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# þÿSpecial/ 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**

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

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| --- | --- | --- | --- | --- | --- |
| 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 [Part 7S/7U](https://www.isdscotland.org/Health-topics/Prescribing-and-Medicines/Scottish-Drug-Tariff/Drugs-and-Preparations-with-Tariff-Prices.asp)?:  (download the tariff , use the tabs at the bottom to navigate to 7S/7U) | 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.

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| Supplier/Manufacturer: |  |
| Product Cost: |  |
| Additional Supplier Charges:  (Please do not include the £30 non-7S fixed handling fee here) |  |
| 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.](http://www.communitypharmacyscotland.org.uk/)