

Advance Payment for High Cost Prescription Items.

At present Community Pharmacists are paid approximately three months in arrears following the dispensing of a prescriptions/stock order form. It is therefore important when a high cost item is dispensed, that the pharmacist should receive payment as soon as possible.

A high cost item can be described as any item on a GP10, GP10a or HBP, that is to be dispensed in a single instalment, which has a cost equal to or greater than £1000.

N. B. If the prescription were for more than one item, the whole prescription cost would be reimbursed as part of the advance payment.

In order for a pharmacist to make a request for advance payment, the steps to be followed are outlined below:

- Pharmacist to write (using the standard template letter) requesting authorisation for advance payment, to the Director of Pharmacy, **enclosing the original** GP10/GP10a/HBP. It is recommended that the pharmacist keeps a copy of the prescription for their own proof.
- **The GP10/GP10a/HBP must be fully endorsed by the pharmacist stating what was supplied and the cost, with any relevant invoices attached. Particular attention should be paid to hand-written forms, ensuring that all items are legible.**
- The pharmacist will receive faxed/written confirmation of authorisation from the Director of Pharmacy.
- The Director of Pharmacy will then write to Diane Miller, **enclosing the original** prescription form, at Practitioner Services Division (see address below), indicating the amount authorised, the pharmacy name and address including Contractor Code, and the product supplied.

Diane Miller
Practitioner Services Division
Gyle Square
1 South Gyle Crescent
Edinburgh
EH13 9EB

If PSD Edinburgh receives authorisation before the 20th of the month, the advance payment will be made to the pharmacist at the end of the month in which the application was made.