

CHECK LIST FOR NEW SORTING REQUIREMENTS

(for contractors in England who have their prescriptions processed by
NHS Prescription Services via the CIP System)

From April 2010 onwards prescriptions in the following categories should be submitted within the 'red separator' provided by NHS Prescription Services.

- Broken bulk items Items with a NIC (net ingredient cost) of £100 or more 'Specials'

Reasons for doing this: A second check will be provided for 'specials' and items where the total quantity dispensed has a value of £100 or over to ensure they are priced accurately if they are sorted separately by placing in the red separators provided. To ensure that prescriptions with Broken Bulk claims are identified they need to be placed within the red separators.

DO's	DONT's
DO place broken bulk items within 'red separators'	DO NOT put any clips, tape, elastic bands, 'post-it' notes on prescriptions within the 'red separator' or in any other part of the bundle.
DO place items with a NIC of £100 or more (i.e. the value of the total item quantity dispensed is £100 or more) within 'red separators' . See more information overleaf.	DO NOT include invoices within the 'red separator' or in any other part of the bundle.
DO place items with additional product information not in the product information field within 'red separators'. e.g. preservative-free or sugar-free or brand within the dosage instructions field.	DO NOT sort calendar packs into the 'red separators' unless the dispensed quantity has a NIC of £100 or more.
DO place items which have been endorsed to show that they have been extemporaneously prepared (see Drug Tariff Part IIIA) within 'red separators'	DO NOT sort prescriptions within the 'red separators' in prescriber order. (However, remember other prescriptions in the rest of the bundle should continue to be sorted in prescriber order).
DO place items which are unlicensed medicines and have been manufactured in response to a prescription for an individual patient where a licensed product is not available within 'red separators' . They may be procured from a third party e.g. specials manufacturers.	DO NOT put all prescriptions in 'red separators' as this may result in none of the bundle being second checked and no claims for 'broken bulk' being processed.



More helpful tips overleaf...



TIPS FOR IDENTIFYING ITEMS THAT SHOULD BE SORTED

- Create a list of items regularly dispensed with a net ingredient cost (NIC) of £100 or over.
- Use your itemised Schedule of Payment to identify regularly dispensed expensive items that should be separated
- Use as reference the list of items and quantities with NIC >£100 which is available on PSNC website – www.psn.org.uk/sorting

Why not consider?

- Listing products to be sorted in the space below – Flagging the products on the dispensary shelves –
 - Placing a discreet mark in the top white margin of any prescription requiring sorting.

Use the space below to list regular items that require sorting

