

# Prescription submission checklist

By following these steps, you are supporting the accurate and timely payment of all contractors in Scotland.

1. **Remove all staples, sticky labels, and sticky notes** as these may obscure necessary information and can stop or damage the scanners (see Figure 1).
2. **Remove the patient notes section** along the perforated line and do not include these with your submission.
3. **Reprints should be requested if the prescription is not printed clearly or it contains red ink** (see Figure 2).
4. To ensure you are paid accurately, **your pharmacy details must be clearly printed or stamped** in the top-right-hand side of all prescriptions.
5. **Check that prescriptions are flat** and are **all facing the same way**. Do not fold prescriptions.
6. **Do not submit loose prescriptions**. Carefully and neatly secure prescriptions with elastic bands before placing in the transit bags. (Please see figures 3 and 4)
7. **Please separate out stock orders, invoices and PC70s into separate bundles**, and place them in the same package with the prescriptions.
8. **Ensure you have fully completed your GP34** and placed it in the package. **Check you have included all forms you have declared on your GP34**. The GP34 declared forms and items figures should not include electronic only claim counts.
9. **Split large submissions (over 5,000) into more than one bag**. If you are submitting more than one bag, **please include a note to advise whether this is part 1 of 2, part 2 of 2** and so on. If you forget you can always write this information on the front of the courier bag.
10. **Ensure you take a note of the package tracking numbers on collection**. If you are using more than one bag for your collection, please copy the details from both bag labels.



Figure 1: An example of stickers and staples which should be removed.



Figure 2: Prescription with faded ink which should be reprinted.



Figure 3: Good practice of prescriptions stacked neatly and secured using elastic bands.



Figure 4: Bad practice of prescriptions submitted loosely.



For more info about the courier service please see the Community Pharmacy Scotland (CPS) website  
[www.cps.scot/courier-service](http://www.cps.scot/courier-service)

Contact us by emailing  
[nss.p-cfs-scanningservices@nhs.scot](mailto:nss.p-cfs-scanningservices@nhs.scot)

If you need more bags, please contact Community Pharmacy Scotland on **0131 467 7766**.