

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 GPs are linked to a practice or cost centre:

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

General Practitioners (GPs)

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: https://pcse.england.nhs.uk/services/performers-lists/gp-performers PCSE login page: https://secure.pcse.england.nhs.uk/
GP leaving or retiring from a practice		The GP's Doctor Index Number (DIN) can only be used at one practice (see below), if working at an additional practice, PCSE will help with setting up a spurious code for each additional practice.
Change of GP details e.g. name,		See appendices for completed examples of NHSBSA forms: Appendix 1 - GP joining a practice. Appendix 2 – GP leaving a practice. Appendix 3 – Spurious code request.

Doctor Index Number (DIN) and spurious codes

The doctor index number (DIN) is used to derive the GP's own prescribing code. The DIN is obtained from NHS Digital (formerly known as the Health and Social Care Information Centre, HSCIC). This is not the doctors GMC code. The DIN is prefixed with a letter and a single check-digit is added to the end to give the prescribing code.

The DIN can only be registered to one practice at a time. If working at more than one practice, then a **spurious code** must be used for each additional practice. A spurious code is an additional prescribing code, that is different to the GP's DIN, that allows prescribing to be attributed to the correct practice. PCSE can help with applying for spurious codes. [Appendix 3](#) shows a completed example of a NHSBSA spurious code application form.

You can find the DIN on the ODS Portal. This is easy if the GP is only registered at one practice, but if they are registered at more than one, then the DIN is the code attached to the first practice that they registered with, the other(s) will be spurious codes.

Note that when quoting the 6 digit DIN, do not include any letters or the last number which is a check digit.

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
- **City:** jill.theobald@nhs.net or tanya.behrendt@nhs.net
- **Mid Notts:** deepa.baxi@nhs.net or peter.richards6@nhs.net
- **South Notts:** L.calland@nhs.net or 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
NMP joining a practice (including joining an additional practice)	A senior member of practice i.e. practice manager, GP partner or Head of Service must inform the ICB by sending a completed NHSBSA “Non-medical prescriber joining a GP practice or cost centre” form. The email to the ICB must come from a senior member of the practice.	NHSBSA NMP forms: https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/sub-icb-locations 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.
NMP leaving or retiring from a practice	The NMP’s line manager must inform the ICB by sending a completed NHSBSA “Non-medical prescriber leaving a GP practice or cost centre” form.	Send completed form via email to the ICB Medicines Officer nnicb-nn.nmpregistration@nhs.net .
Change of NMP details e.g. name, title, qualification	The NMP must inform the ICB by sending a completed NHSBSA “Change of non-medical prescriber details” form along with proof of the changes.	The ICB medicines officer (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
New GP practice or new cost centre code <ul style="list-style-type: none"> • Merging two or more practices and creating a new code (see below if retaining one of the codes) • Splitting a practice into two or more practices • A brand-new practice / cost centre opening 	<p>A senior member of the new practice must complete a NHSBSA “New GP Practice” or “New cost centre” form.</p> <p>Contact a senior member of the ICB Medicines Optimisation Team for advice on completing the form and allocating a prescribing budget.</p>	<p>All GP Practice / Cost centre changes forms can be found on the Sub ICB Locations page of the NHSBSA website: https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/sub-icb-locations</p> <p>Scroll down to “Notify us about changes” section and select the correct form. See guidance notes tab on form. Appendix 4 - completed example of NHSBSA “Change of GP practice details” form.</p> <p>Complete as much of the form as possible and send via email to the appropriate ICB senior medicines optimisation pharmacist. Bassetlaw: rob.wise@nhs.net City: jill.theobald@nhs.net or tanya.behrendt@nhs.net Mid Notts: deepa.baxi@nhs.net or peter.richards6@nhs.net South Notts: l.calland@nhs.net or nayna.zuzarte@nhs.net</p>
Change of GP Practice or Cost Centre details e.g. change of address	<p>A senior member of the practice must complete a NHSBSA “Change of GP Practice details” or “Change of cost centre details” form. See appendix 4 for example form</p> <p>Contact a senior member of the ICB Medicines Optimisation Team for advice on completing the form.</p>	
GP Practice merger If retaining one of the practice prescribing codes	<p>A senior member of the practice that is retaining its code must complete a NHSBSA “GP practice merger” form.</p> <p>Contact a senior member of the ICB Medicines Optimisation Team for advice on completing the form and merging the prescribing budgets.</p>	
Closure of a GP Practice or Cost Centre	<p>A senior member of the closing practice/cost centre must complete a NHSBSA “Closure of GP practice” or “Closure of cost centre” form.</p> <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 the 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.

Version Control - Managing Prescribing Codes - GP Practice and ICB Guidance			
Version	Author(s)	Date	Changes
1.0	Jill Theobald, Senior Medicines Optimisation Pharmacist, NNICB	March 2024	N/A – new document
1.1	Jill Theobald, Senior Medicines Optimisation Pharmacist, NNICB	July 2024	Updated ICB medicines officer email address.
2.0	Jill Theobald, Senior Medicines Optimisation Pharmacist, NNICB	August 2024	<ul style="list-style-type: none"> Clarified that the ODS Portal only lists GPs attached to practices (not NMPs). Added more info about Doctor's Index Numbers (DINs) . Added appendices with completed examples of NHSBSA forms.

Appendix 1 – GP joining a practice or cost centre (NHSBSA form)

Example of NHSBSA form for GP joining a GP practice contracted to Nottingham & Nottinghamshire ICB. The form can be found on the NHSBSA website: [Sub ICB Locations | NHSBSA](#).

NHS
Business Services Authority

Doctor Joining a GP Practice/Cost Centre			
Authorised signatory should complete form and send to: prescriptioninformation@nhsbsa.nhs.uk			
Organisation Name:	NHS Nottingham and Nottinghamshire ICB		Org Code: 52R
Is this doctor joining a cost centre in Jersey, Guernsey or Isle of Man? If so please tick:			<input type="checkbox"/> Yes
Doctor Details:			
Doctor name (max. 28 characters including spaces):	Surname:	Ross	
	First name(s):	Doug	Initial(s): ER
GP Practice/Cost Centre code:	CXXXXX or YXXXXX		
Doctor prescribing code (DIN)*:	123456		
GMC code:	1234567		
Date of Birth:	DD/MM/YYYY	Gender:	Male
<small>*If the doctor joining this practice is a hospital doctor (without a DIN) or a doctor who is using their DIN in another GP Practice/Cost Centre, please complete the 'Spurious Code request' form.</small>			
Prescribing/Dispensing:	Prescribing		
Partner/Salaried GP:	Salaried GP		
GP Practice name (as shown on ePACT.net, max. 40 characters including spaces):	The Medical Practice		
Address Details (max. 25 characters per line including spaces):			
Address line 1:	1 The Lane		
Address line 2:			
Address line 3 (Town or City only):	Nottingham		
Address line 4 (County or London only):	Nottinghamshire		
Postcode:	NGXX XXX		
Telephone Number:	0115 9XXXXXX		
Start Date:	DD/MM/YYYY		
Authorised Signatory Details:			
Authorised signatory:			
Print name:			
Contact Number:			

Organisation name: This is the ICB name, not the practice name.

Organisation code: **52R** for City, South and Mid Notts and **02Q** for Bassetlaw.

GP Practice/Cost centre code: This is the prescribing code and can be found on [ODS Portal](#). Usually starts with a C or a Y in Notts.

Doctors prescribing code (always 6 digits): This is the Doctor Index Number (not the GMC code). Do not include any letters or the last number which is a check digit. The doctor should know their number, but see [page 3](#) for more explanation if needed.

GMC code (always 7 digits): Found on the [GMC website](#).

GP Practice name and address: Exactly as shown on the [ODS](#)

Authorised Signatory Details: Leave this blank. PCSE will sign it for you (or one of the authorised ICB senior pharmacists if for a locum GP).

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Appendix 2 – GP leaving a practice or cost centre (NHSBSA form)

Example of NHSBSA form for GP leaving a GP practice contracted to Nottingham & Nottinghamshire ICB. The form can be found on the NHSBSA website: [Sub ICB Locations | NHSBSA](#). Note that there is a separate form for removing a spurious code from a GP practice or cost centre.

Doctor Leaving a GP Practice

Authorised signatory should complete form and send to: prescriptioninformation@nhsbsa.nhs.uk

Organisation Type:	Sub-ICB location		
Organisation Name:	NHS Nottingham and Nottinghamshire ICB	Org Code:	52R
Reason for leaving. Please select from drop down:			
Resigned			
If Doctor leaving is the current Lead Prescriber, please give details of new Lead Prescriber:	Name:		Prescribing Code:
GP Practice Code:	CXXXXX		
Doctor details:			
Doctor prescribing code (DIN):	123456	Check Digit:	7
Doctor name (max. 28 characters including spaces):	Surname:	Ross	Initial(s): DER
GP Practice name (as shown on ePACT.net, max. 40 characters including spaces):	The Medical Practice		
Telephone Number:	0115 9XXXXXX		
Leaving Date:	DD/MM/YYYY		
Superannuation leave only:	Leaving Date:		Return Date:
If applicable, will the doctor return as the Lead Prescriber? Please Select			
Authorised signatory details:			
Authorised signatory:			
Print name:			
Contact Number:			

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Organisation type: Select “Sub-ICB location”.

Organisation name: This is the ICB name, not the practice name.

Organisation code: **52R** for City, South and Mid Notts and **02Q** for Bassetlaw.

Lead prescriber: Leave blank unless the GP leaving is currently the Lead Prescriber. If the GP leaving is the Lead Prescriber, then enter the **new** Lead Prescriber’s name and prescribing code (DIN) – see below for DIN

GP Practice code (or cost centre code): This is the prescribing code and can be found on the [ODS Portal](#). Usually starts with a C or a Y in Notts.

Doctors prescribing code (always 6 digits): This is usually the Doctor Index Number (DIN). Do not include any letters or the last number which is a check digit. Enter the check digit into the next box. The doctor should know their number, but see [page 3](#) for more explanation if needed.

GP Practice name and address: Exactly as shown on the [ODS Portal](#).

Authorised Signatory Details:
Leave this blank. PCSE will sign it for you (or one of the authorised ICB senior pharmacists if for a locum GP).

Superannuation leave only: Only complete if relevant, otherwise leave blank.

Appendix 3 – Spurious code application (NHSBSA form)

Example of NHSBSA form for requesting a spurious code for a GP practice contracted to Nottingham & Nottinghamshire ICB. The form can be found on the NHSBSA website: [Sub ICB Locations | NHSBSA](#).

Spurious Code Request				
Authorised signatory should complete form and send to: prescriptioninformation@nhsbsa.nhs.uk				
Parent Org name:	NHS Nottingham and Nottinghamshire ICB		Parent Org code:	52R
Please select reason for request from drop down:	Doctor prescribing for more than one GP practice/cost centre (Please provide Dr's own national code number and GP Practice code)			
Doctor's own prescribing code:	123456	Doctor's own GP Practice/Cost Centre code (if known):	CXXXXX	
GMC code:	1234567			
GP Practice/Cost Centre Code for spurious code (if known):	CXXXXX			
Spurious Code Details:				
Doctor name (max. 28 characters including spaces):	Surname:	Ross	Initials:	DER
Generic Name (if applicable) (For generic spurious codes used by more than one prescriber. Max. 28 characters inc. spaces):				
Prescribing/Dispensing (GP Practices only):	Prescribing			
Partner/Salaried GP (GP Practices only):	Salaried			
GP Practice/Cost Centre name (as shown on ePACT.net, max. 40 characters including spaces):	The Medical Practice			
Address Details (max. 25 characters per line including spaces):				
Address line 1:	1 The Lane			
Address line 2:				
Address line 3 (town or city only):	Nottingham			
Address line 4 (county or London only):	Nottinghamshire			
Postcode:	NGXX XXX			
Telephone Number:	0115 9XXXXXX			
Start Date:	DD/MM/YYYY			
Authorised Signatory Details:				
Authorised signatory:				
Print name:				
Contact Number:				
Date:				

Parent Org name: This is the ICB name, not the practice name.

Organisation code: **52R** for City, South and Mid Notts and **02Q** for Bassetlaw.

Doctor's own GP Practice/Cost centre code: This is the prescribing code of the practice that the GP's DIN is registered at (i.e. their main practice) and can be found on [ODS Portal](#). Usually starts with a C or a Y in Notts.

Doctor's own prescribing code (always 6 digits): This is the Doctor Index Number (not the GMC code). Do not include any letters or the last number which is a check digit. The doctor should know their number, but see [page 3](#) for more explanation if needed.

GMC code (always 7 digits): Found on the [GMC website](#).

GP Practice/Cost centre code for spurious code: This is the prescribing code of the *additional* practice that the GP wants to prescribe at.

GP Practice name and address: Exactly as shown on the [ODS](#)

Authorised Signatory Details:

Leave this blank. PCSE will sign it for you (or one of the authorised ICB senior pharmacists if for a locum GP).

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Appendix 4 – Change of GP Practice Details (NHSBSA form)

Example of NHSBSA form for changing GP practice details for a GP practice contracted to Nottingham & Nottinghamshire ICB. The form can be found on the NHSBSA website: [Sub ICB Locations | NHSBSA](#).

Change of GP Practice Details		
Authorised signatory should complete form and send to prescriptioninformation@nhsbsa.nhs.uk		
Parent Org Name:	NHS Nottingham and Nottinghamshire ICB	Parent Org Code: 52R
GP Practice Details		
Reason for Change:	<input checked="" type="checkbox"/> Change of GP Practice Name <input type="checkbox"/> Change of GP Practice Address <input type="checkbox"/> Change of Contract Type <input checked="" type="checkbox"/> Change of GP Practice Telephone Number <input checked="" type="checkbox"/> Change of Email Address <input type="checkbox"/> Change of GP Practice from Prescribing/Dispensing	
GP Practice Code:		
GP Practice details		
	Existing GP Practice Details	New GP Practice Details
Prescribing/Dispensing:	Prescribing	Please Select
GP Practice name (as shown on ePACT.net, max 40 characters including spaces)	The Medical Practice	The Medical Centre
Address details (max 25 characters per line including spaces)		
Address line 1:	1 The Lane	
Address line 2:		
Address line 3 (town or city only):	Nottingham	
Address line 4 (county or London only):	Nottinghamshire	
Postcode:	NGXX XXX	
E-Mail Address:	TheMedicalPractice@xxxx.xxx	TheMedicalCentre@xxxx.xxx
Telephone Number:	0115 9XXXXXX	0115 9YYYYYY
Contract Type:	GMS	Please Select
Date of Change:	DD/MM/YYYY	
Authorised signatory:		
Print name:		
Contact Number:		
Date:		

Parent Org name: This is the ICB name, not the practice name.

Organisation code: **52R** for City, South and Mid Notts and **02Q** for Bassetlaw.

Reason for change: Tick all that apply.

GP Practice code (or cost centre code): This is the prescribing code and can be found on the [ODS Portal](#). Usually starts with a C or a Y in Notts.

Existing GP Practice details: Exactly as shown on the [ODS](#)

New GP Practice details: Just fill in the sections that are changing.

Authorised Signatory Details: Leave this blank. One of the authorised ICB senior pharmacists will sign it for you.

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