

Arrangements for the sorting and submission of prescriptions 2023_(updated for EPS)

Background

The introduction of the 2D barcode onto prescriptions has provided an opportunity to use the information contained in the bar code to provide a more efficient and accurate pricing system for all dispensing contractors.

To take full advantage of this development contractors are asked to separate prescriptions into 3 groups before submission for pricing: -

- **Group 1**
- **Group 1A**
- **Group 2**


Separating scripts into Group 1, Group 1A and Group 2

Group 1 - This group should only include regular exempt prescriptions (WP10SS, WP10IPSS, WP10SPSS, WP10PN, Repeat Dispensing (RD) forms, Repeat Authorisation (RA) forms) which have been dispensed as prescribed and where there is no additional claim or endorsement added.

Group 1A - Group 1A should include all of the remaining exempt prescription forms. This group will also include all the remaining prescription form types and any prescription forms where changes or additional endorsements have been necessary.

Group 2 - Group 2 should only include PAID English prescriptions.

Dispensing Tokens (WP10DT) (excluding Welsh prescriptions and age-exempt English prescriptions) these need to be submitted, bundled separately from paper prescriptions with a separate header sheet.



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Please place this header on top of your English dispensing tokens when submitting your prescriptions.

English Dispensing Tokens

(excluding age exempt)

Date effective – Nov 2023

Group 1A

Group 1A separator (To be used to identify group 1A prescriptions)

	<p>Partneriaeth Cydwasaethau Gwasanaethau Gofal Sylfaenol</p> <p>Shared Services Partnership Primary Care Services</p>	<p>Primary Care Services Submission Exceptions</p>
<p>Please place this slip on top of your exceptions when submitting with your prescriptions</p>		
<div style="border: 1px solid black; padding: 10px; text-align: center;"><h2>GROUP 1A</h2></div>		
<p>WP34C – GS -1A</p>		<p>Date Effective : May 2015</p>

Exceptions e.g.: -

- Broken Bulk claimed
- PD endorsements
- Dispensed quantity is different
- Out of Pocket Expenses claim
- Item not dispensed/ Item crossed out
- Specials
- All handwritten prescriptions
- Handwritten amendment has been made to prescribed information
- Local special scheme endorsement e.g., WRS
- NCSO
- Serious Shortage or SSP items
- Additional items claimed e.g., droppers
- Generically prescribed but branded drug indicated on prescription.

Other Prescription forms e.g.: -

- Resubmissions
- WP10HP(AD) (Hospital CD instalment)
- WP10MDA (GP CD instalment)
- All other non standard WP10 forms including WP10CN (Nurse forms)
- All non-Wales prescriptions.

Please Note: You **Do Not Need** to separate barcoded from non barcoded prescriptions in any of the categories. Please keep instalment forms together.

Month End Submission

Follow the instructions below when preparing and submitting your account. Accounts must arrive in PCS by the 8th working day of the month.

Clearly identify Group 1A prescriptions by use of the separator shown above.

The separators, labels and WP34C(EPS) can be downloaded from:

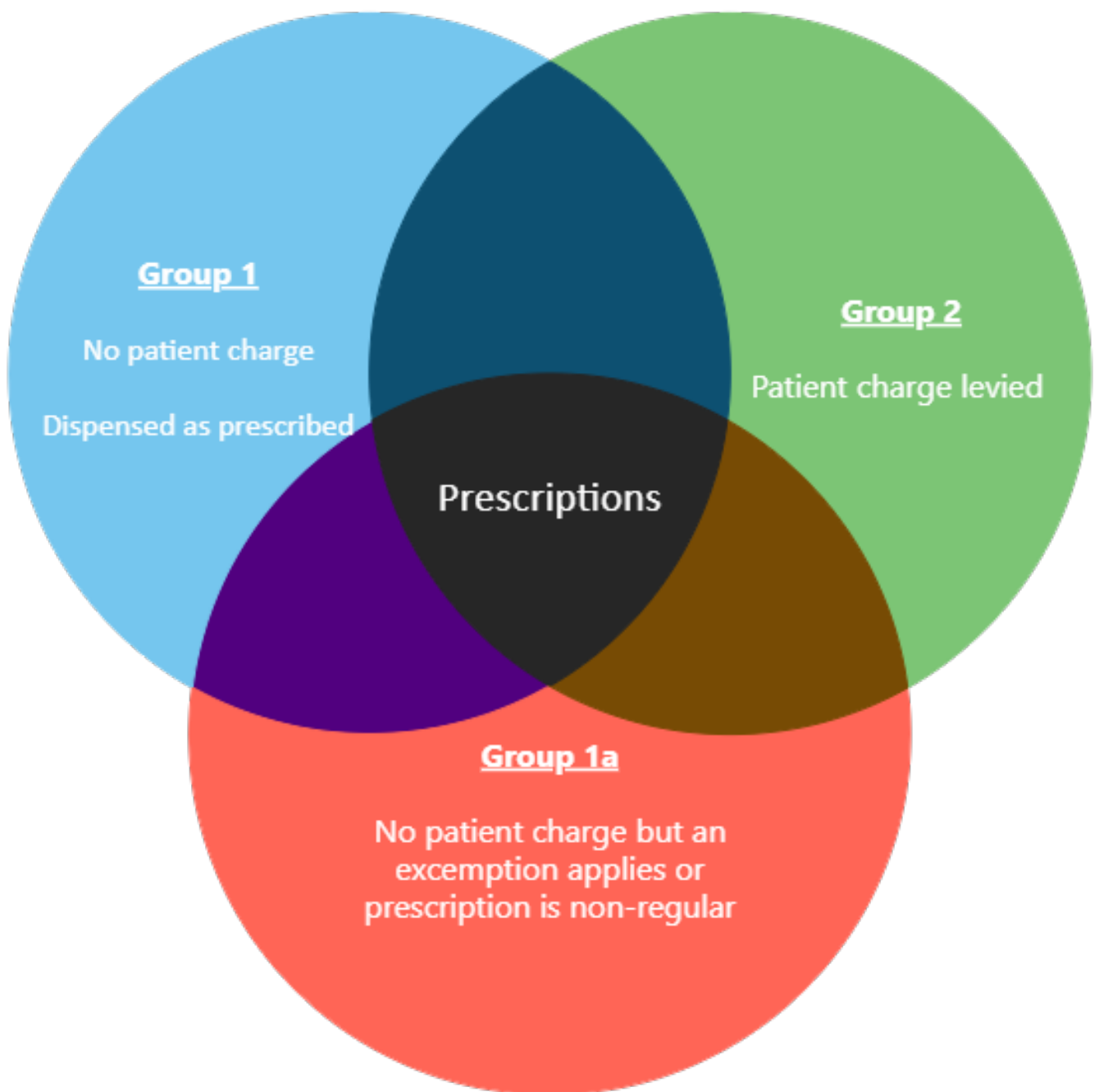
[For EPS enabled Contractors Only - NHS Wales Shared Services Partnership](#)

Instructions for preparing and submitting prescriptions:

1. Detach all patient note sections (right hand side) attached to the prescriptions
2. Remove foreign objects such as staples without damaging the forms where possible.
3. Keep prescriptions as flat as possible.
4. Ensure prescriptions have the same orientation.
5. Ensure all “exceptions” are submitted in group 1A and clearly mark the group.
6. Ensure the prescriptions are securely banded within a box size to fit so that they stay secure during transit.
7. Use appropriate packaging in line with the GDPR guidance.
8. Complete and insert the declaration form (WP34C(EPS)) and make easily available.
9. The group numbers correspond to the numbers in the submissions section on the WP34C(EPS). Totals for Group1 (electronic and paper claims) and Group 1A should be added together when completing the submission section.
10. Apply the PS label to box and ensure PS code is clearly written on label. Address labels (for submission of parcels to Primary Care Services) can be downloaded from our website.
11. Postage on parcels and correspondence to PCS must be pre-paid.
12. Invoices are not required. Please ensure all information has been endorsed i.e., brand, maker or supplier, net cost & pack size, and any out-of-pocket expenses.
13. Certificates of Conformity are to be held in the Pharmacy.

Failure to submit accounts in a timely manner may result in advance payments not being processed. In addition, accounts that fail to meet the minimum standards set out above may be subject to financial penalty as stated in the Drug Tariff.

Diagrammatic summary of the sorting and submission process



Please note: You **DO NOT NEED** to separate bar coded and non-bar-coded forms



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Submission Exceptions

Please place this slip on top of your exceptions when submitting with your prescriptions

GROUP 1A

WP34C – GS -1A

Date Effective : May 2015



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GROUP 1A

WP34C – GS -1A

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GROUP 1A

WP34C – GS -1A

Date Effective : May 2015



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Please place this header on top of your English dispensing
tokens when submitting your prescriptions.

English Dispensing Tokens

(excluding age exempt)

Date effective – Nov 2023

Contact Details

Primary Care Services

E-mail:

nwssp-primarycareservices@wales.nhs.uk

Tel: 02921 500589/02921 500722

Web: [Submitting Your Dispensing Account - NHS Wales Shared Services Partnership](#)