FP34PCD0108	Submission Document

Part 1 Submissions

	Forms	Items
(Private CD Prescriptions)		
(CD Requisition forms)		

Part 2 Contractor/Supplier Details and Authorisation

Contractor's/Supplier's Name and Address

Contractor's/Supplier's Stamp

Please fold here

A/C Type	A/C ID	Year	Month
EPHM		2008	OCTOBER

Declaration

I certify that I have submitted all original CD Requisition (FP10CDF) forms and private FP10PCD forms, against which Schedule 2 or 3 controlled drugs were supplied by this organisation during the month of _____ as required by Regulation 23(4) of the Misuse of Drugs Regulations 2001.

Print Name: _____

Signature: _____

Date: _____

© Copyright NHS Business Services Authority (NHSBSA) 2007

Please fold here

FP34PCD0108	Submission Document

SORTING AND SUBMISSION OF FORMS

1. Complete one submission document only. Write your contractor/supplier name and address in Part 2 and, if available, include your contractor/supplier stamp in the space provided.

2. Within each submission, sort all FP10 forms by –

   - Group (Private CD forms and CD Requisitions to be sorted separately)
   - Prescriber/Customer name.

3. Enter the required submission figures in the boxes opposite. Please note that any figures written in this area should be right-justified.

   Example: | | | 1 | 2 | 3 |

4. Please fold this submission document along the 2 printed fold lines, so that your A/C ID is visible on the top. Place this completed submission document on top of the FP10 forms, pack securely and dispatch to the NHS Business Services Authority (NHSBSA) by NO LATER THAN the FIFTH day of the month following which they were supplied.

   NHSBSA Prescription Pricing Division
   Processing Div 3 Newcastle
   Goods Entrance (off Dean Street)
   Bridge House
   152 Pilgrim Street
   Newcastle upon Tyne
   NE1 6SN

5. Do not enclose any documents not related to the submission of CD Requisitions (FP10CDF) or schedule 1, 2 and 3 private controlled drug prescription forms (FP10PCD) with this submission.

NOTES

a) PLEASE DO NOT use adhesive tape, pins or staples, as these have to be removed on receipt and can seriously delay processing
b) Postage on parcels and correspondence sent to the NHSBSA MUST be pre-paid