

**Special/ Unlicensed Medicine Authorisation Request Form**

Please email to: [fife.specialsunlicensedmedicines@nhs.scot](mailto:fife.specialsunlicensedmedicines@nhs.scot)

**If URGENT - follow up with a phone call to 01383 565397**

Pharmacy Name & Address:	
PPD Code:	
Telephone No:	
Prescriber Name:	
Practice Name:	

Product Name:	
Strength:	
Form:	
Dose:	
Quantity:	
Indication:	
Patient CHI Number*:	
Previously been prescribed for patient:	Yes                      No
Alternative to special discussed with prescriber? Please provide example(s).	Yes                      No
Item in Scottish Drug Tariff <a href="#">Part 7S/7U</a> ?: <small>(download the tariff, use the tabs at the bottom to navigate to 7S/7U)</small>	Yes                      No If 'Yes', authorisation not required, refer to DT for price
Available from NHS Production Unit? Glasgow Pharmacy Production Unit: (0141 451 5820) Tayside: (01382 632 052)	Yes                      No If 'Yes', the order should be place with the NHS Pharmacy Production Unit, authorisation not required

**\*IMPORTANT:** You **MUST** ensure that an **NHS email address** is used to submit this form to guarantee encryption of confidential patient details.

Supplier/Manufacturer:	
Product Cost:	
Additional <u>Supplier</u> Charges: <small>(Please do <u>not</u> include the £30 non-7S fixed handling fee here)</small>	
Total Cost For Prescribed Quantity:	
Queries to:	

Requests will be processed within 24 hours of receipt, during the office hours of 9am – 4pm Monday to Friday (except Public Holidays), e.g. If emailed at 4pm on Friday a response will be provided by 4pm on Monday. Please factor this in to supply arrangements with the patient/carer.

Please make sure that prescriptions for Specials/Unlicensed medications are endorsed both **electronically** and on the **paper copy** with the authorised price using the “SP” endorsement followed by the price in pence to ensure correct payment. More information on endorsing can be found on the [Community Pharmacy Scotland Website](#).