



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 only 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 (0203 1220 810) or NHS Prescription Services Helpdesk (0300 330 1349).

Product Dispensed: When to Endorse?

For a **product prescribed generically and listed in Part VIIIA or Part VIIB of the Drug Tariff**, reimbursement is based on the Drug Tariff price. The only endorsement required is the pack size where there are multiple pack sizes of the product listed in Category C of Part VIIIA of the Tariff. Where 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 or wholesaler's list price for the relevant pack of the endorsed product where they have made 'all reasonable efforts' to source the drug below the Drug Tariff price and been unsuccessful (*see the NCSO Section*). For products listed in Part VIIB, pharmacy contractors should indicate whether the product has been extemporaneously dispensed or specially manufactured (*see ED and SP sections*).

For a **product prescribed generically 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 or supplier 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 unless the product is listed in Part VIIB.

For an unlicensed medicine **which is not listed in Part VIII B of the Drug Tariff** reimbursement will depend on how the product was sourced.

Where the unlicensed medicine has been sourced:

- Under a manufacturer's specials/importer's licence issued by the MHRA, the contractor must endorse the
 - pack size used to fill the prescription,
 - invoice price per pack size from which the order was supplied **less** any discount or rebate,
 - manufacturers'/importers' MHRA license number and
 - batch number of the product supplied.

Under the manufacturing part of the Section 10 exemption from the Medicines Act 1968 (either by the contractor or a third party), the contractor must endorse the names, quantities and cost of the ingredients used in preparing the product.

Pharmacy contractors should indicate if a product has been extemporaneously dispensed or specially manufactured (see *ED and SP sections*).

For a product prescribed by **brand**, the only endorsement required is the pack size. If the product is less common, the net price of that pack before discount and ex VAT should also be endorsed.

Quantity - If the quantity of a prescribed item (other than items listed in Part VIII B of the Drug Tariff, for which separate arrangements exist) is equal to or a multiple of a listed pack size, reimbursement will be based on that pack size. If the prescribed quantity is not equal to or a multiple of a listed pack size, then the pack size will be assessed in the following order using (i) the next largest pack size to the quantity or (ii) the largest pack size available. For Part VIII B items, the minimum quantity pack listed will be reimbursed for any amount prescribed up to the minimum quantity. Unless in a special container, subsequent quantities will be reimbursed at the additional price per ml/g/tab/cap up to the total quantity prescribed.

For an **Appliance prescribed generically and only listed generically in the Tariff** 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 manufacturer's 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.		Endorsement no longer applicable.
Brand name	Required when the product is dispensed against a generic order for a product not in Part VIIIA. Brand names should not be endorsed for products covered by Part VIIIB. See also <i>Price and Supplier</i> .	Drug Tariff Part II Clause 9B	<Brand name>
Broken Bulk	<p>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 IXC, chemical reagents with the following exceptions:</p> <ul style="list-style-type: none"> • items supplied in special containers covered by Clause 10B • drugs listed in Category A and M whose smallest pack size has a price of less than £50, and • specials and imported products covered by Part VIIIB. Broken Bulk may however be paid on the ingredients where an item is extemporaneously dispensed. <p>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.</p>	Drug Tariff Part II, Clause 11	<p><BB> The pack size supplied must also be endorsed.</p>

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	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. Made to measure Elastic hosiery – garments made to patient's measurements. <i>See also Measured and Fitted.</i>	Drug Tariff Part IXA	<compression class> <article style> <quantity> <knit> If appropriate <made to measure> e.g. Class2, Thigh Length, 2 stockings, Circular Knit
Instalment Dispensing Form FP10 MDA	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 by the pharmacist every time the medicine is dispensed to the patient. 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.		<date> <quantity> <pharmacist initials> in the relevant field provided

Limited Stability	This endorsement is no longer in use as the fee for Limited Stability is no longer included in the Drug Tariff.		Endorsement no longer applicable.
'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 VIIB 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 (www.psn.org.uk/ncso).	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 through and an ND endorsement made immediately adjacent to the prescribed product name.		<ND> dispenser also required to score through item in prescribed area
Original Pack	The use of 'OP' by either prescriber or pharmacist will not be considered when calculating payments. Where the quantity prescribed is 'OP', the pharmacist will need to confirm in writing the exact quantity ordered.		The term 'O.P.' should not be used in endorsements

<p>Out of Pocket Expenses</p>	<p>Expenses exceeding 50p can be claimed where 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 VIIIB, Part IXA and Part IXR.</p> <p>‘XP’ or ‘OOP’ endorsements giving particulars of the claim are required to be made on the prescription form for each prescription item where a claim is made.</p> <p>Please note that out of pocket expenses cannot be claimed for unlicensed specials and imports (see ‘unlicensed specials and imports’ for fees relating to these items).</p>	<p>Drug Tariff Part II Clause 12.</p>	<p><XP> <Details of claim> <£p></p> <p>or</p> <p><OOP> <Details of claim> <£p></p>
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Pack size	<p>Only necessary for :</p> <ul style="list-style-type: none"> • Products listed with more than one pack size in Category C Part VIIIA of the Drug Tariff • Products not listed in Part VIIIA for which the supplier lists more than one pack size <p>For unlicensed medicines not listed in Part VIIB, the pack size from which the prescription was supplied.</p> <p>When a pack size (quantity + unit of measure) is required to be used in an endorsement this must be the pack size from which the order was supplied. In dm+d 'Special order' products have a pack size of 1ml, 1 gram, 1 tablet etc. These pack sizes should not be used in an endorsement unless this was the actual pack size from which the order was supplied.</p>	Drug Tariff Part II Clause 9B & Part VIIIA Note 2	<p><Quantity Dispensed> / <Pack Size Used></p> <p>e.g. 28/56</p>
Packaged Doses	<p>Oral liquid methadone packaged as separate doses.</p> <p>Paid for each dose of oral liquid methadone packaged separately above the number of times the medicine was dispensed to the patient.</p>	Drug Tariff Part IIIA 2D NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013	<p><PDn> (where n = number of doses packaged separately, minus number of times the medicine was dispensed to the patient)</p>

<p>Prescriber contacted</p>	<p>Missing drug strength, quantity or dosage as specified by prescriber to be endorsed with initials and date. This can only be used for Schedule 2 and 3 Controlled Drugs when the prescriber has specified the total quantity only in words or only in figures. It cannot be used where the total quantity has not been stated.</p>	<p>FPN 114 NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013</p>	<p><PC> <strength> <quantity> <dose> as appropriate <initials> <date></p>
<p>Prescriber Not Contacted</p>	<p>Missing drug strength, quantity or dosage where the prescriber cannot be contacted, the pharmacist may supply sufficient quantity to complete up to 5 days treatment (with the exceptions as outlined in the NHS (Pharmaceutical Services) Regulations 2012). This cannot be used for Schedule 2 and 3 Controlled Drugs.</p>	<p>FPN 114 NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013</p>	<p><PNC> <strength> <quantity> <dose> as appropriate <initials> <date></p>

Price	<p>For less common products (other than specials and imported unlicensed medicines) and for certain appliances where specifically required in Drug Tariff Part IX: The pack size and total net price for that pack (<u>before</u> discount and ex VAT) should be endorsed on prescriptions.</p> <p>For specials and imported unlicensed medicines not listed in Part VIII B: The pack size and invoice price per pack size from which the product was supplied <i>less</i> discount/rebates must be endorsed on prescriptions. Where the unlicensed medicine is manufactured under the Section 10 exemption from the Medicines Act 1968 (by the contractor or 3rd party), the contractor must endorse the names, quantities and cost of each ingredient.</p> <p>The price endorsed should be the price, as defined above, for the pack supplied and <u>this pack size</u> must be clearly endorsed.</p> <p><i>See also brand name.</i></p>	Drug Tariff Part II Clause 9B Drug Tariff Part IX	<p><IP> <£p> <pack size></p> <p><supplier/ manufacturer if appropriate></p> <p><net price (after discount or rebate and ex VAT if appropriate)></p> <p><ED> names, quantities and cost of each ingredient</p>
Quantity to be dispensed.	Only required where a contractor supplies a quantity at variance with that ordered.	Drug Tariff Part II Clause 10	<p><Amount Dispensed>/ <Pack Size Used></p> <p>e.g. 28/56</p>

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 wholesaler to be endorsed if generic and not included in Part VIIIA or Part VIIIB or if branded product is less common.</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. In these cases, the supplier must also be endorsed on the prescription.</p> <p>See also Ingredients, Pack size, Price, and brand name.</p>	Drug Tariff Part II Clause 9B	<manufacturer /wholesaler>
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 specials and imports</p>	<p>Endorsements are required for each prescription where a claim is made.</p> <p>To claim an additional fee for preparations sourced under an MHRA specials/importers licence</p> <p>To claim an additional fee for preparations manufactured under the Section 10 exemption from the Medicines Act 1968 (by the contractor or 3rd party)</p> <p><i>See also Price.</i></p>	<p>Drug Tariff Part IIIA 2 A</p>	<p><SP></p> <p><ED></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 annotated '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: **0203 1220 810**
NHS Prescription Services Help Desk: **0300 330 1349**