

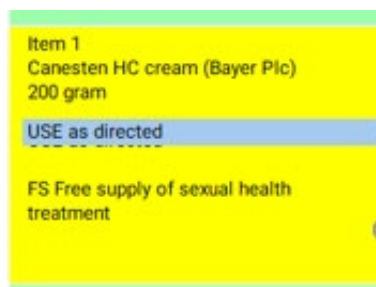
FS Endorsement Instructions for your Pharmacy Manager PMR

The version of Pharmacy Manager you are using does not support in full the **Free of Charge Sexual Health Medication** Prescriber endorsement.

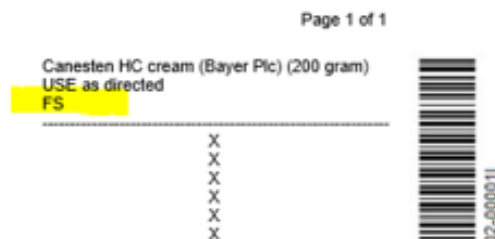
We have reviewed this matter with NHS Digital and the BSA and the following workaround has been agreed for Electronic Prescriptions.

How will I know I've received a 'FS - Free of Charge Sexual Health Treatment' Prescriber endorsement on an electronic prescription?

On the Virtual script as you load the EPS prescription in Pharmacy Manager, if a **Free of Charge Sexual Health Medication** Prescriber endorsement is present 'FS Free supply of sexual health treatment' will be displayed at the end of the Prescribed item field.



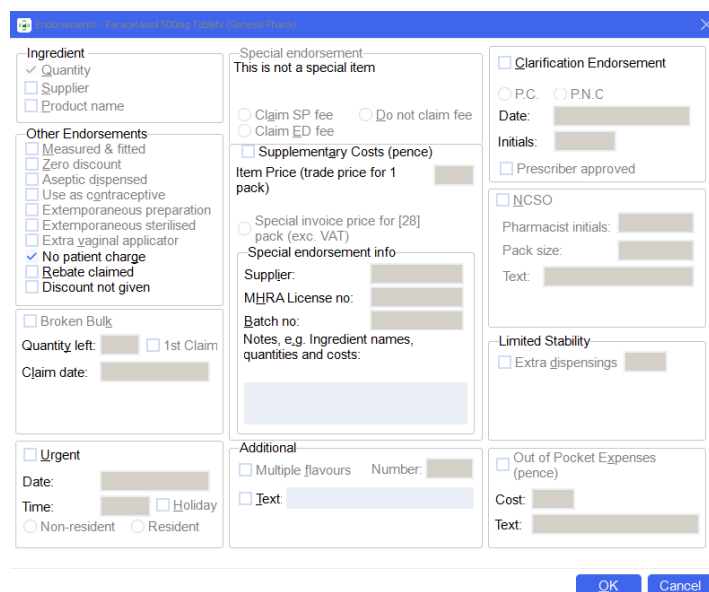
In addition if a Dispensing Token is printed, 'FS' will appear in the location highlighted below



I've received a prescription for a paying patient with a single item containing a prescriber endorsement of FS. What should I do?

Dispense the item as usual confirming the correct exemption is set e.g. Not Exempt/Paid. No charge will be taken from the patient.

On the endorsement screen for the item select 'No Patient Charge'. The endorsement screen can be accessed on the dispensary screen via the  **Endorse** button



The screenshot shows a software window titled 'Endorsement' with a close button. It contains several sections of controls:

- Ingredient:**
 - Quantity
 - Supplier
 - Product name
- Other Endorsements:**
 - Measured & fitted
 - Zero discount
 - Aseptic dispensed
 - Use as contraceptive
 - Extemporaneous preparation
 - Extemporaneous sterilised
 - Extra vaginal applicator
 - No patient charge
 - Rebate claimed
 - Discount not given
- Special endorsement:**
 - This is not a special item
 - Claim SP fee
 - Claim ED fee
 - Do not claim fee
 - Supplementary Costs (pence)
 - Item Price (trade price for 1 pack):
 - Special invoice price for [28] pack (exc. VAT)
 - Special endorsement info:**
 - Supplier:
 - MHRA License no:
 - Batch no:
 - Notes, e.g. Ingredient names, quantities and costs:
- Clarification Endorsement:**
 - P.C.
 - P.N.C
 - Date:
 - Initials:
 - Prescriber approved
- NCSO:**
 - Pharmacist initials:
 - Pack size:
 - Text:
- Limited Stability:**
 - Extra dispensings
- Additional:**
 - Multiple flavours
 - Number:
 - Text:
- Out of Pocket Expenses (pence):**
 - Cost:
 - Text:
- Urgent:**
 - Urgent
 - Date:
 - Time:
 - Holiday
 - Non-resident
 - Resident
- Broken Bulk:**
 - Broken Bulk
 - Quantity left:
 - 1st Claim
 - Claim date:


Buttons: **OK** **Cancel**

Claim for the prescription as usual.

The claim will be sent to the BSA with the Exemption code of 0001 (Patient has paid appropriate charges). The BSA will then on receipt of the claim pick up the FS prescriber endorsement and not take the charge e.g. will process as one item charge paid **minus one charge for FS** = dispenser has no charges taken off them.

I've received a prescription for a paying patient with multiple items, all with a prescriber endorsement of FS. What should I do?

Dispense the items as usual confirming the correct exemption is set e.g. Not Exempt/Paid. No charge will be taken from the patient.


On the endorsement screen for each of the items select 'No Patient Charge'. The endorsement screen can be accessed on the dispensary screen via the  **Endorse** button.

Claim for the prescription as usual.

The claim will be sent to the BSA with the Exemption code of 0001 (Patient has paid appropriate charges). The BSA will then on receipt of the claim pick up the items with the FS prescriber endorsement and not take the charges e.g. will process as two items charge paid **minus two charges one for each FS** = dispenser has no charges taken off

I've received a prescription for a paying patient with 2 items, 1 with a prescriber endorsement of FS and the other item without FS.

Dispense the items as usual confirming the correct exemption is set e.g. Not Exempt/Paid. ONE charge will be taken from the patient.

On the endorsement screen for the FS item select 'No Patient Charge'. The endorsement screen can be accessed on the dispensary screen via the  Endorse button

Claim for the prescription

The claim will be sent with the Exemption code of 0001 (Patient has paid appropriate charges). The BSA will then on receipt of the claim pick up the FS prescriber endorsement and not take the charge off for that item. E.g. will process as two items charge paid minus one charge for FS = dispenser will only have one charge taken off them.

NOTE: Where an electronic prescription is claimed for a paying patient that contains a FS item, the EPS R2 Claim Totals (FP34c) figures must be manually adjusted to represent the FS item is exempt from patient charge, on the current version it will appear as Charge paid.

For ALL patients that are exempt for another reason other than Free Supply – It is not necessary to MARK the item as NO patient charge. Just select the relevant exemption on the Exemption details screen as usual and this will be included in the claim.

E.g.

Patient has a Pre-payment certificate. No charges will be taken from the patient – Claim will be sent with the Exemption code 0007 (F) – On receipt of claim the BSA will process as exempt

NOTE: Where an electronic prescription is claimed for an EXEMPT patient that contains a FS item, the EPS R2 Claim Totals (FP34c) figures will not require manual adjustments as all items will be included as Exempt from Patient Charge by default.

NOTE: If you believe that the Prescriber endorsement has been added in error, then a request should be made to the Prescriber to cancel that prescription, and for a new prescription to be issued.