



ENDORSEMENT GUIDE

Dispensing Practices

	Drug Tariff Special	Non-Drug Tariff Special	Special Obtain
Reimbursement	DT Part VIIIIB Price + listed price per ml/g for volumes over minimum volume listed	Net Price Paid	DT Price
Additional Payment	£20 Dispensing Fee		Out of Pocket Expenses
Endorsement requirements	<p>XP £20 (England)</p> <p>SP (Wales)</p>	<ul style="list-style-type: none"> • Amount dispensed over pack size used • Net price paid per pack • Manufacturer/Importer's MHRA License No. (MS32879) • Batch no. of product • XP £20 (England), SP (Wales) • Special Manufacturer/ Supplier name (Wales only) 	<ul style="list-style-type: none"> • OOP or XP for paper prescriptions • XP for electronic prescriptions • Amount to claim as £xx.xx • Reason for claim (e.g. P&P)
Broken bulk	Not allowed		Normal rules apply
Discount Not Given (DNG)	<p>Not allowed</p> <p>The DNG endorsement is no longer in use as the exemption from discount deduction is now automatic. Any DNG endorsement will be ignored upon processing.</p> <p>All unlicensed medicines not listed in Part VIIIIB, where the product has been sourced from a supplier holding an MHRA specials or importers license, are automatically exempt from the discount deduction scale.</p>		
Out of pocket expenses	<p>Claimed via Endorsement shown above</p> <p>XP claims (England only) should be included on the FP34D submission document under 'Total claim for out of pocket expenses'</p>		As above
Record keeping	Normal record keeping	<p>The practice should stamp, date, initial and endorse the Certificate of Conformity / Certificate of Analysis (CoC)/(CoA) with the price paid and prescriber's details. At the end of each month, these should be sent to NHSCB. All patient details must be removed prior to sending to the NHSCB.</p>	<p>Keep the prescriptions separate:</p> <ul style="list-style-type: none"> • England must place them in the red separator • Wales must place the prescriptions in Group 1A

DISPENSING DOCTOR



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