

Hints and Tips

To Avoid PPD Pricing errors

Expensive Items

- Check if your PMR can add expensive item flag to items > £100
- Buy a purple highlighter and use it on all forms that you think need human input!
- Print off the PSNC common item lists from PSNC website and learn!
- Consider logging expensive items and checking off on new FP34

True Specials

- Always record supplier and invoice number on the prescription allowing you to trace it later if needed
- Write the total price in full e.g. £580.00 not £580 as somebody got paid £5.80 doing this!
- Watch out for unit prices e.g. 2x150ml at £130.00 per 150ml as might only get paid for 150ml

True Specials

- Handling charges are paid on the FP57 declaration so although written on the FP10 you need to keep a total tally for month end.
- Watch out for VAT – declare ex VAT prices only
- The Out of Pocket expenses need to be annotated “XP” NOT “OOP” or “P&P” as only Drug Tariff abbreviations are recognised by rules engine
- “DNG” Discount not deducted if applicable – rules engine does not recognise “ZD” (Zero discount)

Other Specials

- Extemp preparations made in the Pharmacy
e.g. Betnovate in Aqueous cream
- Gluten free breads from non main line
wholesalers e.g. Lifestyle £15 Nan bread!
- Items where prescriber has not found the
correct item and added extra details in the
dosage line e.g. Inhalers name or Mixed
flavours or Preservative free

Broken Bulk Items

- Item must be endorsed with pack size, Date and Dispensers initials together with BB Claim

NCSO Items

- Listed monthly on PSNC website
- Keep any items that you are having to source at additional costs separate in case NCSO listing is granted later in the month
- Item must be endorsed with supplier, pack size and unit cost per pack and dated and signed by dispenser or will be paid at Drug Tariff price

To avoid overpayment Not Dispensed Items

- Obliterate the item by writing over it “ND” so ICR cannot read it and pay you in error
- Do not just print “ND” in endorsement column

Summary Tips

- Take care not to stamp over the age box on scripts
- Double check all backs – care homes with young patients and dosette /MDS clients may not be age exempt!
- Keep Out of Pocket scripts separate to tally at month end
- Check special suppliers monthly statements against scripts to ensure none are missing
- Hospital and Dental scripts are always handwritten check backs carefully
- Consider keeping CD scripts separate – helps with CD register reconciliation, plus often handwritten and expensive too!

Finally

- IF IN DOUBT KEEP IT
OUT AND COLOUR
IT PURPLE!