



Prescription Services

Alphabetical Guide to Prescription Endorsement for Pharmacy Contractors Quick Reference Guide

Please ensure that this guide is accessible to everyone working in your dispensary who is responsible for the endorsement of prescriptions. Although some of the endorsements listed in this guide are only recommended at the moment, they are likely to become mandatory in the future.

Endorsements should be accurate, concise and legible and it is essential that prescriptions are endorsed with sufficient information for NHS Prescription Services processing staff to correctly price prescriptions. All endorsements, with the exception of the 'Not Dispensed' endorsement, should be made in the endorsement column on the left hand side of the prescription.

If you have any queries regarding the correct endorsement for a particular prescription please contact the PSNC Information Team (0844 381 4180) or NHS Prescription Services Helpdesk (0845 610 1171).

Product Dispensed: When to Endorse?

For a **Generic Product listed in Part VIIIA or Part VIIIB of the Drug Tariff**, reimbursement is based on the Drug Tariff price. The only endorsement that may be required is the pack size where there are multiple pack sizes listed in Part VIIIA of the Tariff. If an NCSO Concession has been granted by the Department of Health, pharmacy contractors can dispense a product which is more expensive than the Tariff price and will be paid based on the manufacturer's list price of the endorsed product (*see the NCSO Section*). For products listed in Part VIIIB, pharmacy contractors should indicate whether the product has been extemporaneously dispensed or specially manufactured (*see ED and SP sections*).

For a **Generic Product which is not listed in Part VIIIA of the Drug Tariff**, reimbursement is based on the manufacturer's list price of the endorsed product. Endorsement of the brand name is therefore required as well as the pack size where multiple pack sizes of the product are available. If no brand exists, then an endorsement of manufacturer/supplier is required. If the product is less common the net price before discount and ex VAT should also be endorsed.

For a **Generic Product which is not listed in Part VIIIB of the Drug Tariff** reimbursement will depend on how the special was sourced. Where the special has been sourced:

- From a manufacturer holding a MHRA specials licence, the contractor will be paid the price endorsed on the prescription form. This price should be invoice price **less** any discount or rebate which may be linked to the procurement of this product.
- Under the manufacturing part of the Section 10 exemption from the Medicines Act 1968, the contractor will be paid the cost of the ingredients used to manufacture the special.

Pharmacy contractors should indicate if a product has been extemporaneously dispensed or specially manufactured (*see ED and SP sections*). For extemporaneously dispensed products not included in Part VIII B, the endorsement should include full details of all ingredients.

For a **Branded Product**, the only endorsement required is the pack size where multiple pack sizes of the product are available. If the product is less common (other than unlicensed medicines) the net price before discount and ex VAT should also be endorsed. If the product is an unlicensed medicine, the net price after any discount or rebate and ex VAT should also be endorsed.

For an **Appliance prescribed generically and only listed generically in the Tariff** (e.g. Absorbent Lint BPC), the only endorsement required is the pack size where multiple pack sizes of the product are available. In the case of elastic hosiery and trusses, a description of the generic product must be provided (see pages 3 and 5). Reimbursement is based on the Drug Tariff Part IX Price.

For an **Appliance prescribed generically but listed by Brand or Manufacturer's Name in the Tariff**, endorse with the brand or manufacturers name as listed in the Tariff. The pack size need only be endorsed where there are multiple pack sizes of the product listed in the Tariff. Reimbursement is based on the Drug Tariff Part IX Price.

For an **Appliance prescribed by brand or manufacturer's name**, the only endorsement required is pack size where there are multiple pack sizes of the product listed in the Tariff. Reimbursement is based on the Drug Tariff Part IX Price.

Category	Uses and Restrictions	Reference	Endorsement Requirement
Additional item	This endorsement is no longer in use as payment for administration mechanisms is covered by Part IV.	Drug Tariff Part IV	Endorsement no longer applicable.
Brand name	Required when the product is dispensed against a generic order for a product not in Part VIIIA or Part VIIIB. See also <i>Price and Supplier</i> .	Drug Tariff Part II Clause 9B	<Brand name>
Broken Bulk	Should only be used if the quantity ordered cannot be readily disposed of during the following six months. Applies to drugs (including ingredients used when preparing a special under the manufacturing part of the Section 10 exemption from the Medicines Act 1968 on the pharmacy premises), incontinence and stoma appliances in Part IXB and IXC, chemical reagents except for items supplied in special containers covered by Clause 10B and specials and imported products covered by Part VIIIB. Broken Bulk may however be paid on the ingredients where an item is extemporaneously dispensed. NB: This should not be endorsed automatically by pharmacy systems. Only endorse BB when it is clear that the remainder of the pack will not be easily disposed of.	Drug Tariff Part II, Clause 11	<BB> The pack size supplied must also be endorsed.

Calendar packs	For products packaged in calendar packs, payment is normally based on the number of packs or sub-packs nearest to the quantity ordered. If the quantity prescribed differs from a complete pack or sub-pack quantity and the quantity prescribed has been dispensed, the prescription should be endorsed with the dispensed quantity. Where one or a number of calendar packs are ordered (e.g. "1 pack" ordered), payment will be based on the smallest pack size available. Some manufacturer's packs contain more than one monthly cycle. If prescriptions ordering three or more such packs are not endorsed clearly with the total quantity dispensed the prescription will be returned to the contractor for clarification. (e.g. "3 packs" ordered). <i>See also Original Pack, Pack Size and Quantity.</i>	Drug Tariff Part II Clause 10C(ii)	<Quantity Dispensed> / <Pack Size Used> e.g. 28/56
Discount Not Given (DNG)	This endorsement is no longer in use as the process is now automatic.		Endorsement no longer required
Extemporaneously dispensed	To claim an extemporaneously dispensed fee. Prescriptions for Extemporaneously Dispensed products not included in Part VIII B should also be fully endorsed with details of the ingredients used to make up the product.	Drug Tariff Part IIIA 2A	<ED> <Details of ingredients used>

Hosiery	<p>To price your prescription, NHS Prescription Services processing staff need sufficient information about the product being dispensed. As a general rule, prescriptions for hosiery should include information on the Compression Class, Article style, Quantity and Knit.</p> <p>Made to measure Elastic hosiery – garments made to patient’s measurements.</p> <p><i>See also Measured and Fitted.</i></p>	Drug Tariff Part IXA	<p><compression class> <article style> <quantity> <knit></p> <p>If appropriate <made to measure></p> <p>e.g. Class2, Thigh Length, 2 stockings, Circular Knit</p>
Instalment Dispensing Form FP10 MDA	<p>In England, Buprenorphine, Diazepam, Buprenorphine with Naloxone and Schedule 2 Controlled Drugs used for the treatment of addiction, can be prescribed on an FP10MDA form. The form must be endorsed with the date, preparation, quantity supplied and initialled on every instalment dispensing to receive the correct payment. The period of treatment must not exceed 14 days & the prescriber must specify the number of instalments to be dispensed and the interval between each instalment on the prescription</p>		<p><date> <quantity> <pharmacist initials> in the relevant field provided</p>
Limited Stability	<p>This endorsement is no longer in use as the fee for Limited Stability is no longer included in the Drug Tariff.</p>	Drug Tariff Part IIIA 2D	<p>Endorsement no longer applicable.</p>

'Measured & Fitted'	Elastic hosiery/trusses requiring measurement. Para stomal garments (belts and girdles) where size is not indicated in the Drug Tariff requiring measurement <i>See also Hosiery and Trusses</i>	Drug Tariff Part IIIA 2B(a)/(b)/(c)	<MF>
NCSO	No Cheaper Stock Obtainable. Where the DH have agreed that a preparation in Part VIIIA or Part VIIIB of the Drug Tariff is in short supply and not available at the fixed Drug Tariff price. Contractors should not endorse NCSO unless they have made all reasonable efforts to obtain the product at the appropriate price but have not succeeded. Information on products that have been granted the 'NCSO' concession is published in the pharmaceutical press and on NHS Prescription Services and PSNC websites.	Drug Tariff Part II Clause 9C	<NCSO> <Pharmacist initials> <Date> <Supplier, manufacturer or brand name> <Pack size> <price if appropriate>
Not Dispensed	Where an item has not been dispensed the prescribed product name should be scored out and an ND endorsement made immediately adjacent to the prescribed product name.		<ND> dispenser also required to score out item in prescribed area
Original Pack	The use of 'OP' by either prescriber or pharmacist is to be discouraged since its interpretation is imprecise.		The term 'O.P.' should not be used in endorsements

<p>Out of Pocket Expenses</p>	<p>Expenses incurred in exceptional circumstances when obtaining an item which is not a special or imported product and is not included in Drug Tariff Part VIIIA Category A and M, Part VIIB, Part IXA and Part IXR.</p> <p>Endorsements are required for each prescription item where a claim is made. In addition the number of claims and the total value of these claims should be declared each month on the FP34C submission form.</p> <p>Please note that recent changes mean out of pocket expenses for unlicensed specials and imports must now be endorsed in a different way and are not to be included in the total value of claims on the FP34C.</p>	<p>Drug Tariff Part II Clause 12.</p>	<p><XP> <Full details of claim> <£p></p>
<p>Pack size</p>	<p>Only to be used for products supplied where the supplier lists more than one pack size or where there are multiple pack sizes listed in the Drug Tariff. In the absence of an endorsement reimbursement will be calculated on the basis of the price for the pack size listed in Drug Tariff Part VII. If the product is not included in Part VII then the pack size will be assessed in the following order using (i) a pack size equal to the quantity or (ii) the next largest pack size to the quantity or (iii) the largest pack size available. <i>See also Calendar packs containing more than one months supply and Original Pack.</i></p>	<p>Drug Tariff Part II Clause 9B & Part VIII Note 2</p>	<p><Quantity Dispensed> / <Pack Size Used></p> <p>e.g. 28/56</p>

Prescriber contacted	Missing drug strength and/or quantity as specified by prescriber to be endorsed with initials and date.	FPN 114 See BNF p2	<PC> <strength> <quantity> <dose> as appropriate <initials> <date>
Prescriber Not Contacted	Missing drug strength and/or quantity where the prescriber cannot be contacted, the pharmacist may supply sufficient to complete up to 5 days treatment (with the exceptions as outlined in the BNF).	FPN 114 See BNF p2	<PNC> <action> Initial & Date
Price	For less common products (other than unlicensed medicines) and for certain appliances where specifically required in Drug Tariff Part IX, the total net price for the prescribed quantity (<u>before</u> discount and ex VAT) should be endorsed on prescriptions. For unlicensed medicines not listed in Part VIII B the total net price for the prescribed quantity (<u>after</u> any discount or rebate and ex VAT) should be endorsed on prescriptions. If the price endorsed relates to the price of the pack size this should be clearly endorsed. <i>See also brand name.</i>	Drug Tariff Part II Clause 9B Drug Tariff Part IX	<IP> <£p>
Quantity to be dispensed.	Only required where a contractor supplies a quantity at variance with that ordered or where a drug supplied is a Calendar Pack and the pharmacist dispenses the exact quantity ordered which differs from the pack size. <i>See also pack size, Calendar packs containing more than one months supply and Original Pack.</i>	Drug Tariff Part II Clause 10	<Amount Dispensed>/ <Pack Size Used> e.g. 28/56

RC	<p>Rebate claimed. If alcohol (96%), rectified spirit (ethanol 90%) or any other dilute ethanol is prescribed as an ingredient of a medicine for internal use, the price of the duty paid alcohol will be paid. If the duty has been reclaimed, endorse the prescription 'rebate claimed' and the price will be calculated on that of duty-free alcohol.</p>	Drug Tariff Part VIII Note 7.2	'rebate claimed'
Supplier	<p>Manufacturer or supplier or wholesaler to be endorsed if generic and not included in Part VIIIA or Part VIIB or if branded product is less common (eg not listed in C&D Price List).</p> <p>In a small number of cases, products with the same marketing authorisation number and brand name are marketed by a number of different suppliers, for example Nifedipress® MR 10 Tablets is manufactured by Dexcel Pharma and is supplied to Teva under third party livery. In these cases, the manufacturer must also be endorsed on the prescription.</p> <p><i>See also Ingredients, Pack size, Price, and brand name.</i></p>	Drug Tariff Part II Clause 9B	<manufacturer etc.>
Trusses	<p>Single or double, and side if single. Position, eg. Inguinal, Scrotal Type, eg. Spring truss, Elastic band truss.</p> <p><i>See also Measured and Fitted.</i></p>	Drug Tariff Part IXA	<single> <double> <position> <type>

<p>Unlicensed medicines</p>	<p>To claim an additional fee for preparations manufactured under an MHRA specials licence or sourced under an MHRA importers licence. Endorsements are required for each prescription where a claim is made. Products not listed in Part VIII B should also be endorsed with manufacturer/supplier and net price (after any discount or rebate and ex VAT).</p> <p><i>See also Price.</i></p>	<p>Drug Tariff Part IIIA 2 A</p>	<p><SP> <supplier/manufacturer if appropriate> <net price (after discount or rebate and ex VAT) if appropriate></p>
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Endorsements that can only be made by a Prescriber

Category	Uses and Restrictions	Reference	Prescriber Endorsement Requirement
ACBS	Prescriptions issued in accordance with the advice of the Advisory Committee on Borderline Substances and endorsed 'ACBS' by the prescriber will not normally be investigated. If not endorsed ACBS by the prescriber and the product may be prescribed on an NHS prescription, the prescription will still be passed for payment by NHS Prescription Services	Drug Tariff Part XV	<ACBS>
♀/ Female Symbol	If the prescription is for contraceptive purposes and the prescriber has marked the item with the ♀ female symbol (or endorsed the item in another way which makes it clear that the prescription is for contraceptive purposes) a prescription charge should not be levied.	Drug Tariff Part XVI 10.	<♀> <OC> <CC> Or similar
SLS	Selected List Scheme. If not endorsed 'SLS' by prescriber, the prescription will be disallowed.	Drug Tariff Part XVIII B	<SLS>

Please note that some aspects of the reimbursement arrangements are under review, for up to date information please see the PSNC (www.psn.org.uk) or the NHSBSA website clicking on the link to Prescription Services (www.nhsbsa.nhs.uk)

Support with Prescription Endorsement PSNC Information Team: **0844 381 4180**
NHS Prescription Services Help Desk: **0845 610 1171**