



Pharmaceutical Services, 2 Franklin Street, Belfast BT2 8DQ
Telephone No. 028 95 36 0333

To: All Community Pharmacists

18th October 2021

Dear colleague

Endorsement of Specials


BSO would like to remind contractors of how prescriptions for “specials” should be endorsed to ensure accurate payment.

- You must diamond the item in the coding area
- Must endorse claim on main body of prescription with the following details:
 - Ingredient cost less any discount/rebate and excluding VAT
 - Endorse Zero Discount (ZD)
 - IF claiming Out of Pocket, then endorse OOP
 - Administration cost
 - Postage cost if incurred.
 - VAT
- You must submit a valid invoice along with your claim
 - Write prescription serial number on invoice

A worked example is detailed below:

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HOW TO ENDORSE A SPECIAL



Always Diamond The Item

Claim ZD

Endorse on main body of prescription the following:

- Ingredient cost of item excluding VAT
- OOP
- Admin Cost
- Post Cost
- VAT

Prescription Form Details:

Northern Ireland Health Service
 Age: _____ Name (including forename) and address: _____
 DOB: _____
 Pharmacy stamp: _____
 No. of days: _____ O67: _____ Code number: _____
 Melatonin Oral Soln 1mg/ml
 10mls at Night
 mitte 2x200ml
£443.02 **ZD**
OOP
 ADMIN £20
 POSTAGE £12
 VAT
 Signature of Prescriber: *D O Getwell* Date: 9/01/17
 DR DO GETWELL
 1A HEALTH ROAD
 BELFAST
 BT17 1DA
 1234
 Form Number: 0001 02028022381

If you have any queries, please contact Mark Nelson on mark.nelson@hscni.net