

GUIDE TO THE REIMBURSEMENT OF SPECIALS IN SCOTLAND

Is the product listed in the Scottish Drug Tariff (part 7S)?

Yes

Claim the tariff price listed

- No separate fees will be paid (inc out of pocket expenses)
- (Note exceptional cases re additional costs)
- No need for any endorsement

No

Reimbursement will be dependent on how the product is manufactured

Manufacture under a specials licence

- Claim the net cost of the product
- Claim the fixed handling charge of £30
- Include any additional costs incurred e.g. P&P

Manufacture under section 10

- Claim the actual cost of the ingredients used in manufacture
- Claim the fixed handling charge of £30
- Include any additional costs incurred e.g. P&P

Imports

- Claim the net cost of the product
- Claim the fixed handling charge of £30
- Include any additional costs incurred e.g. P&P

Endorsing requirements

The prescription must be endorsed to show that pre-authorisation has been obtained

1. Endorse as SP then invoice price less any discount/rebate in pence
2. Endorse HC3000 to claim fixed handling charge
3. Include any additional costs incurred e.g. P&P in pence
4. The manufacturers licence no.
5. The batch number of the product

1. Endorse as SP then name, quantities and cost of the ingredient used to prepare the special in pence
2. Endorse HC3000 to claim fixed handling charge
3. Include any additional costs incurred e.g. P&P in pence

1. Endorse as SP then invoice price less any discount/rebate in pence
2. Endorse HC3000 to claim fixed handling charge
3. Include any additional costs incurred e.g. P&P in pence
4. The importers licence no.
5. The batch number of the product

Your partner in specials



4 ways to order: telephone, fax, email or online

Freephone: 0800 028 4925
Technical freephone: 0800 977 4035
Fax: 0800 083 4222
Email: orders@specialslab.co.uk
www.specialslab.co.uk

USEFUL HINTS AND TIPS FOR THE SCOTTISH SPECIALS TARIFF

For the most up to date information on products and prices in the Scottish Drug Tariff part 7S, please visit www.communitypharmacyscotland.org.uk

In addition to the endorsement guidelines overleaf, the Health Board require each pharmacy to submit endorsed COC/COA at the end of each month:

Specials not listed in the tariff:

Contractor to stamp, date, initial and endorse the COA/COC with the invoice price less discount and prescribers details. Endorsement should also state that the Health Board has pre-authorized the reimbursement of the item concerned and quote the name of the authorising officer and date of authorisation.

Imported unlicensed products not listed in the tariff:

Contractor should make every reasonable effort to obtain a COA/COC for each imported product sourced. Where this is available, the contractor must stamp, date, initial and endorse this with the invoice price less discount and prescribers details. Where this is not available, the contractor must stamp, date, initial and endorse the invoice with the invoice price less discount (where not clearly detailed by the supplier) and the prescribers details.

Endorsement should also state that the Health Board has pre-authorized the reimbursement of the item concerned and quote the name of the authorising officer and date of authorisation.

Please note that the appropriately endorsed COC/COA/invoice should be sent to the Health Board of the prescriber.

To discuss your specials order requirements or for further information on our range of products and services, please call **0800 028 4925** or email orders@specialslab.co.uk

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