

Arrangements for the sorting and submission of prescriptions 2023

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.

ETC forms should follow the normal guidelines.

- They should be in GP1 unless they have an exception

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.

Group 1A

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



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Cydwasaethau
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Shared Services
Partnership
Primary Care Services

Primary Care Services Submission Exceptions

Please place this slip on top of exceptions when submitting with your prescriptions (Copy to print found on Pg 6)

GROUP 1A

WP34C-GS-1A

Date effective – May 15

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 separator, labels and WP34C can be downloaded from:

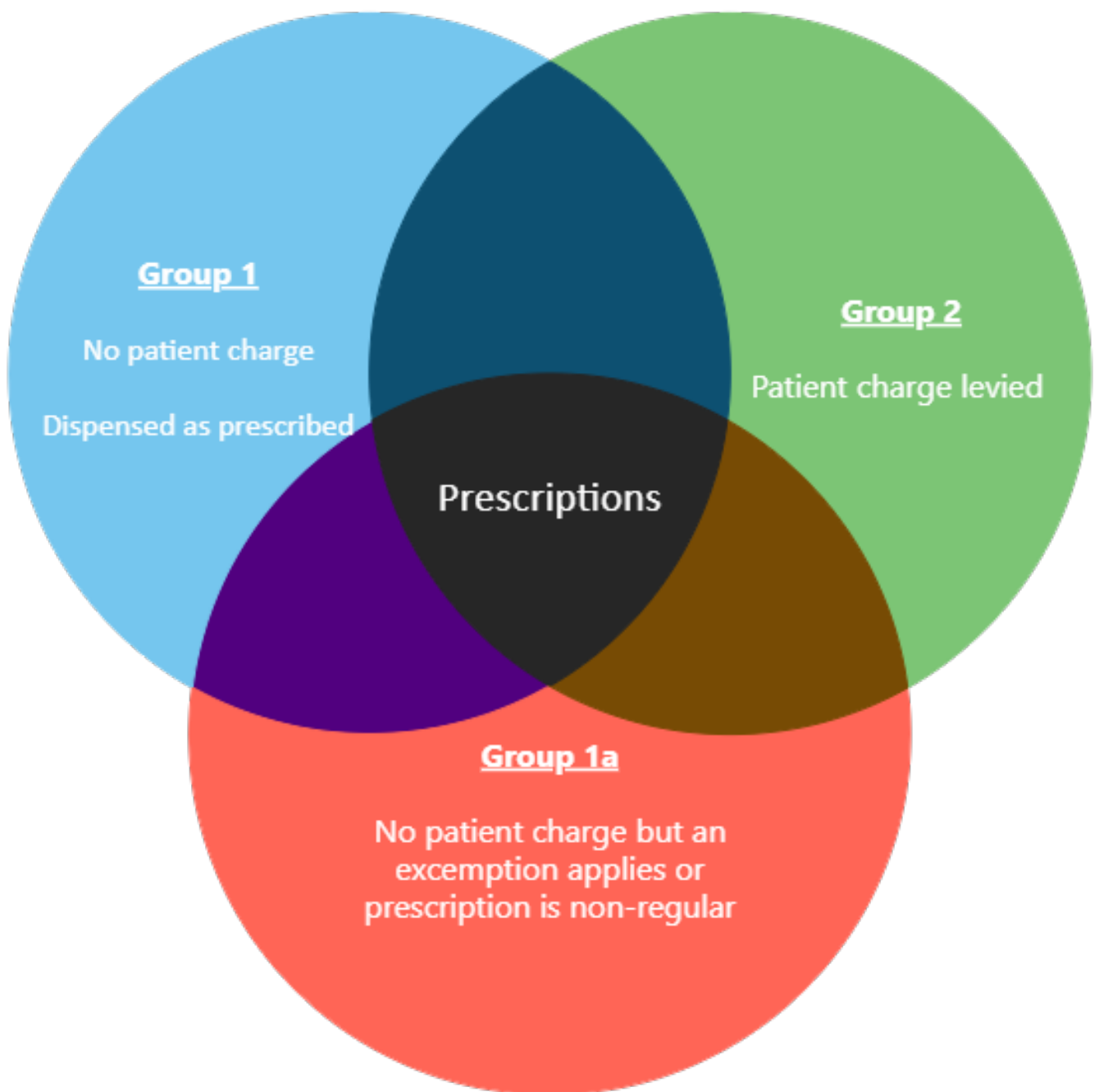
[Community Pharmacy - NHS Wales Shared Services Partnership](#)

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 (WP34) and make easily available.
9. The group numbers correspond to the numbers in the submissions section on the WP34C. Totals for Group1 and Group 1A should be added together when completing the submission section.
10. Apply the PS colour coded 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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WP34C – GS -1A

Date Effective : May 2015



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GROUP1A

P34C - GS -1A

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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](#)