

SCOTTISH DRUG TARIFF

PART 14

CORE BUSINESS RULES FOR REIMBURSEMENT: UPDATED May 1st 2011

PREFACE

The rules as set out below are the basic requirement for reimbursement of items presented on NHS primary care prescription in Scotland. These rules cover both printed prescription and electronic versions. Further information on terms for electronic prescribing, dispensing and reimbursement will be made available in communications from the Scottish Executive, as advised.

The rules as set out here do not go into detail. They are set out as a guide to prescribers, dispensing contractors, and software houses. Requests for information on particular items should be referred to:

Practitioner Services Division, NSS	Details are available of contacts from local pricing offices.
E-pharmacy	nss.psdhelp@nhs.net
Community Pharmacy Scotland	csd-enquiries@communitypharmacyscotland.org.uk
Information & Statistics Division, NSS	Nss.csd@nhs.net

AUTHORITY

Prescribing

A person wishing to prescribe within primary care for NHS Scotland must be granted due authority by the NHS Board within which the person would normally practice. For prescribing on a form from the GP10 series, the person will be issued with a prescribing code and suitable prescription forms.

For electronic prescribing, the prescriber must use an approved prescribing computer system, using the computer account and log on assigned for that purpose. Prescribers must use only the prescription form assigned, and where applicable the electronic account assigned.

Pharmacy contractors who participate in the Minor Ailment Scheme and/or the Urgent Supply scheme, using prescription forms from the CP series will have access to the prescribing systems through the computer software installed at the place of business.

In every case, the prescription issued must be prepared and signed by the appropriate prescriber for the form type.

Dispensing

A person or business wishing to dispense within primary care in NHS Scotland must be granted authority to provide dispensing services by the NHS Board within which dispensing will occur. The person or business will be issued with a code. Please note that there are separate arrangements for persons or businesses wishing to provide Stoma Care services.

Payment

The original form must be submitted to PSD Pharmacy. Photocopies shall not be accepted.

A person or business providing dispensing services must undertake to supply details of items dispensed in accordance with the timetable laid down by PSD Pharmacy, in order that timeous payment can be made. The deadline, unless advised to the contrary, is that complete month data must be with PSD Pharmacy for the 5th working day of the following month.

Please see note at end of document regarding arrangements for payment to pharmacy contractors.

Notes

Reference to the GP10 series of forms includes:

- GP10, GP14, GP10N & GP10P

Reference to the CP series of forms include:

- CP1, CP2, CP-US

MINIMUM INFORMATION REQUIREMENTS

A completed GP10 series prescription form must bear:

- The printed name of the prescriber, plus the usual signature
- The practice or NHS organisation that the prescriber belongs to
- The address of the practice or NHS organisation
- The designation of the prescriber, if not defined by the form type
- The NHS Scotland prescribing code

The prescription form should ideally also bear the telephone number of the premises where prescribing took place.

A completed form from the CP series must bear:

- The usual signature of prescriber [community pharmacist]
- The NHS organisation that the prescriber belongs to
- The address of the community pharmacy
- The PSD community pharmacy code

The prescription form must also bear:

- The name of the patient
- The current address of the patient
- The Community Health Index (CHI) number, if available
- The age of the patient, if under 12 years old

The prescription form must be written or printed with indelible ink, be dated, and must be signed with the usual signature of the prescriber.

Prescribers must adhere to additional requirements where required for items covered by Schedules 2 and 3 of the Misuse of Drugs Act 1971.

The electronic equivalent message shall bear this information as an integral part of the message.

MINIMUM INFORMATION REQUIREMENTS

PRESCRIBING

The following components must be present to provide information for safe dispensing of prescriptions:

- The item name
- The physical manifestation (commonly known as formulation type) where available
- The strength where applicable
- The product dimensions for dressings and appliances where applicable
- The quantity ordered

DISPENSING

The following information components should be present to provide information for accurate reimbursement of prescriptions

- The item name, and where applicable the manufacturer or brand supplied
- The physical manifestation
- The strength where applicable
- The product dimensions where applicable
- The product reference code, where provided for medical devices, as listed in the Scottish Drug Tariff
- The quantity supplied
- The pack used, where applicable

ENDORSEMENTS: GENERAL

Dispensing contractors may provide additional information by endorsement, but the act of endorsement should only be necessary to complete the data required to make accurate reimbursement. Dispensing contractors are advised that manual endorsements must be written in **BLACK** ink

Dispensing contractors should note that PSD Pharmacy takes the information provided by the prescriber, before looking at endorsements.

Where PSD Pharmacy is not given sufficient data to complete the prescription information prior to authorisation of payment, the prescription shall be paid as according to default settings. The default will always be toward the most cost effective option for NHS Scotland.

Contractors should note that endorsements for items in Part 7 of this tariff will not be taken, except in accordance with Paragraph 19 of Part 1 of this tariff.

ENDORSEMENTS: E-PHARMACY

Contractors should note that use of electronic data to provide the prescription, plus the message regarding the dispensed item should mean that the requirement to provide additional information should be reduced. Intervention would still be required for:

- Substantial amendment of the prescription, including the quantity
- Claim for `broken bulk' where applicable
- Claim for `measure & fitted'
- Claim for supply shortage for Part 7
- Instalment dispensing
- Out of pocket expenses
- Influenza vaccines as advised in the relevant circular
- Item not dispensed
- No patient charge
- Extemporaneous fess where applicable
- Urgent dispensing fees

ADDITIONAL NOTES ON QUANTITIES

The prescriber must state the quantity. If this value is absent, PSD Pharmacy will pay five days' supply, or in those instances where the item is dispensed using a calendar or whole pack, in the smallest unbreakable pack or sub-pack. Amendments to the quantity must otherwise be accompanied by the prescriber's initials, or an appropriate endorsement.

Payment will be calculated on the basis that the exact quantity ordered by the prescriber has been supplied, subject to the provisions set out below:

Whole Packs (Drugs & reagents in Special Containers)

Where the quantity ordered by the prescriber does not coincide with that of an original pack and the medicine or reagent is:

- Sterile
- Effervescent or hygroscopic
- Liquid preparation for addition to bath water
- Coal Tar preparations
- Viscous external preparations
- Packed in a castor, collapsible tube, drop-bottle, pressurised aerosol, puffer pack, roll-on-bottle, sachet, shaker, spray, container with integral means of application, or any other container from which it is impractical to dispense the exact quantity
 - Reconstituted preparations

... the contractor shall provide the drug in the pack or packs nearest to the quantity ordered and endorse the prescription with that information. Where the contractor has endorsed the supply of one or more packs to provide a quantity in order to cover the quantity ordered, PSD will price that number of packs. In the absence of a valid endorsement, PSD will pay for the nearest number of complete packs.

Manufacturers' Calendar Packs & Patient Packs

In the absence of an endorsement, the pharmacist will be assumed to have supplied the quantity prescribed, and payment will be made on that basis. If the product supplied is in a calendar pack, the pharmacist may endorse and supply the amount to cover the quantity prescribed to the nearest sub-pack.

A manufacturer's calendar pack is a blister or strip pack showing the days of the week or month against each of the several units in the pack. A patient pack is defined for payment purposes as a calendar pack with no sub-packs.

Payment for a manufacturer's calendar pack or original pack will be based on the smallest pack size available when one or more such packs are ordered.

Ordinary Packs

For supply from any other type of pack, PSD will pay for the quantity prescribed. When an endorsement shows that a larger quantity has been dispensed, the endorsement will be accepted, provided that it is within 10% of the quantity prescribed. When the endorsement is for a quantity in excess of 10% above the prescribed quantity, then PSD will pay for the quantity prescribed.

Default payment parameters

In the absence of both prescribed and dispensed information then PSD will adopt the following default options:

- Tablets will be priced ahead of capsules
- Ointments will be priced ahead of creams
- Ampoules will be priced ahead of pre-filled syringes
- Where there is a choice of packs and no endorsement is made, PSD will default to the most cost-effective pack.

PAYMENT TO CONTRACTORS

Reimbursement arrangements and payments of other items are as described in the Scottish Drug Tariff and in circulars issued by the Scottish Government Health Directorate or for locally negotiated payments by the NHS Board.

The aggregate of amounts due, less discounts and any patient charges is paid monthly to the contractor by NHS National Services Scotland on behalf of NHS Boards. The timing of the payments is that at the end of May the contractor will receive an estimate of the amount to be paid for prescriptions dispensed in April together with the settlement of the amount to be paid for prescriptions dispensed in March. The final settlement of the amount due for April will be paid at the end of June.

The normal date for payment will be the final business day in the month, although contractors should note that the legislated date for payment is the first business day of the following month and on occasion NHS National Services Scotland may pay on that date.

Contractors are paid by bank credit transfer to the bank account intimated to PSD Pharmacy. Any change to the intimated bank account must be made in the form required by PSD Pharmacy by a duly authorised representative of the contractor at least 14 days before the normal date for payment.

The payment of the amount due in accordance with the Scottish Drug Tariff to the account currently intimated to PSD Pharmacy will extinguish any liability of Scottish Minister or of NHS National Services Scotland to make payments for any item included in the amount so paid.