

# Dispensing a EPS Prescription under SSP

## Alternative Medication or Strength

- Access the patient's PMR and manually dispense the SSP item in place of the item on the prescription.
- When generating the label it must include "Supplied under SSP [ref number]" which can be included in the dosage instructions.

28 Simvastatin 40mg tabs  
One to be taken daily

Supplied under SSP Ref No.123

AVOID DRINKING GRAPEFRUIT JUICE.

Paul Darton




- Process the EPS prescription and in the dosage instructions add "Not supplied – [drug x] dispensed under SSP [ref no.]" instead. **Do not mark** it as "not dispensed" and discard any labels for the item.

28 Atorvastatin 40mg tabs  
Not supplied - Simvastatin 40mg tablets dispensed under SSP Ref No.123

DO NOT TAKE MORE THAN ONE OR TWO SMALL GLASSES OF GRAPEFRUIT JUICE PER DAY WITH THIS MEDICINE.

Paul Darton



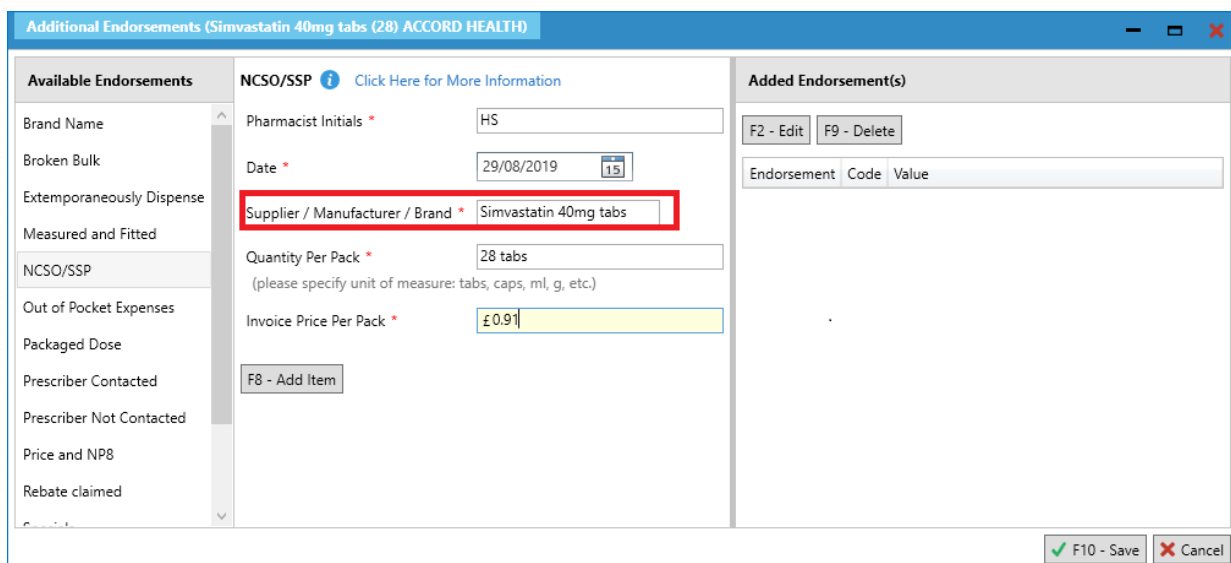
Please note NCOS/SSP endorsement is not used in Northern Ireland. Please see [BSO](#) for guidance

- If the SSP endorsement is required which can be found in additional endorsements.



After 5 February 2022, a new SSP additional endorsement for both paper and electronic prescriptions (including on dispensing tokens) is required to be used. This SSP endorsement must be used to ensure that correct payments (fees and reimbursements) are made for any SSP supplies. The following information will be required:

- SSP *n* (where *n* is the three-digit reference number applicable to the SSP)
- Details of product supplied in accordance with the SSP (drug name, quantity, strength, formulation, supplier name or brand)
- Quantity supplied
- Pack size (where multiple pack sizes are available)
- Invoice price (where there is no list price held by NHSBSA)
- Use the Supplier/Manufacturer/Brand field to specify what you have actually supplied. This should include the drug name, strength, formulation and brand or supplier if required.



Additional Endorsements (Simvastatin 40mg tabs (28) ACCORD HEALTH)

Available Endorsements

Brand Name

Broken Bulk

Extemporaneously Dispense

Measured and Fitted

NCSO/SSP

Out of Pocket Expenses

Packaged Dose

Prescriber Contacted

Prescriber Not Contacted

Price and NP8

Rebate claimed

NCSO/SSP [Click Here for More Information](#)

Pharmacist Initials \* HS

Date \* 29/08/2019

Supplier / Manufacturer / Brand \* Simvastatin 40mg tabs

Quantity Per Pack \* 28 tabs  
(please specify unit of measure: tabs, caps, ml, g, etc.)

Invoice Price Per Pack \* £0.91

F8 - Add Item

Added Endorsement(s)

F2 - Edit F9 - Delete

Endorsement	Code	Value

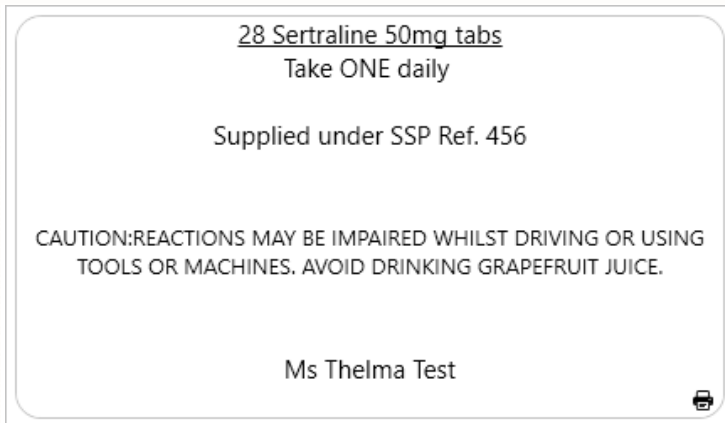
F10 - Save Cancel


- Submit the prescription for reimbursement as per usual procedure.
- As the original EPS prescription is processed a manual stock adjustment may be required using the stock manager module.

## Dispensing A Lesser Quantity

- Process the EPS prescription and when confirming the quantity, enter in less than what was prescribed.

- When generating the label it must include “Supplied under SSP [ref number]” which can be included in the dosage instructions.



 Please note NCOS/SSP endorsement is not used in Northern Ireland. Please see [BSO](#) for guidance

- If the SSP endorsement is required which can be found in additional endorsements.



After 5 February 2022, a new SSP additional endorsement for both paper and electronic prescriptions (including on dispensing tokens) is required to be used. This SSP endorsement must be used to ensure that correct payments (fees and reimbursements) are made for any SSP supplies. The following information will be required:

- SSP *n* (where *n* is the three-digit reference number applicable to the SSP)
- Details of product supplied in accordance with the SSP (drug name, quantity, strength, formulation, supplier name or brand)
- Quantity supplied
- Pack size (where multiple pack sizes are available)
- Invoice price (where there is no list price held by NHSBSA)
- The Supplier/Manufacturer/ Brand field can be used to specify the details of the product supplied under SSP. This should include the drug name, strength, formulation and brand or supplier if required.

Additional Endorsements (Sertraline 50mg tabs (28) ACCORD HEALTH)

Available Endorsements	NCSO/SSP <a href="#">Click Here for More Information</a>	Added Endorsement(s)
Brand Name	Pharmacist Initials * HS	F2 - Edit F9 - Delete
Broken Bulk	Date * 29/08/2019 [15]	Endorsement Code Value
Extemporaneously Dispense	Supplier / Manufacturer / Brand * Sertraline 50mg tablets	
Measured and Fitted	Quantity Per Pack * 28 (please specify unit of measure: tabs, caps, ml, g, etc.)	
NCSO/SSP	Invoice Price Per Pack * £1.52	
Out of Pocket Expenses	F8 - Add Item	
Packaged Dose		
Prescriber Contacted		
Prescriber Not Contacted		
Price and NP8		
Rebate claimed		

F10 - Save Cancel

- Submit the prescription for reimbursement as per usual procedure.
- As the original EPS prescription is processed a manual stock adjustment may be required using the stock manager module.
- No prescription charge is payable if the patient receives a smaller quantity than the quantity originally ordered on the prescription. Currently this will not be reflected in the ETP claim report. This only applies for SSP supplies.

## Endorsing Multiple Alternative Items

There may be some instances where the SSP specifies that multiple items are to be substituted in place of the item in short supply. For example, an SSP for Fluoxetine 30mg capsules where the SSP states Fluoxetine 10mg capsules and 20mg capsules are to be dispensed as an alternative. In this scenario the EPS prescription can be endorsed as follows:

- Add the NCSO/SSP endorsement which can be found in additional endorsements and use the Supplier/Manufacturer/Brand field to specify what you have actually supplied and the cost of each item.
- In the Quantity Per Pack field state the dispensed quantity of each item.
- Enter the cost of both items in Invoice Price Per Pack.


Additional Endorsements (Fluoxetine 30mg caps (30) CVNDSH)


Available Endorsements	NCSO/SSP <a href="#">Click Here for More Information</a>	Added Endorsement(s)
Brand Name	Pharmacist Initials * HS	F2 - Edit F9 - Delete
Broken Bulk	Date * 22/10/2020 [15]	Endorsement Code Value
Extemporaneously Dispense	Supplier / Manufacturer / Brand * Fluoxetine 10mg caps £61.4	
Measured and Fitted	Quantity Per Pack * 30 caps of 10mg and 30 caps of 20mg (please specify unit of measure: tabs, caps, ml, g, etc.)	
NCSO/SSP	Invoice Price Per Pack * £62.55	
Out of Pocket Expenses	F8 - Update Item	
Packaged Dose		
Prescriber Contacted		
Prescriber Not Contacted		

F10 - Save Cancel

1. 30/30 Fluoxetine **30 Fluoxetine 30mg caps**  
 30mg caps  
 NCSO Use As Directed By The Prescriber  
 Initials: HS  
 22/10/2020  
 Fluoxetine 10mg  
 caps £61.43 for 30  
 plus Fluoxetine  
 20mg caps £1.12  
 for 30  
 30 caps of 10mg  
 and 30 caps of  
 20mg Costs £62.55

- Submit the prescription for reimbursement as per usual procedure.
- As the original EPS prescription is processed a manual stock adjustment may be required using the stock manager module.
- Although two different items are dispensed as the alternative, for patients who are not exempt from prescription charges only one charge is taken.

 Please note for EPS prescriptions, either electronic endorsement or endorsing of the token are valid. **However, both should not be done.**

 In all cases, we recommend making a note in the PMR to record that an SSP supply was made.

## Revision History

Version Number	Date	Revision Details	Author(s)
2.0	03 February 2022		Joanne Hibbert-Gorst

### Contact us

For more information contact:  
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