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EPS Dispensing Token Specification

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Document Management

Revision History

Version	Date	Summary of Changes
1.0	17/05/2007	Approved for publication
2.0	30/07/2008	Minor formatting and guidance for printing on the right hand side of stationery. Approved for publication as v2.0
3.0	20/07/2011	Printing of prescriber endorsements, repeat dispensing issue information, additional instructions and information that could be printed on the right-hand side of the stationery.
4.0	26/07/2012	Additional printing requirements for the right-hand side of a dispensing token – section 3.1. Updated token illustration.
5.0	28/05/2015	Added requirement to print quantity in figures and words for Schedule 2 or 3 controlled drugs. References to "PPD" updated to "BSA". References to "PCT" replaced by "Commissioner".
5.1	11/10/2018	Approved for publication. Requirement to print "additionalInstructions" relevant to the dispenser and patient changes to a "must" requirement. Non-practice employed non-GP prescriber address layout removed

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
Rob Gooch	EPS Senior Solutions Architect	15/10/2018	5.1
Steve Doyle	PPD Business Analyst	01/05/2007	1.0
Kevin Gwilt	Senior Policy Officer CFSMS	14/09/2005	1.0
Martin Wiles	Policy Manager CFSMS	14/09/2005	1.0

Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Rich Cole	Programme Manager	15/10/2018	Rich Cole	5.1

Document Control:

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Referenced EPS Requirements Specifications:

NPFIT-ETP-EDB-0024 Dispensing Systems Compliance Specification

Contents

1 About this Document

1.1 Purpose

The purpose of this document is to identify the printing specification for the "Dispensing Token" which is to be used within the Electronic Prescription Service (EPS).

1.2 Audience

This document has been written for EPS dispensing system suppliers.

1.3 Content

This document comprises this following sections / topics:

- Design Considerations
- Overprint Specification
- Example Dispensing Token Illustration

The scope of this specification is to support the second functional implementation of the EPS, known as EPS Release 2.

The use of a dispensing token was not applicable for the first functional implementation, EPS Release 1.

For details of the usage of the dispensing token during the dispensing process, refer to the document "Dispensing Systems Compliance Specification" (ref: NPFIT-ETP-EDB-0024).

2 Design Considerations

2.1 Stationery

New pre-printed stationery to support the EPS has been designed and will be circulated to pharmacy in readiness for the implementation of EPS Release 2. The stationery will use the title "FP10DT0407".

Dispensing Doctors will also be required to print a dispensing token in certain circumstances and as they already use the FP10SS stationery for prescribing, that stationery can be used in the place of the FP10DT stationery.

2.2 Use of NHS Number

The use of a patient's NHS Number is mandated when using the EPS therefore the NHS Number must be printed on the dispensing token in all cases.

2.3 Address Formatting

Address lines within the national Demographics Service are recorded as 5 address lines plus a postcode. All address lines must be printed on the token.

The GP's address is printed as 3 address lines plus a postcode. Suppliers are advised to use the first 3 address lines and ignore additional address lines if these exist.

The address of a non-GP prescriber is printed over 2 address lines. Suppliers are advised to use the first 2 address lines and ignore additional address lines if these exist.

2.4 Prescription Identifiers

The dispensing token is required to contain the Prescription Identifier in a machine readable bar code format and as a human readable character string. The token stationery allows the Prescription Identifier to be printed vertically within the right hand column.

For EPS Release 2, the Prescription Identifier is an 18 character string with additional hyphen characters to separate the string into 3 x 6 character blocks.

Example Prescription Identifier:

83C40E-A23856-00123C

3 Overprint Specification

This section covers the overprinting requirements for dispensing systems when printing the dispensing token on FP10DT0407 stationery using an EPS-compliant dispensing systems.

Where the requirement is mandatory the word '**must**' is used and where the requirement is desirable the word '**should**' is used.

Area	Dispenser Name, Address and Code (top left)

The dispensary name, address and code **must** be printed when the dispensing token is used for the purposes of capturing a patient / representative declaration for charge or charge exemption.

The dispensary name, address and code **must not** be printed when the dispensing token is printed and given to the patient to allow them to visit a different dispensary for their medication with the prescription being returned to the EPS. As no dispensing event has occurred, this information about the dispensary cannot be printed at this time.

When the dispensary details are printed:

- The dispensary name and address printed <u>must</u> be the same as used on the BSA submission document.
- The dispensary name <u>must</u> be printed on the top line of this area.
- The font <u>should</u> be Arial [bold] 7.5pt and left justified.
- There <u>should</u> be a one line gap between the dispensary name and the start of the dispensary address.
- The address <u>should</u> be printed over 3 address lines.
- The postcode <u>must</u> be printed below the last address line.
- The community pharmacy 5 character organisation code <u>must</u> be printed below the postcode. For dispensing doctors this will be a 6 digit code.
- The name, address and code <u>must</u> not impinge on the patient details Age and D.o.B box.

Area	Patient Details

Age and D.o.B

The age and date of birth <u>must</u> be printed as a numeric in the appropriate area under the relevant field name.

The date <u>must</u> be printed in the format "dd/mm/yyyy".

The font <u>should</u> be Arial [bold] 7.5pt and centred horizontally.

Vertically the details <u>should</u> be positioned below the relevant heading (within 4mm).

Title, Forename, Surname, Address & NHS Number

The patient name, address and NHS number <u>must</u> be printed in the top right hand box.

The font <u>should</u> be Arial [bold] 7.5pt.

There <u>should</u> be a blank line between the name and the first line of the address.

The address <u>must</u> be printed on no more than five address lines.

The postcode <u>should</u> appear on the same line as the last address line and should be left aligned with the NHS number.

There <u>should</u> be a blank line between the last line of the address and the NHS number.

The NHS number <u>should</u> be right justified and there <u>should</u> be 5mm between the last character and the edge of the prescription.

Notes

1. The use of capital letters is not mandatory.
2. The format of the patient name <u>should</u> be agreed between the user and the system supplier.
3. If the patient name and/or address details do not fit into the designated field, a set of 'rules' <u>should</u> be agreed between the user and the system supplier which <u>must not</u> involve the wrapping of text.

Area	**Endorsements Area (left-hand side)**

No overprinting requirements.

NB. The dispensing token is not used to support the dispensing reimbursement process therefore no endorsements are required to be printed.

NB. Note that prescriber endorsements <u>must</u> be printed, see the Prescribed Medication area.

Area	**Prescribed Medication**

Token Description

The FP10DT stationery is pre-printed with the token description at the top of this area.

If FP10SS stationery is being used by a dispensing doctor then the text "**DISPENSING TOKEN**" <u>must</u> be printed at the top of this area. The text <u>must</u> be right aligned and there should be a 5mm gap between the last character and the edge of the box.

For repeat dispensing prescriptions the text "Repeat Dispensing Issue X of Y" <u>should</u> be printed at the top of the area, where X is the current issue number and Y is the total number of authorised issues.

Prescribed Medications Items[1]

All text should be Arial [bold] 7.5 to 10pt (the size of the font may need to be adjusted to ensure the text will fit on to the correct number of lines).

There must be a one line gap between the Token Description and the prescribed medication item details.

The prescribed medication items text should be left aligned with a 5mm gap between the first and last character and the edge of the box.

For each prescribed medication item, the following must be printed;

- Dictionary of Medicines and Devices (dm+d) Product Name[2]
- Prescriber Endorsements
- Quantity
- Dosage/Frequency

The medication item description, prescriber endorsements and quantity should be printed on the same line, wrapping onto a second line if required.

Where the medication item is a Schedule 2 or 3 controlled drug then the quantity must be printed in both figures and words. The quantity in words is contained within the "originalText" element for the prescribed item. It is common practice on paper CD prescriptions to display the quantity in words within parentheses.

A complete quantity expressed in words and figures would be ;

"28 (twenty eight) capsule"

The dosage/frequency instructions should be printed on a separate line to medication item description and quantity.

Additional instructions for the dispenser pertinent to the prescribed medication item must be printed on a separate line below the dosage/frequency. Note this does **not** include the repeat medication information provided within <medication> tags or specific patient information provided within <patientInfo> tags.

There must be a one line gap between the medication item details and the medication item separator.

Each medication item should be separated by a solid of hashed horizontal line or similar separator.

Any remaining lines between last prescribed medication item and the bottom of the box should be printed with an 'X' character, or similar, centre aligned within the box.

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[1] Based on the BNF section entitled "Prescription Writing – Computer-issued prescriptions", containing recommendations from the Joint GP Information Technology Committee. Please note that the BNF recommends that quantity should be expressed in brackets e.g. (100). Following investigation, the BSA preference is that brackets are omitted.

[2] The dm+d product name is made up of drug, strength and formulation e.g. "Aspirin 300mg Tablets"

Area	**Date**

The date the prescription was dispensed <u>must</u> be printed in the format "dd/mm/yyyy".

The font <u>should</u> be Arial [bold] 7.5pt and centred horizontally.

Area	**Signature Area (i.e. where a signature would be if an FP10)**

The FP10DT stationery signature area is pre-printed and no additional information <u>must</u> be printed in this area.

If the FP10SS stationery is being used, the following text <u>must</u> be printed within the signature area, "DISPENSING TOKEN - Not to be used as a prescription, even if signed by an authorised prescriber."

Area	**Right Hand Column**

Prescription Identifier Bar Code

The prescription identifier <u>must</u> be printed in this area.

The bar code must be a 1 dimensional (1D) Code 128 bar code.

The bar code <u>must</u> be printed vertically.

The dimensions of the bar code <u>must</u> be within the following tolerances;

- Width ≥ 8mm and ≤ 12mm
- Height ≥ 55mm and ≤ 68mm

Where possible, the maximum dimensions <u>should</u> always be adhered to.

The bar code <u>must</u> be positioned vertically at least 8mm from the top and bottom of the box in which it appears.

The bar code <u>must</u> be positioned horizontally at least 1mm from the left and 6mm from the right hand edge of the form area.

The bar code <u>must</u> be printed directly onto the form (i.e. not an adhesive label).

Prescription Identifier Character String

The prescription identifier must be printed vertically as a human readable text string within the right hand column.

The font of the character string should be at least Arial [bold] 7.5pt.

The character string must be positioned vertically at least 8mm from the top and bottom of the box in which it appears.

The character string must be positioned at least 1mm from the right of the bar code.

Area	**Prescriber Address Box**

The prescriber details printed in this area will vary depending on the prescriber type and employer.

The prescriber name must be printed on the top line of the address box.

There should be a one line gap between the prescriber name and the start of the prescriber address.

The font should be Arial [bold] 7.5pt and left justified, except Prescribing Code, Postcode, the Practice ODS Code and Commissioners ODS Code.

The postcode (Arial [bold] 7.5pt) should appear on the same line as address line 3 (GP prescribers), line 2 (non GP prescribers) but should be left aligned with the Prescribing Code, the Practice Code and Commissioners ODS Code (as appropriate).

There does not need to be a 5mm gap between the last character of the postcode and the edge of the box.

The Commissioners ODS Code should appear on the same line as the Commissioners name but should be left aligned with the Prescribing Code, the Practice Code and the Postcode.

Preferred Font and Position for Prescribing Code, Practice Code and Commissioners ODS Code.

The font should be Arial [bold] 12pt.

The Prescriber Code should be printed on the same line as the prescriber name. The code aligns to the "responsibleParty" within the electronic prescription.

The text must be positioned towards the right of the box.

The Prescribing code, Commissioners ODS code (e.g. a CCG organisation code), practice code and postcode should be left aligned with each other.

There must be a 5mm gap between the last character of the longest data item and the edge of the box.

GP Address Layout (inc. locum GPs and trainee doctors)

DR A JONES	PRESCRIBER CODE
GP ADDRESS LINE 1	
GP ADDRESS LINE 2	
GP ADDRESS LINE 3	POST CODE
TELEPHONE NUMBER	
COMMISSIONERS NAME	COMMISSIONERS CODE

Practice Employed Non-GP Prescriber Address Layout

MRS A JONES	PRESCRIBER CODE
GP SENIOR PARTNER NAME	PRACTICE CODE
GP ADDRESS LINE 1	
GP ADDRESS LINE 2	POST CODE
TELEPHONE NUMBER	
COMMISSIONERS NAME	COMMISSIONERS CODE

3.1 Dispensing Token Right-Hand Side

Both the FP10SS and FP10DT stationery have a plain right hand side.

This area <u>must</u> be used to meet requirement 6.7.8 from the EPS Dispensing Systems Compliance Specification v4.0. This requirement states;

> "*Patient specific clinical information represented as semi-structured text within the 'Additional Instructions' entity of the first medication line item must be made available to the patient.*"

By printing this information on the right hand side of the dispensing token, it can be made available to the patient. When printed the following requirements apply.

The patient name, address, postcode, date of birth and NHS number <u>must</u> be printed at the top.

The prescribing organisation name and address <u>must</u> be printed at the top, clearly distinct from the patient demographic information printed.

Authorised repeat medication provided within <medication> tags <u>must</u> be printed.

Specific patient information provided within <patientInfo> tags <u>must</u> be printed.

Where multiple pages of right-hand side information are printed then at a minimum, the patient name and date of birth, plus the prescribing organisation name, <u>must</u> be printed at the top of each subsequent page.

The current page number and total number of pages <u>must</u> be printed at the bottom.

When a dispensing token is printed purely to support local dispensing processes and therefore not required for either a patient exemption/payment declaration or to make

information available to the patient, i.e. their repeat medications re-order form, then printing a right hand side on the token can be optional. This would prevent unnecessary pages printed if the patient has many authorised repeat medications.

4 Example Dispensing Token Illustration

Mr A Dispenser

Dispenser Addr1
Dispenser Addr2
Dispenser Addr3
Postcode

Pharmacy ODS Code

Age 42

D.o.B
20/03/1973

Title, Forename, Surname & Address
Title Forename Surname

Address Line 1
Address Line 2
Address Line 3
Address Line 4
Address Line 5   Postcode
NHS Number: NHS Number

Prescribed Medication   DISPENSING TOKEN

Medication Item Description #1
Quantity #1
Dosage #1
Additional Instructions #1

Medication Item Description #2
Quantity #2
Dosage #2
Additional Instructions #2

Medication Item Description #3
Quantity #3
Dosage #3
Additional Instructions #3

F23456-F23456-F23456

DISPENSING TOKEN – Not to be used
as a prescription, even if signed by an
authorised prescriber.

Date
04/05/2015

Dr A Prescriber   **GP Code**

Prescriber Address Line 1
Prescriber Address Line 2
Prescriber Address Line 3   Postcode
Telephone Number
Commissioner Name   ODS Code

NHS   FP10DT0407

Title Forename Surname   Prescribing Organisation Name
NHS Number: NNNNNNN NNN   Address Line 1
DoB: DD/MM/YYYY   Address Line 2
Address Line 1   Address Line 3
Address Line 2   Postcode
Address Line 3
Address Line 4
Address Line 5
Postcode

========= Patient Information =========

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sed diam voluptua. At vero eos et accusam et justo duo dolores et ea
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========= Repeat Medication =========

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