

Requests for Prescribing codes or changes to practices

Please email all requests to prescribing.mailbox@nhs.net, with the following information.

Doctor joining a GP Practice – Request PPA ID Code

Please provide the following information:

- Doctor's Surname
- Doctor's Previous Surname (if had one)
- Doctor's Forename
- Date of Birth
- Male/Female
- GMC number
- Date joined practice

Doctor leaving a GP Practice

Please provide the following information:

- Reason for Doctor leaving: Resigned/Retired/Deceased
- If Doctor leaving is current Lead Prescriber, give details of New Lead Prescriber:
Name and Prescribing code
- Doctor's prescriber code
- Practice F Code
- Doctor's Surname
- Doctor's Initials
- Leaving date

Doctor working at more than one practice – Creating a spurious code

Please provide the following information:

- Doctor's Surname
- Doctor's Main practice F code
- Doctor's PPA ID code
- Practice F code - extra practice that Doctor will be working at
- Is Doctor a: Prescribing/Dispensing/Partner/Salaried Doctor
- Start date

Change of Practice name/address

Please provide the following information:

- Is it a change to: Practice name, Practice address, Practice telephone number, Change of practice to/from prescribing/dispensing, change of practice email address, Change in contract Type
- Practice F Code
- Existing Practice details: Practice Name, Address, Telephone No
- Date of change

Nurse or Pharmacist (non medical prescriber) joining a GP Practice

Please provide the following information:

- Type of non medical prescriber (NMP): Nurse/Midwife, Pharmacist, Physiotherapist, Optometrist, Radiographer, Radiographer
- NMP code
- NMP Surname
- NMP Initials
- Title: Mr, Mrs, Miss, Ms, Sister, Doctor
- Type of qualification (nurse prescribers only): Community Practitioner Nurse Prescriber Formulary/Nurse Independent Prescriber Formulary
- Practice name and F Code
- Start Date

Nurse or Pharmacist (non medical prescriber) leaving a GP Practice

Please provide the following information:

- Type of non medical prescriber (NMP): Nurse/Midwife, Pharmacist, Physiotherapist, Optometrist, Radiographer, Radiographer
- NMP code

- NMP Surname
- NMP Initials
- Title: Mr, Mrs, Miss, Ms, Sister, Doctor
- Type of qualification (nurse prescribers only): Community Practitioner Nurse Prescriber Formulary/Nurse Independent Prescriber Formulary
- Practice name and F Code
- Leaving date

Practice Merger

Please provide the following information:

- Practice F Codes that are merging
- Practice F Code, Practice Name and address (which is to remain as main surgery)
- Is the Closed GP practice to become a branch: Yes/No
- Who is Lead Prescriber: Name, and PPA ID
- Names of all prescribers transferring to main surgery (including NMP): Full names and titles, PPA IDs
- What is happening with patient list size: Transferring to main surgery/Dispensing within CCG
- Effective date of merger

New practice opening

Please provide the following information:

- Practice Name
- Email address of Practice
- Full address of Practice
- Telephone No of practice
- Start date
- Please indicate contract type for this Practice: GMS/PMS/APMS
- Prescribing Budget: Amount to be in £'s only
- Patient List Size: Nominal list size up to 100

Please note: A Practice can only be set up on NHS Prescription Services' systems with at least one named doctor added to the practice at the same time. As such, please also complete and send the relevant details of a "Doctor joining a GP practice".

New cost centre

Please provide the following information:

- Indicate which type of cost centre to be set up: Walk in Centre, Out of hours service, Walk in centre and Out of Hours service, Public Health Service, Community Health Service, Hospital Service, Optometry Service, Urgent and Emergency Care, Hospice, Care Home/Nursing Home, Other
- New Cost Centre Name
- Email address of Cost Centre
- Full address of Cost Centre
- Telephone no of Cost Centre
- Start Date

Please note: A cost centre can only be set up on NHS Prescription Services' systems if either a named doctor, a generically named spurious code or one or more non-medical prescribers are also added to the new cost centre at the same time. As such, please also complete and send the relevant details of a "Doctor joining a GP practice" or "Nurse or Pharmacist joining a GP Practice".

Practice closure

Please provide the following information:

- Cost centre Code
- Cost Centre Name
- Full address of Cost Centre
- Telephone no of Cost Centre
- Closure date
- Full names and Prescriber codes for prescribers leaving cost centre (including any non-medical prescribers)