



## ENDORSEMENT GUIDANCE

## Increase your efficiency – endorse only when required

## 1. Dispensing endorsements

There are a very limited number of circumstances when dispensing endorsements are required. These are detailed in the Drug Tariff. To ensure your payments are calculated using the price of the correct pack size, you should add a dispensing endorsement as listed in the following circumstances:

Prescribed product	Dispensing endorsements	
	Manufacturer or supplier	Pack size
Generic medicines listed in Part VIIIA or Part VIIIB of the Drug Tariff  <b>and</b> proprietary or branded medicines  <b>and</b> medical devices & appliances listed in Part IX of the Drug Tariff	Not required	Not required  <b>unless</b>  more than one pack size is listed in the Drug Tariff (Part VIIIA or Part IX)  <b>or</b>  more than one pack size is listed in the manufacturer catalogue
Generic medicines NOT listed in Part VIIIA or Part VIIIB of the Drug Tariff	Required	Not required  <b>unless</b>  more than one pack size is listed in the manufacturer catalogue

The only situation in which a dispensing endorsement of manufacturer or supplier is required is if a generic medicine **not** listed in Part VIIIA or Part VIIIB of the Drug Tariff (or DM+D) is prescribed, or a generic medicine does not have a price in the Dictionary of Medicines and Devices (DM+D).

In the **limited number** of circumstances in which you do need to add a dispensing endorsement to the prescription form, please write or print it in the designated column to the left-hand side of the form. Any endorsements outside this area will mean that the NHSBSA scanning equipment will be unable to read the prescription details correctly and they will have to manually correct the scanned image.

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It is important that if a doctor wants a patient to receive a medicine produced by a specific manufacturer, whether this is a proprietary medicine or a generic medicine, that this is specified at the time of prescribing, or any changes that are made to the body of the prescription are initialled by the prescriber. In addition to meeting the patient's requirement this also ensures that you are reimbursed correctly.

## Remember: Please don't add unnecessary dispensing endorsements.

### 1. Endorsements vs Changes

There is a difference between Endorsements on prescriptions and Changing the body of the prescription.

The very limited number of endorsements that need to be made, including endorsing Specials with XP £20 MUST be made in the left hand (highlighted Blue) column of the prescription and do not require the prescriber's initials. All Changes must be made within the main body of the prescription (highlighted yellow). Changes can be made to ensure the exact product is dispensed.

The diagram illustrates the layout of a UK prescription form (FP10SS0406) with the following sections:

- Pharmacy Stamp:** Located at the top left.
- Age:** Located at the top center, with a sub-section for "D o B".
- Title, Forename, Surname & Address:** Located at the top right.
- NHS Number:** Located below the title section.
- Endorsements:** A blue vertical column on the left side, used for endorsing Specials with XP £20.
- Changes:** A yellow vertical column on the right side, used for making changes to the prescription body.
- EPS TOKEN:** A large yellow area overlaid on the right side of the form.
- Barcode:** Located on the right side of the form, with the number 83C40E-A23866-00123W.
- For dispenser:** A section at the bottom left for the dispenser's details.
- NHS Logo:** Located at the bottom left.
- FP10SS0406:** The form number located at the bottom right.

Dispex has collated a list of primary care drugs that **MUST** be endorsed, as the prices of different pack sizes are not a multiple of the price of the smallest pack size. This list is derived from the Drug Tariff September 2022 and may change over time. Every effort has been made to ensure the accuracy of the list, but Dispex assumes no responsibility or liability for any errors or omissions in the content of this information. The information is provided on an "as is" basis with no guarantees of completeness, accuracy, usefulness or timeliness.

Dispex Members can access the List of Generics which **MUST** be endorsed via [this link](#) to the Dispex website.

In addition, we have produced a List which you **DO NOT HAVE TO ENDORSE** – thus saving you time. Again, this list is in the Members' of the Dispex website – Click [Here](#)