

File 454

Circular 19/01

Pharmaceutical Service

Submission of Prescription Forms during 2019

Prescriptions must be delivered to Edward T Wheadon House **by 9.30am on the dates listed below**. Prescriptions **must** be delivered between 8.30 and 9.30am on the submission date or between 8.30am and 4.30pm on weekdays prior to the submission date. Please ring the bell at the side entrance in Le Truchot and wait for a member of staff to collect the prescriptions from you.

Please ensure that all information required for pricing is added to the prescription form and no attachments are included apart from Out of Pocket claims (see below). No attachments is important as the prescriptions go through a machine for numbering.

The prescriptions are packed and sent to Newcastle on the submission date. Time is tight and prescriptions delivered after 9.30am may not be packed and dispatched.

Please ensure that Out of Pocket claims are placed on the top of your bundle with the blue form on top and visible as the Out of Pocket part is processed at Social Security. The original prescription is returned to your bundle and sent to PPD for pricing. Please include invoices, attached by paper clips (no staples) with Out of Pocket claims – these will be retained at Social Security for audit purposes. It is not necessary to add Out of Pocket costs to the prescription. Payment of Out of Pocket claims cannot be guaranteed if the claims are placed within your bundle.

Please keep all instalment dispensed prescriptions (with or without the new form) together, tie and place on the top of your bundle but under the Out of Pockets. If an Instalment Dispensing Form has been used please staple it to the prescription. The PPD will manually number these prescriptions.

Supervised consumption forms should be submitted on top of Out of Pockets as these are also priced at Social Security. Do not attach the prescription, it should be submitted in the instalment dispensed bundle.

2019 Submission dates

Friday 4 January	Friday 5 July
Tuesday 5 February	Monday 5 August
Tuesday 5 March	Wednesday 4 September
Friday 5 April	Friday 4 October
Friday 3 May	Tuesday 5 November
Wednesday 5 June	Wednesday 4 December

and Monday 6 January 2020