
Overview

This standard is about the procedures involved in endorsing and processing prescriptions for payment. Your practice will be consistent with your occupational role and carried out under the regulatory and ethical frameworks established in the context of current legislation. You will work at all times within Standard Operating Procedures that relate to the way in which a pharmacy service is provided in your work place Users of this standard will need to ensure that practice reflects up to date information and policies.

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Process prescriptions for payment

Performance criteria

- You must be able to:*
- P1 complete all necessary records accurately and clearly in accordance with Standard Operating Procedures
 - P2 work within the parameters of your own role recognising when you should seek advice from an appropriate person
 - P3 clarify any missing information with the appropriate person
 - P4 confirm items allowed on prescription with the appropriate section of the Drug Tariff or local formulary if appropriate
 - P5 make accurate and appropriate endorsements on prescriptions following agreed Standard Operating Procedures
 - P6 check that any information written on the prescription meets legal requirements and are complete and legible
 - P7 record the number of prescription forms, items and or charges according to Standard Operating Procedures
 - P8 complete accurate end of month returns in accordance with Standard Operating Procedures
 - P9 submit end of month returns to the pricing authority according to specified guidance where required
 - P10 promptly deal with any prescriptions returned by the pricing authority according to appropriate procedures

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Knowledge and understanding

You need to know and understand:

- K1 the purpose of the Drug Tariff including:
 - K1.1 the regulations that govern the supply of items that are allowed on prescriptions
 - K1.2 the classifications and criteria for the payment
- K2 generic and brand names and the difference between them
- K3 approved reference sources and how to access relevant information
- K4 sources of help when endorsing prescriptions
- K5 the action to take when presented with an incomplete or unclear prescription
- K6 Standard Operating Procedures for the end of month returns
- K7 the paperwork necessary to complete the end of month returns
- K8 the correct packaging of prescriptions
- K9 the reasons for the return of items for clarification by the pricing authority
- K10 the implications of incorrect endorsing of prescriptions

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Additional Information

External links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: Core 1 Communication

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Suite Pharmacy

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