

### **Information for contractors on the sorting and submission of private CD forms.**

Between April 2006 and August 2007, the NHSBSA Prescription Pricing Division received photocopies of controlled drug prescriptions from contractors for audit purposes. The necessary legislative changes to allow contractors to submit original FP10PCD forms for schedule 2 and 3 controlled drugs have now been laid therefore from 1<sup>st</sup> September 2007 contractors should submit the original form, retaining a photocopy as a record of dispensing. Non-standard private prescriptions (anything on a form other than FP10PCD) should not be submitted. To facilitate the accurate processing of privately dispensed batches, contractors should follow the basic principles outlined below when sorting and submitting private prescription forms.

### **Sorting the monthly prescription batch**

The main sorting requirements for privately dispensed FP10PCD prescription forms are shown on the FP34PCD submission document which should be downloaded on a monthly basis from [www.ppa.org.uk/pdfs/FP34PCD.pdf](http://www.ppa.org.uk/pdfs/FP34PCD.pdf)

These instructions include:

- Sort all FP10PCD forms alphabetically by prescriber surname. (only applicable where there are more than 20 forms per individual prescriber – otherwise the forms can be sorted miscellaneously)
- Do not enclose any documents not related to the submission of schedule 2 and 3 private controlled drug prescription forms.
- Dispatch to the Prescription Pricing Division (PPD) by no later than the fifth working day of the month following that in which they were dispensed.
- Any NHS contract community pharmacy account should be submitted separately from any private CD account held by the same contractor.

### **Completion of the FP34PCD submission document**

The FP34PCD has 2 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 should –

- Complete the Contractor's name and address
- Include the contractor's stamp in the area provided
- Complete the A/C ID (It is important to use the correct submission code for a Private CD account).
- 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 the Prescription Pricing

Division (PPD).

**Packing and submitting the private CD batch**

The simple advice is to:

- Place the private CD prescriptions into a plastic bag, which should be sealed and sellotaped.
- Place the sealed prescriptions into a strong box or envelope of the right size with the FP34PCD submission document, wrapping/sealing this carefully and send to the NHSBSA at the address printed on the FP34PCD.