

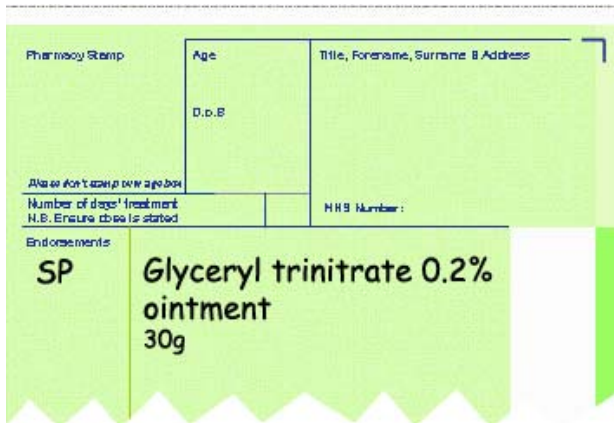
How to endorse unlicensed specials and imports

From 1st November, the way in which unlicensed specials and imports will be reimbursed is changing. Some unlicensed specials and their new reimbursement prices are to be included in the Drug Tariff, in a new section called Part VIII B.

The requirements for endorsing unlicensed specials and imports vary depending on whether the product is listed in Part VIII B or not and how the product was sourced. Below are examples of different situations and how the products should be endorsed.

Endorsement details required

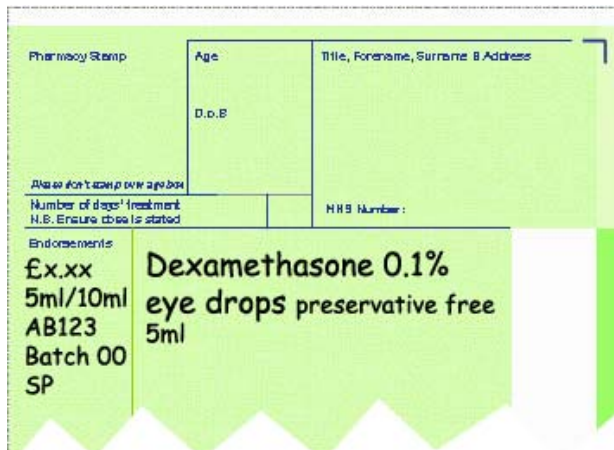
Product listed in Part VIII B



Pharmacy Stamp	Age	Title, Forename, Surname & Address
	D.O.B.	
Number of days' treatment N.B. Ensure dose is stated		NHS Number:
Endorsements	SP Glyceryl trinitrate 0.2% ointment 30g	

- 'SP' should be endorsed to claim the agreed fixed fee for sourcing the product from the supplier
- Alternatively, endorse 'ED' to claim the agreed fixed fee for extemporaneous dispensing, if the product has been extemporaneously dispensed by the contractor or a 3rd party
- No price endorsement needed

Product not in Part VIII B (not imports)



Pharmacy Stamp	Age	Title, Forename, Surname & Address
	D.O.B.	
Number of days' treatment N.B. Ensure dose is stated		NHS Number:
Endorsements	£x.xx 5ml/10ml AB123 Batch 00 SP Dexamethasone 0.1% eye drops preservative free 5ml	

- Invoice price of product minus any discount/ rebates
- Pack size used to dispense from
- Manufacturer's MHRA specials licence number
- Batch number of special
- 'SP' should be endorsed to claim the agreed fixed fee for sourcing the product from the supplier
- Alternatively, endorse 'ED' to claim the agreed fixed fee for extemporaneous dispensing, if the product has been extemporaneously dispensed by the contractor or a 3rd party

Product not in Part VIIIIB – this example is of an imported product

Pharmacy Stamp	Age	Title, Forename, Surname & Address
	D.O.B	
Please don't alter or write over		
Number of days' treatment	NHS Number:	
N.B. Ensure dose is stated		
Endorsements		
£x.xx	Melatonin 1mg caps	
60/60	60 capsules	
Importer	1 at night	
ABC		
Batch 00		
SP		

- Invoice price of product minus any discount/ rebates
- Pack size used to dispense from
- Importer's MHRA licence number
- Batch number of imported medicine (if available)
- 'SP' should be endorsed to claim the agreed fixed fee for sourcing the product from the supplier

Extemporaneously Dispensing

Where a special, **not** listed in Part VIIIIB, has been prepared under the manufacturing part of the Section 10 exemption from the Medicines Act 1968, either by the contractor or by a third party, the contractor must endorse:

- the names, quantities and cost of the ingredients used in preparing the special
- 'ED' to claim the agreed fixed fee for extemporaneously dispensing the product

Please note:

- Out of pocket expenses for unlicensed specials and imports should **not** be claimed by using the endorsement 'XP' and should **not** be added to the out of pocket expenses total on the FP34c submission document.
- The endorsement 'DNG' (for 'discount not given') is no longer required as it is not valid for Part VIIIIB products and it has become automatic for products not in Part VIIIIB.
- Broken bulk cannot be claimed for an unlicensed special or import. It can only be claimed on the ingredients used when a product is extemporaneously dispensed.
- For non-Part VIIIIB unlicensed specials and imports the Certificate of Authority (COA) or Certificate of Conformity (COC) should be stamped, dated, initialed (by the dispenser), and endorsed with the NET price and prescriber's details before being sent to the prescriber's PCT. Don't forget to remove patient details before sending to PCT.
- For information on what to do with COCs/ COAs for prescriptions from other parts of the UK, check out our unlicensed specials and imports FAQs.

For further information, including the Specials list for November and some related FAQs, visit the NHS Prescription Services website (<http://www.nhsbsa.nhs.uk/3473.aspx>).