

Information for contractors on the sorting and submission of requisitions and private prescriptions for controlled drugs

From 1 July 2006, all private prescriptions issued for controlled drugs in Schedule 2 or 3 of the Misuse of Drugs Regulations 2001 must be ordered using the prescription form designed for this purpose – FP10PCD.

Following dispensing, the original FP10PCD prescription forms must be submitted to the NHS Business Services Authority (NHSBSA) for audit purposes.

From 1 January 2008, requisitions used for the supply of controlled drugs in Schedule 2 or 3 of the Misuse of Drugs Regulations 2001 should be ordered using a FP10CDF requisition form. Once the supply has been issued the requisition must be submitted to the NHSBSA for audit purposes.

Sorting the monthly prescription batch

The sorting requirements for privately dispensed FP10PCD prescription forms and requisitions are shown on the FP34PCD submission document, which should be downloaded on a monthly basis from <https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/submitting-prescriptions/private-controlled-drugs>

These instructions include:

- Private CD forms and CD requisitions must be sorted separately.
- Sort all FP10PCD forms and requisitions alphabetically by prescriber surname, (only applicable where there are more than 20 forms per individual prescriber).
- Do not enclose any documents not related to the submission of CD requisitions or Schedule 2 and 3 private controlled drug prescription forms.
- Dispatch to NHS Prescription Services at the NHSBSA no later than the fifth day of the month following that in which they were dispensed.
- Any NHS contract community pharmacy account must be submitted separately from any private CD account held by the same contractor.

Completion of the FP34PCD submission document

The FP34PCD has two separate sections to complete. These are:

- Part 1 – Submissions
- Part 2 – Contractor Details and Authorisation

Part 1 is used to record the number of forms/items submitted in the batch. These figures should be right-justified in the spaces provided

Part 2 is completed by the contractor as authorisation of the overall submission. The contractor must:

- complete the contractor's name and address
- include the contractor's stamp in the area provided
- complete the A/C ID (you must use your Private CD account submission code).
- sign and date the FP34PCD

Once completed, please fold the FP34PCD into quarters along the fold lines marked on the document itself, so that the contractor's name and address is visible at the top. This should then be placed at the top of the forms being submitted to NHS Prescription Services.

Packing and submitting the private CD batch

Please place the sorted private CD prescriptions and CD requisitions into a plastic bag, which should be securely sealed. Place the sealed prescriptions/requisitions into a strong box or envelope of the correct size with the FP34PCD submission document, wrapping/sealing this carefully and send to:

NHS Prescription Services
Bridge House
Goods Entrance (off Dean Street)
152 Pilgrim Street
Newcastle upon Tyne
NE1 6SN