

Prescribing tip for information

## Updated Guidance on Prescriber codes and practice changes



It is **vital**, that all prescribing undertaken is charged back to the correct prescriber and prescribing budget. As many prescribers work in several practices it is essential that they are using the correct prescriber codes relating to the practice they are working in. We have had many incidences locally where prescribing has been attributed to the wrong practice when prescribers have moved on to other practices or CCG's. This can have a massive impact on a practice prescribing budget. To ensure that this happens GP practices, GPs and Services set up as cost centres must ensure that **all** prescriber details are kept up to date. **Previously this was done by completing NPL2 and NPL3 forms.** This has now changed to an online system.

<https://pcse.england.nhs.uk/services/performers-lists/#>

For [GP Practice Managers](#), you'll need access to PCSE Online to approve status changes to the [Performer List](#) and to monitor that the list of prescribers assigned to the practice is kept up to date. There are also many more services on PCSE, including ordering stationery, prescription pads, needles and syringes, so it is important Practice Managers have the correct user permissions to access these. This [Quick Guide for Practice Managers](#) will assist you with this process. **You can check which GP's are registered to your practice here:** <https://odsportal.hscic.gov.uk/Organisation/Search>

**All GPs should have been automatically registered to the online system and informed of this via their GMC email address.**

**For those who are not registered you can you apply to [join](#)**

On there you can

- Change personal details
- Add or change practices
- Easily amend your status to Locum GP, salaried GP or Partner
- Apply for 24-hour retirement
- Manage withdrawal from Performers List

**Please note:** Information can be amended at any stage and all changes are tracked. PCSE will email a notification to inform users that the changes made are completed.

**Non-Medical Prescribers (NMPs)** To date there has been no changes in the way NMP's obtain their prescriber codes. Please continue with the usual process. The paperwork for informing NHS Prescription Services about changes in NMP prescribers can be found at <http://www.nhsbsa.nhs.uk/PrescriptionServices/3974.aspx>.

To contact the Medicines Optimisation Team please phone 01772 214302