



NHS Management Executive  
St. Andrew's House  
Edinburgh EH1 3DG  
5 September 1996

COMMON SERVICES AGENCY	
RECEIVED	
- 9 SEP 1996	
FILE No	
REFERRED TO	ACTION TAKEN
0259/01	

Dear Colleague

**REVISED NHS PRESCRIPTION FORMS**

Summary

Revised prescription forms will be introduced with effect from 7 October 1996.

Action

Health Boards and NHS Trusts are asked to:-

- note the attached Annex which explains the background to the revision;
- distribute the attached memorandum to all NHS prescribers, pharmacist contractors and appliance suppliers. Bulk supplies of the memorandum will be sent to Health Boards under separate cover;
- make arrangements to reduce stocks of the current forms to a minimum;
- retrieve any remaining stocks of current forms from community based practitioners for destruction.

Yours sincerely

*Agnes Robson*

AGNES ROBSON  
Director of Primary Care

ISD LIBRARY B044  
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Trinity Park House  
South Trinity Road  
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AMB00324

Addressees

For action:

General Managers,  
Health Boards

General Manager,  
Common Services Agency

General Manager,  
State Hospitals Board for Scotland

General Manager  
Health Education Board for Scotland

Chief Executives,  
NHS Trusts

Executive Director  
SCPMDE

To be copied to:

Unit General Managers for  
information

Enquiries to:

Mr R Fraser  
Scottish Office Department of Health  
St Andrew's House  
EDINBURGH EH1 3DG

Tel: 0131-244 2529  
Fax: 0131-244 2375

Further copies from:

Miss Leslie Smith  
Scottish Office Department of Health  
Room 29F  
St Andrew's House  
EDINBURGH EH1 3DG  
Tel: 0131-244 2040  
Fax: 0131-244 2375

File Ref: PLM/4/11

Background

1. The reverse of prescription forms will be revised with effect from 7 October to reflect the introduction of Income-Based Jobseekers Allowance. The rules currently applied to recipients of Disability Working Allowance will also change on 7 October. Changes to the reverse of the forms will be required and the UK Health Departments have taken this opportunity to revise the layout. There are now 2 signature boxes, one for charge payers and one for patients claiming exemption or remission from charges. The new format groups together those people who:-

- are exempt on age grounds;
- hold an exemption certificate or pre-payment certificate;
- are remitted from charges on income grounds;
- are being prescribed no charge contraceptives (except on the GP14).

2. The new forms must be used for all prescriptions written on or after 7 October 1996. The revised forms will be issued in time for Health Boards to distribute stocks to all NHS prescribers.

3. The current forms will become obsolete as of 7 October 1996. The attached memorandum asks NHS primary care prescribers to return any remaining stock of current forms to the Health Board for destruction. Hospital management should arrange for excess stocks of obsolete HBP series forms to be similarly destroyed.

4. A copy of the back of the revised form is attached to the Memorandum to this Circular.

Hospital Based Prescribers  
General Medical Practitioners  
General Dental Practitioners  
Pharmacy Contractors  
Nurse Prescribers  
Appliance Suppliers

**National Health Service in Scotland**

REVISED PRESCRIPTION FORMS FROM 7 OCTOBER 1996

**Summary**

From 7 October 1996 revised prescription forms must be used for all NHS prescriptions.

**Revised Prescription Forms**

1. From 7 October 1996, legislative provision will be amended so that:-
  - remission from charges will be extended to people (and their dependants) receiving Income-Based Jobseekers Allowance; and
  - the "£8,000 or less" rule for people receiving Disability Working Allowance (and their dependants) will disappear.
2. The layout of the form has been revised:-
  - to incorporate 2 signature boxes; one for charge payers and one for patients claiming exemption or remission from charges;
  - to group together people who:-
    - are exempt on age grounds;
    - hold an exemption certificate or pre-payment certificate;
    - are remitted from charges on income grounds;
    - are being prescribed no charge contraceptives (except on the GP14).
3. The revised forms must be used for all NHS prescriptions written on or after 7 October 1996. They will be issued in time for Health Boards to distribute to all NHS prescribers.

4. Community based practitioners are asked to return any remaining stocks of obsolete forms to the Health Board for destruction. Hospital based prescribers are asked to return their excess stocks to hospital managers who will arrange for their disposal.
5. A copy of the reverse of the GP10 form is shown overleaf. Please note that the GP14 does not include the category of no charge contraceptives.
6. Any enquiries about this memorandum should be addressed to the Health Board.

The Scottish Office Department of Health  
St Andrew's House  
Edinburgh  
EH1 3DE

**30** August 1996

File Ref: PLM/4/11

**IMPORTANT NOTES FOR PATIENTS**

- Before getting the item(s) overleaf dispensed you must mark X in a box at Part A, then complete either Part B or Part C or both as appropriate.
- If you think you might be entitled to a refund of the money you have paid, you must get an NHS receipt (EC 57) when you pay. You cannot get one later.
- If you need a lot of medication you may want to buy a prepayment certificate.
- To find out more about prescription charges, get leaflet HC11 "Are you entitled to help with health costs?" from your pharmacist.

<b>PART A</b>	I am <input type="checkbox"/> the patient named overleaf	<i>delete as appropriate</i>
	<input type="checkbox"/> the patient's parent/guardian/representative	

<b>PART B</b>	I have paid the sum of £ <input type="text"/> for the item(s) overleaf
	Signed <input type="text"/> Date <input type="text"/>

<b>PART C</b>	I do not have to pay the charge because the patient: <i>(X in the appropriate box)</i>	
	IS EXEMPT ON AGE GROUNDS:	
	A	<input type="checkbox"/> under 16 years of age
	B	<input type="checkbox"/> 16-18 <i>and</i> in full time education
	C	<input type="checkbox"/> 60 years or over
	HOLDS AN EXEMPTION CERTIFICATE:	
	D	<input type="checkbox"/> maternity or medical exemption (EC 92)
	E	<input type="checkbox"/> prepayment certificate (EC 96)
	F	<input type="checkbox"/> War/MoD pensioner exemption certificate <input type="text"/> Ref. No.
	<i>- and the items overleaf are for the pensionable disability.</i>	
	RECEIVES OR IS THE PARTNER OF SOMEONE RECEIVING:	
	G	<input type="checkbox"/> Income Support
	H	<input type="checkbox"/> Family Credit
I	<input type="checkbox"/> Disability Working Allowance	
J	<input type="checkbox"/> Income-based Jobseeker's Allowance	
K	<input type="checkbox"/> a current NHS charges certificate for full help <input type="text"/> HC2/AG2 no:	
OR:		
L	<input type="checkbox"/> is being given no-charge contraceptives	
Signed <input type="text"/> Date <input type="text"/>		
Name <input type="text"/>		
Address <input type="text"/>		
<i>(if different from overleaf)</i> <input type="text"/>		
<b>WARNING</b> TO GIVE FALSE INFORMATION MAY LEAD TO PROSECUTION		

