**Prescribing Tip No. 187 Date: 21st December 2017**

**Prescriber codes and practice changes**



NHS Prescription Services (NHS BSA - previously the *Prescription Pricing Authority* (PPA)) use **prescriber & organisation codes** to identify where prescription costs should be assigned and to provide data about who has prescribed what products. These codes are pre-printed on FP10 pads and entered into the prescribing system to be printed on computer generated FP10s, or used in electronic prescription messages.

There has been a recent increase in the number of prescriptions received by NHS Prescription Services with incorrect prescriber details or prescriber codes that aren’t linked to the correct practice. This ‘unidentified prescribing’ creates additional work for both NHS Prescription Services and CCGs, and has a significant impact on monitoring and benchmarking prescribing activity.

It is vital therefore that all prescribing undertaken is charged back to the correct prescriber and prescribing budget.

**GPs leaving or joining a practice** – NHS England regulations state that a performer is required to notify them of any change requiring amendment to the information recorded in a performer list, ideally within 28 days of the change. Changes include a change in the registered address, practice or the status of inclusion on the list.

Notification is given by completing two forms (see below):

* the **Notification of Changes to Medical Practice Personnel** form will need to be completed by the practice,&
* the **NPL3 Form** must be completed by the doctor.

Upon completion both forms should be sent for processing to Primary Care Support Services (formerly LaSCa) by email to [lasca.contractoradmin@nhs.net](mailto:lasca.contractoradmin@nhs.net) from where they will be forwarded to NHS BSA.

**GPs working in only one practice**: where a GP is working in only one practice, NHS Prescription Services will link their Doctor Index Number with that practice and this will identify both the GP and practice. For any new joiners this is NOT done automatically & the correct paperwork will need to be completed (as above).

**GPs working in two or more practices:** If a GP is to work across a number of practices e.g. within a federation, please consult the Medicines Optimisation Team for advice on the most appropriate action.

**Non-Medical Prescribers (NMPs)** need two codes on any prescription, one to identify them as a prescriber (usually their professional registration number) and one to identify the practice they are working in. The paperwork for informing NHS Prescription Services about changes in NMP prescribers can be found at <http://www.nhsbsa.nhs.uk/PrescriptionServices/3974.aspx>.

For more information visit <https://pcse.england.nhs.uk> or <http://www.nhsbsa.nhs.uk/PrescriptionServices/3879.aspx>, email [PCSE.enquiries@nhs.net](mailto:PCSE.enquiries@nhs.net) or call 0333 014 2884.

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**To contact the Medicines Optimisation Team please phone 01772 214302**