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

22nd August 1997

Dear Colleague

**INTRODUCTION OF REVISED NHS PRESCRIPTION FORMS**

Summary

The back of prescription forms have been revised to include a box for patients' date of birth. Completion of the box is voluntary. Information is sought in respect of people claiming remission of charges. An indication that entitlement may be checked with DSS has also been added.

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.
- relevant Trusts should ensure that their Community Dental Service staff are aware of the changes.

Yours sincerely

*Agnes Robson*

AGNES ROBSON  
Director of Primary Care

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COMMON SERVICES AGENCY  
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**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  
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Room 29F  
St Andrew's House  
EDINBURGH EH1 3DG

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Fax: 0131-244 2375

Further copies from:

Miss Leslie Smith  
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File Ref: PLM/4/11

Background

1. The back of NHS prescription forms has been revised to include a box for patients' date of birth. Completion of the box is voluntary. This information is sought in respect of people claiming remission of charges. An indication that entitlement may be checked with DSS has also been added.

2. The UK Health Departments have taken this opportunity to revise the layout of the back of the forms - see attached.

The revisions are as follows:-

- Part C Sections G-K - date of birth box on the right-hand side;
- Part C - after Section K - an indication that entitlement may be checked with DSS;
- New Part D - for patients' signature, name, address and postcode - this part to be completed by patients who have claimed exemption/remission from charges under Part C.

3. The revised forms are being phased in and should come into use as current stocks are exhausted.

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

National Health Service in Scotland

Introduction of Revised NHS Prescription Forms

Summary

1. The back of prescription forms has been revised to include a box for patients' date of birth. Completion of the box is voluntary. This information is sought in respect of people claiming remission from charges.
2. An indication that entitlement may be checked with DSS has been added.

Layout of Form

3. The layout of the back of the form has also been revised. The revisions are as follows:-
  - Part C Section G-K - date of birth box on the right-hand side;
  - Part C - after Section K - an indication that entitlement may be checked with DSS;New Part D - for patients' signature, name, address and postcode. This part to be completed by patients who have claimed exemption/remission from charges under Part C.
4. The revised forms are being phased in and should come into use as current stocks are exhausted.
5. A copy of the back of the revised form GP 10 is shown overleaf. Please note that the GP14 does not include category L ie no-charge contraceptives.
6. Any enquiries about this memorandum should be addressed to the relevant Health Board or Trust.

The Scottish Office Department of Health  
St Andrew's House  
Edinburgh  
EH1 3DE  
August 1997

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**IMPORTANT NOTES FOR PATIENTS**

- Before getting the item(s) overleaf dispensed you must complete Part A and the other appropriate parts below, depending on whether you are entitled to free NHS prescriptions or you have to pay for them.
- 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
	<input type="checkbox"/> the patient's parent/guardian/representative <small>delete as appropriate</small>

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

<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 and 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. <input type="text"/>
	<small>- and the items overleaf are for the pensionable disability</small>
	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 HC2 NHS charges certificate for full help'
	* Confirmation of your entitlement may be sought from the DSS
	OR
L	<input type="checkbox"/> The item prescribed is a free-of-charge contraceptive

<b>PART D</b>	Must be completed by/on behalf of patients claiming under Part C only
Signed	Date
NAME <i>(in capitals)</i>	
ADDRESS	
<i>(if different from overleaf)</i>	Postcode
<b>WARNING</b>	TO GIVE FALSE INFORMATION MAY LEAD TO PROSECUTION