

RD PAYMENTS AND PROCESSING

REQUIREMENTS	REPEATABLE PRESCRIPTION (RA)	Batch Issues (RD)
Signed by the prescriber	Yes	No
Declaration of Exemption Status / Payment – patient signature on back	No	Yes
Stamped with pharmacy address in top left hand corner	Yes	Yes
Form numbering in bottom right hand corner	No	Yes
Code with normal CSA codes	No	Yes
Where to keep	Must be kept in the pharmacy until all Batch Issues (RD) have been dispensed or “No Longer Valid” (see Table 2)	Must be sent to CSA at end of month dispensed
When to send to CSA	Only send to CSA when all Batch Issues (RD) have been dispensed or “No Longer Valid” (see Table 2)	Must be sent to CSA at end of month dispensed
How to send to CSA	Must be sent to CSA in a separate envelope addressed to the ‘Senior Pricer’, CSA Do NOT send in the ‘K’ bundle	Must be sent to CSA at end of month dispensed in ‘K’ bundle with details written on HS30 form
What to do if an item is not dispensed	Do not write on or score anything off	Code each item not dispensed N/D in right hand coding column
What to do if an item is not required by a patient	Do not write on or score anything off	Code each item not required N/D in right hand coding column. To claim the “Medicines Not Dispensed” fee, code 97002/1 once in the right hand coding column

TABLE 2 NO LONGER VALID

When should I endorse a Repeatable Prescription (RA) as 'No Longer Valid'?

- If a patient's medication has been changed and a new Repeatable Prescription (RA) has been issued by the prescriber
- If a patient has become deceased
- If a patient has changed pharmacy
- It has past its expiry date (repeatable prescriptions (RA) are valid for 12 months from issue date)
- If the Supply of medicines has been discontinued for any other reason such as patient moving house

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What to do when 'No Longer Valid'	Write ' No Longer Valid ' in right hand coding column Must be sent to CSA in a separate envelope addressed to the 'Senior Pricer', CSA	Destroy any remaining Batch Issues (RD) in pharmacy Keep a record of the destruction (e.g. date, patient details, RA details, No. batch issues destroyed and reasons)