

## Managing Prescribing Codes - GP Practice and ICB Guidance

This guidance only covers prescribing cost centres and prescribing codes. It does not cover contractual changes which must be dealt with separately via the ICB contracting team.

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### Summary

**Prescribers (GPs and NMPs) should prescribe under their own prescribing code (or agreed spurious code).** If this is not possible, e.g. waiting for code to be processed, then prescribing under the Lead Prescriber's code is acceptable for a short period until the issue is resolved.

Locum GPs should use the code of the GP that they are covering for, but if working regular sessions in a practice it is recommended that they are registered to the practice so that they can prescribe under their own code.

**Prescribers joining or leaving practices must follow the guidance below to inform the necessary authorities to ensure that prescribing is attributed to the correct practice.** It is the responsibility of the individual prescriber and practice to ensure that this happens.

The Organisation Data Service (ODS) Portal can be used to check which prescribers are linked to a practice or cost centre:

<https://odsportal.digital.nhs.uk/Organisation/Search>

## General Practitioners (GPs)

### Employed by practice (salaried)

It is the responsibility of the individual GP to inform Primary Care Support England (PCSE) when they join or leave a practice so that the [National Performers List](#) can be updated. Failure to do this can result in prescribing being charged to the wrong practice.

Action	Responsibilities	Guidance
GP joining a practice (including joining an additional practice)	The GP must update the National Performers List via PCSE online service.	See PCSE guidance: <a href="https://pcse.england.nhs.uk/services/performers-lists/gp-performers">https://pcse.england.nhs.uk/services/performers-lists/gp-performers</a>
GP leaving or retiring from a practice		PCSE login page: <a href="https://secure.pcse.england.nhs.uk/">https://secure.pcse.england.nhs.uk/</a>
Change of GP details e.g. name,		The GP's Doctor's Identification Number (DIN) can only be used at one practice, if working at an additional practice, PCSE will help with setting up a spurious code for each additional practice.

### Locum GPs

Locum GPs are advised to use the prescribing code of the GP that they are covering for or, if the practice has a generic spurious code for locum GPs, then that may be used instead.

If the locum does regular sessions in a practice, then it is recommended to register the locum to that practice, so that they can prescribe under their own code. **Registering a locum to a practice can only be done through the ICB (not PCSE).** The advantage of the locum GP using their own code is that prescribing is attributed to that individual and their name appears on prescriptions making it easier for patients and pharmacies to follow up any queries.

If the locum GP's DIN code is not registered at any practice, the ICB can request that they are registered to their regular locum practice. If the locum GP's DIN code is already registered at their main practice, then the ICB can request a spurious code for that GP for their locum work in another practice. **Contact the ICB medicines optimisation senior pharmacist for your area for help with registering locum GPs.**

Bassetlaw: [rob.wise@nhs.net](mailto:rob.wise@nhs.net)

City: [jill.theobald@nhs.net](mailto:jill.theobald@nhs.net) or [tanya.behrendt@nhs.net](mailto:tanya.behrendt@nhs.net)

Mid Notts: [deepa.baxi@nhs.net](mailto:deepa.baxi@nhs.net) or [peter.richards6@nhs.net](mailto:peter.richards6@nhs.net)

South Notts: [L.calland@nhs.net](mailto:L.calland@nhs.net) or [nayna.zuzarte@nhs.net](mailto:nayna.zuzarte@nhs.net)

## Non-Medical Prescribers (NMPs)

- NMPs may be registered to multiple practices without the need for spurious codes as the prescribing is attributed using the NMP code and the practice code, spurious codes are only required for GPs.
- All NMPs need to be linked to the practice code for each practice they work in. NMPs that are not directly employed by the practice, e.g. PCN pharmacists, requiring multiple practice registration will require email confirmation from the Practice Manager or GP Partner from each of their practices in order to be linked to the practice code.
- All NMP prescribing registration requests are managed by the ICB medicines officer.

Action	Responsibilities	Guidance
<b>NMP joining a practice</b> (including joining an additional practice)	<b>A senior member of practice i.e. practice manager, GP partner or Head of Service</b> must inform the ICB by sending a completed NHSBSA “Non-medical prescriber joining a GP practice or cost centre” form. <b>The email to the ICB must come from a senior member of the practice.</b>	<b>NHSBSA NMP forms:</b> <a href="https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/sub-icb-locations">https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/sub-icb-locations</a> Scroll down to “Notify us about changes” section and select the correct NMP form. See guidance notes tab on each form for instructions on how to complete it.
<b>NMP leaving or retiring from a practice</b>	<b>The NMP’s line manager</b> must inform the ICB by sending a completed NHSBSA “Non-medical prescriber leaving a GP practice or cost centre” form.	<b>Send completed form via email to the ICB Medicines Officer</b> <a href="mailto:Marilyn.longstaff@nhs.net">Marilyn.longstaff@nhs.net</a> .
<b>Change of NMP details e.g. name, title, qualification</b>	<b>The NMP</b> must inform the ICB by sending a completed NHSBSA “Change of non-medical prescriber details” form along with proof of the changes.	<b>The ICB medicines officer</b> (as authorised signatory) will check and sign the form before sending to NHSBSA.

## Changes to Practices / Cost Centres

The ICB contracting team manage practice closures and setting up new practices and will contact the ICB medicines optimisation team to support with prescribing codes.

Action	Responsibilities	Guidance
<b>New GP practice or new cost centre code</b> <ul style="list-style-type: none"> <li>• Merging two or more practices and creating a new code (see below if retaining one of the codes)</li> <li>• Splitting a practice into two or more practices</li> <li>• A brand-new practice / cost centre opening</li> </ul>	<b>A senior member of the new practice must complete a NHSBSA “New GP Practice” or “New cost centre” form.</b> <p>Contact a senior member of the ICB medicines optimisation team for advice on completing the form and allocating a prescribing budget.</p>	<p><b>All GP Practice / Cost centre changes forms can be found on the Sub ICB Locations page of the NHSBSA website:</b>  <a href="https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/sub-icb-locations">https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/sub-icb-locations</a>          Scroll down to “Notify us about changes” section and select the correct form.          See guidance notes tab on form.</p> <p><b>Complete as much of the form as possible and send via email to the appropriate ICB senior medicines optimisation pharmacist.</b>          Bassetlaw: <a href="mailto:rob.wise@nhs.net">rob.wise@nhs.net</a>          City: <a href="mailto:jill.theobald@nhs.net">jill.theobald@nhs.net</a> or <a href="mailto:tanya.behrendt@nhs.net">tanya.behrendt@nhs.net</a>          Mid Notts: <a href="mailto:deepa.baxi@nhs.net">deepa.baxi@nhs.net</a> or <a href="mailto:peter.richards6@nhs.net">peter.richards6@nhs.net</a>          South Notts: <a href="mailto:l.calland@nhs.net">l.calland@nhs.net</a> or <a href="mailto:nayna.zuarte@nhs.net">nayna.zuarte@nhs.net</a></p>
<b>Change of GP Practice or Cost Centre details</b> e.g. change of address	<b>A senior member of the practice must complete a NHSBSA “Change of GP Practice details” or “Change of cost centre details” form.</b> <p>Contact a senior member of the ICB medicines optimisation team for advice on completing the form.</p>	
<b>GP Practice merger</b> If retaining one of the practice prescribing codes	<b>A senior member of the practice that is retaining its code must complete a NHSBSA “GP practice merger” form.</b> <p>Contact a senior member of the ICB medicines optimisation team for advice on completing the form and merging the prescribing budgets.</p>	
<b>Closure of a GP Practice or Cost Centre</b>	<b>A senior member of the closing practice/cost centre must complete a NHSBSA “Closure of GP practice” or “Closure of cost centre” form.</b> <p>Contact a senior member of the ICB medicines optimisation team for advice on completing the form.</p>	

## Independent Sector Healthcare Providers (ISHPs)

The ICB, and other organisations, can commission organisations from the independent sector to provide health services, they are known as Independent Sector Healthcare Providers (ISHPs). Some ISHPs use FP10 prescription forms to supply medicines and appliances to patients.

The cost of prescribing must be considered during contracting of a service and can either sit with the commissioner or the provider, however it is normally recommended that prescribing costs are included in the contract value and sit with provider.

### **If the ICB has commissioned an ISHP and the ISHP is responsible for the prescribing costs:**

The ICB must complete and submit a Provider Authorisation Form to the NHSBSA – this can be found on the [NHSBSA website](https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/independent-sector-healthcare-providers). The ICB medicines optimisation team can help with this.

There is a section on this form to state whether the commissioner or the provider will be the 'parent organisation' and responsible for prescription costs. The ISHP are responsible for setting up their own cost centre with the ISHP as the 'parent organisation' and are responsible for assigning prescribers and subsequent notifications relating to the prescribers within the new cost centre.

All the necessary forms, and more detailed information, can be found on the NHSBSA website: <https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/independent-sector-healthcare-providers>

### **If the ICB has commissioned an ISHP and the ICB is responsible for the prescribing costs:**

If the ICB is responsible for the prescription costs, then the ICB is responsible for requesting a new cost centre for the ISHP with the ICB as the 'parent organisation'.

In this case, the ICB is responsible for assigning prescribers and subsequent notifications relating to the prescribers within the new cost centre.