

Filling in your FP34D or PD (appendix) form

Below is guidance to help you fill in the appendix form correctly so that your form is processed as quickly and accurately as possible.

- In the 'Name of Doctor' and 'Doctor Index Number' columns write the details, including their six digit index number, of each doctor in the practice who needs individual payments against the drugs they are to be paid for. If there are only the details for one doctor, for example the senior partner, then we will allocate the payment to that doctor only for all the allowed items listed.
- Where a manufacturer makes two or more brands of one vaccine tell us **both** the brand and manufacturer for all relevant vaccines in the 'Brand / Makers name' column. For example BGP Products Ltd makes both Imuvac and Influvac; Novartis makes both Fluvirin and Agrippal.
- Write the quantity in the last (Total No of Doses....) column.
- Only fill in details for the six vaccines listed on the form, or combinations of them. These are:
 - Influenza
 - Typhoid
 - Hepatitis A
 - Hepatitis B
 - Pneumococcal
 - Meningococcal

No other vaccines should be entered on this form.

- Only vaccines which have been purchased by the practice specifically for personal administration should be submitted on the form. Therefore Fluenz vaccine should not be claimed on the FP34D/PD appendix form when centrally procured.
- Send in your claims on a monthly basis, regardless of the number of items that you are claiming for.
- Make the claim for each doctor clearly distinguishable by leaving a blank line between claims.

- Only use the official form for payment.

Our helpdesk can help you with any queries you have about making claims for reimbursement.

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