Prescription submission checklist

By following these steps, you are supporting the accurate and timely payment of all contractors in Scotland.





Figure 1: An example of stickers and staples which should be removed.

Figure 2: Prescription with faded ink

which should be reprinted.



Figure 3: Good practice of prescriptions stacked neatly and secured using elastic bands.

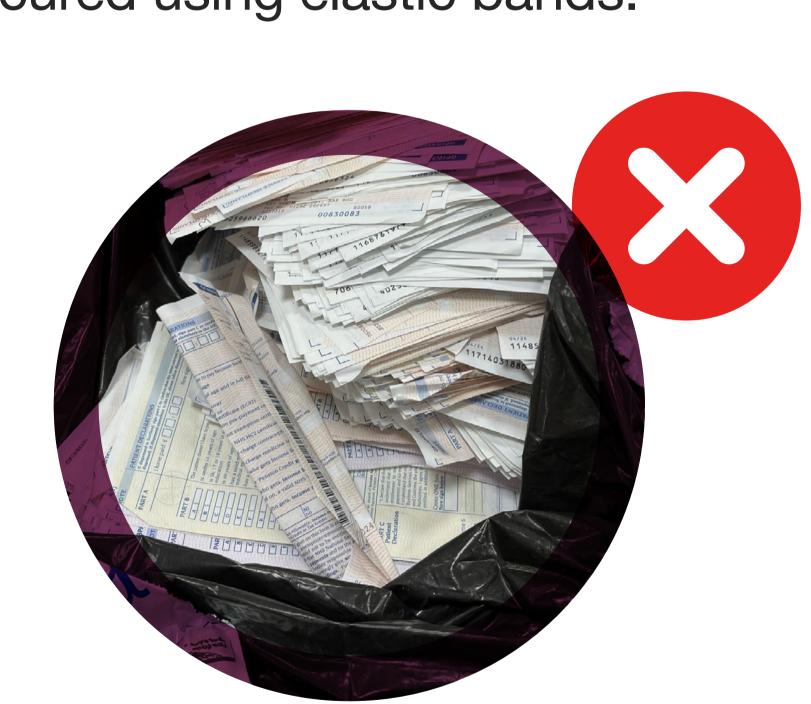


Figure 4: Bad practice of prescriptions submitted loosely.

- Remove all staples, sticky labels, and sticky notes as these may obscure necessary information and can stop or damage the scanners (see Figure 1).
- Remove the patient notes section along the perforated 2. line and do not include these with your submission.
- Reprints should be requested if the prescription is not 3. printed clearly or it contains red ink (see Figure 2).
- To ensure you are paid accurately, your pharmacy details must be clearly printed or stamped in the top-right-hand side of all prescriptions.
- Check that prescriptions are flat and are all facing the **5.** same way. Do not fold prescriptions.
- Do not submit loose prescriptions. Carefully and neatly 6. secure prescriptions with elastic bands before placing in the transit bags. (Please see figures 3 and 4)
- Please separate out stock orders, invoices and PC70s into separate bundles, and place them in the same package with the prescriptions.
- Ensure you have fully completed your GP34 and placed 8. it in the package. Check you have included all forms you have declared on your GP34. The GP34 declared forms and items figures should not include electronic only claim counts.
- Split large submissions (over 5,000) into more than one bag. If you are submitting more than one bag, please include a note to advise whether this is part 1 of 2, part 2 of 2 and so on. If you forget you can always write this information on the front of the courier bag.
- 10. Ensure you take a note of the package tracking numbers on collection. If you are using more than one bag for your collection, please copy the details from both bag labels.



For more info about the courier service please see the Community Pharmacy Scotland (CPS) website

www.cps.scot/courier-service

Contact us by emailing nss.p-cfs-scanningservices@nhs.scot

If you need more bags, please contact Community Pharmacy Scotland on 0131 467 7766.