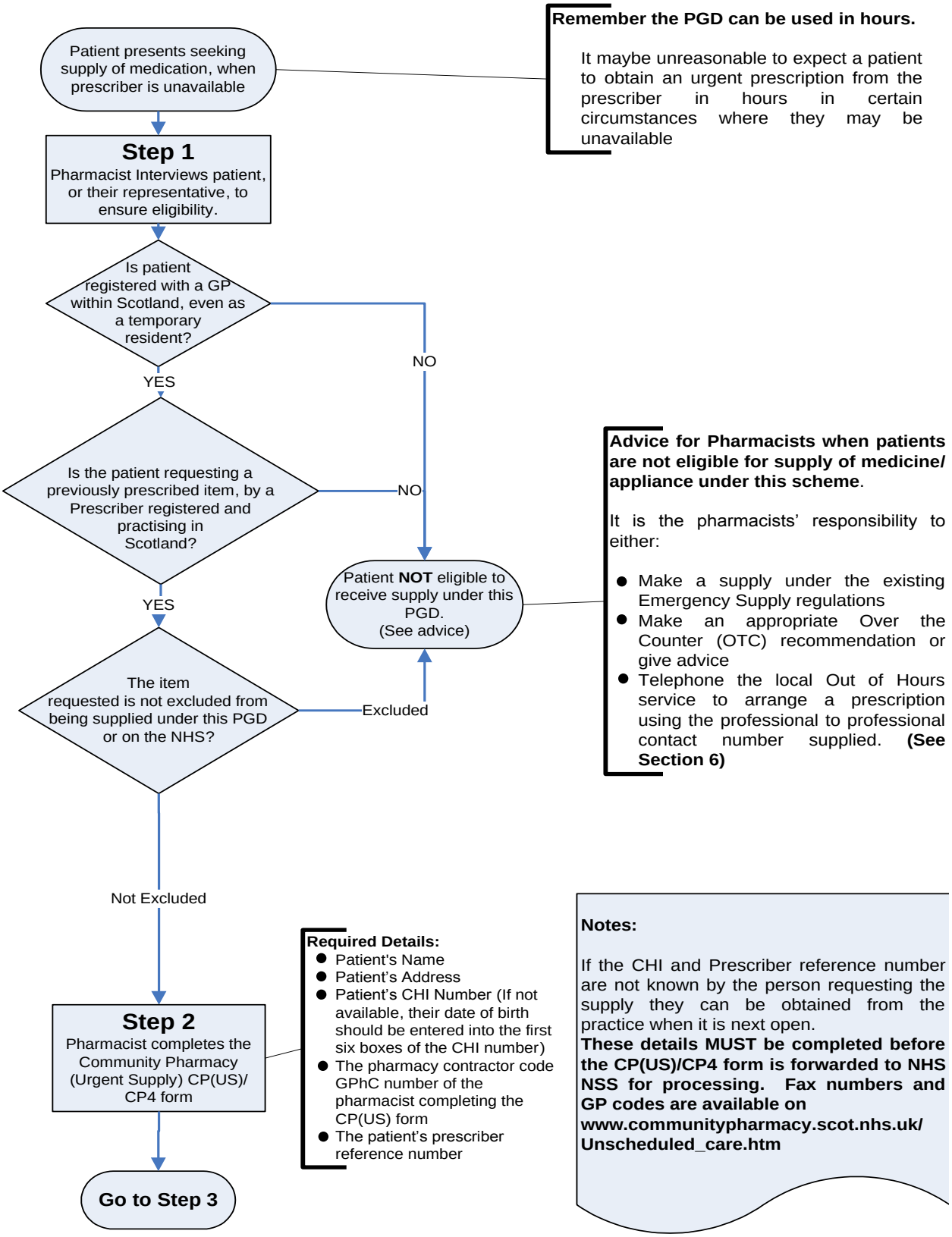
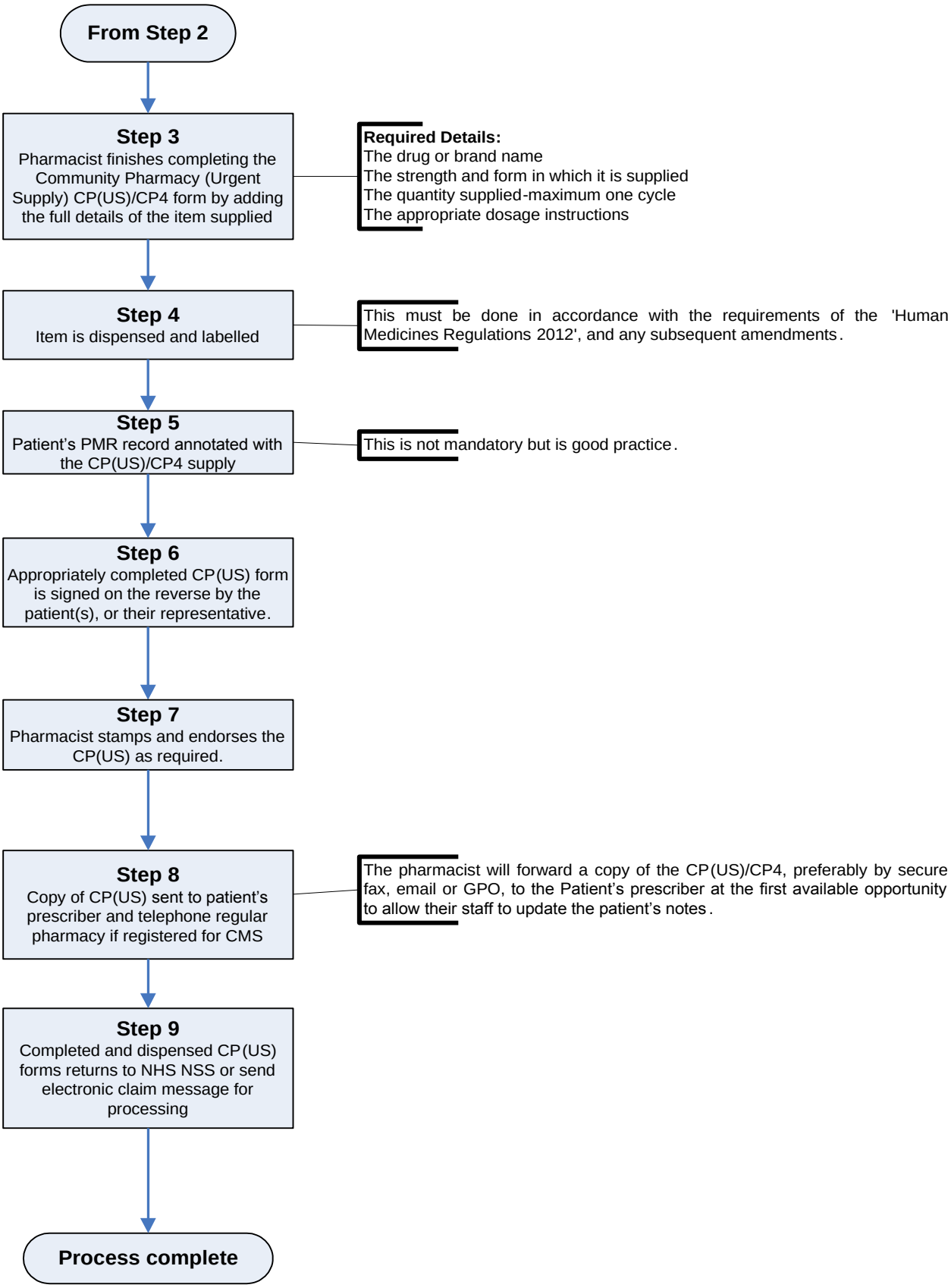
STEP BY STEP GUIDE TO THE NATIONAL PGD FOR SUPPLY OF MEDICINES, APPLIANCES AND ACBS PRODUCTS




From Step 2
Step 3
Pharmacist finishes completing the Community Pharmacy (Urgent Supply) CP(US)/CP4 form by adding the full details of the item supplied
Required Details:
The drug or brand name
The strength and form in which it is supplied
The quantity supplied-maximum one cycle
The appropriate dosage instructions
Step 4
Item is dispensed and labelled
This must be done in accordance with the requirements of the 'Human Medicines Regulations 2012', and any subsequent amendments.
Step 5
Patient's PMR record annotated with the CP(US)/CP4 supply
This is not mandatory but is good practice.
Step 6
Appropriately completed CP(US) form is signed on the reverse by the patient(s), or their representative.
Step 7
Pharmacist stamps and endorses the CP(US) as required.
Step 8
Copy of CP(US) sent to patient's prescriber and telephone regular pharmacy if registered for CMS
The pharmacist will forward a copy of the CP(US)/CP4, preferably by secure fax, email or GPO, to the Patient's prescriber at the first available opportunity to allow their staff to update the patient's notes.
Step 9
Completed and dispensed CP(US) forms returns to NHS NSS or send electronic claim message for processing
Process complete