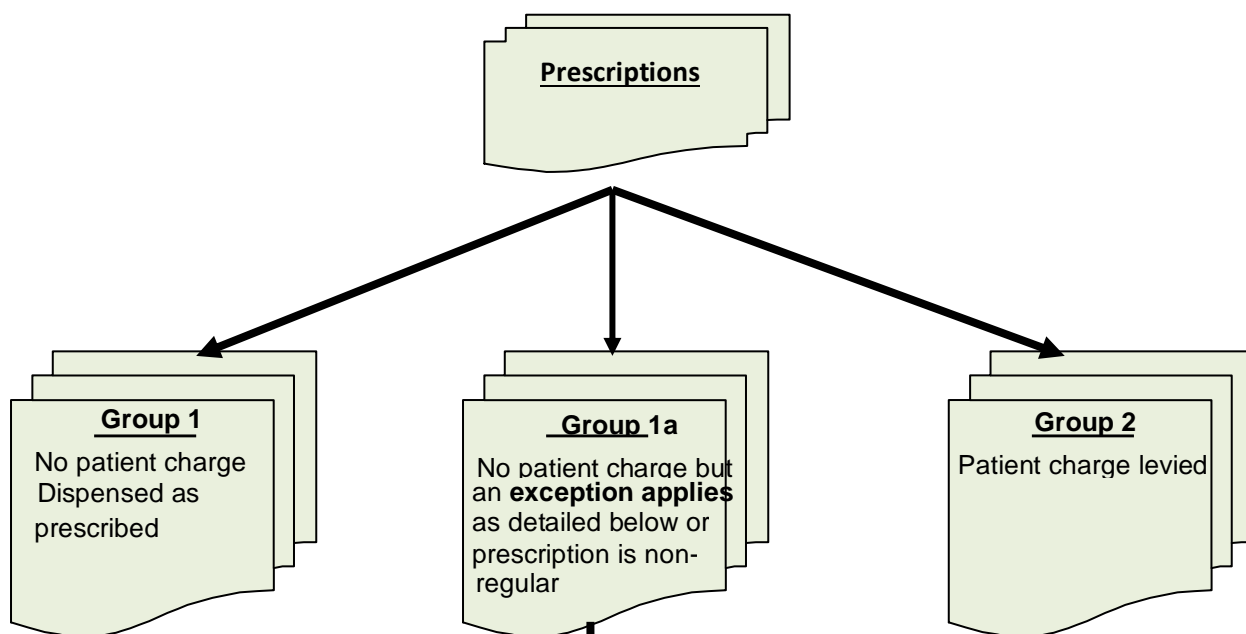
### Prescribing Services Contact Details

E-mail: [prescribing.management@wales.nhs.uk](mailto:prescribing.management@wales.nhs.uk)

Tel: 02920 904030

Web: [www.primarycareservices@wales.nhs.uk](http://www.primarycareservices@wales.nhs.uk)

## Diagrammatic summary of the sorting and submission process



### Exceptions:-

- Broken Bulk claimed
- PD endorsements
- Dispensed quantity is different
- Out of Pocket Expenses claim
- Item not dispensed/ Item crossed out
- Specials
- All handwritten prescriptions
- Handwritten amendment has been made to prescribed information
- Local special scheme endorsement e.g. WRS
- NCSO items
- Additional items claimed e.g. droppers
- Generically prescribed but branded drug indicated on prescription.

### Other Prescription forms e.g.:-

- Resubmissions
- WP10HP(AD)(Hospital CD instalment)
- WP10MDA(GP CD instalment)
- All other non standard WP10 forms including repeat dispensing forms and WP10CN(Nurse forms)
- All non-Wales prescriptions.

Please note: You **DO NOT NEED** to separate bar coded and non-bar coded forms

## Primary Care Services Contact Details

E-mail: [prescribing.management@wales.nhs.uk](mailto:prescribing.management@wales.nhs.uk) Tel: 02920 904030 Web: [www.primarycareservices@wales.nhs.uk](http://www.primarycareservices@wales.nhs.uk)