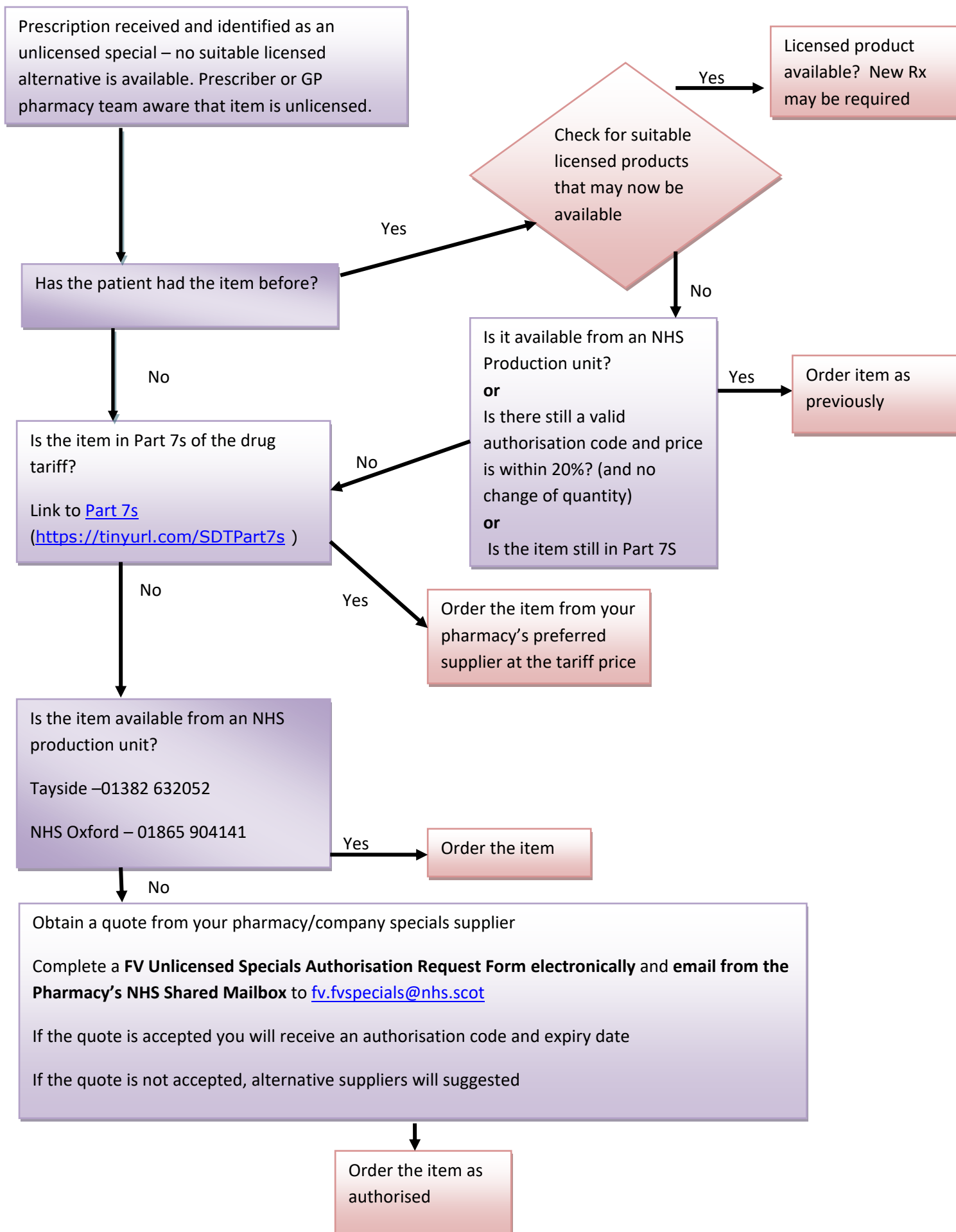


Unlicensed Specials Ordering and Authorisation Process

The prescriber must be made aware that the item is unlicensed. This does not exempt the pharmacist from undertaking the appropriate clinical checks.



Endorsement of the prescription

Before submission of the prescription for payment, it **must** be endorsed. An electronic endorsement will take precedence over any paper endorsements so ensure the electronic endorsement is complete and accurate

Endorse the prescription with the following:

SP – price (In Pence)

XP hc – 3000 – fixed handling charge only for non Part 7s items

XP pp– any out of pocket expenses incurred including wholesaler handling charge (in pence)

Submit a copy of the invoice to Practitioner Services with the prescriptions at the next submission. Ensure the invoice does not contain any patient details

Annotate the Certificate of Conformity with the patient, prescriber and prescription details and retain in your Specials Folder/ Complete your Specials Procurement Book

Retain details of the authorisation code and expiry for future prescriptions.

Each code is only valid for the specific item for a single patient. Any new unlicensed Special items for the patient will require a separate authorisation; or any additional patients receiving the same unlicensed Special will require separate authorisations.

Any changes in quantity for an item will also require a new authorisation for the patient.