

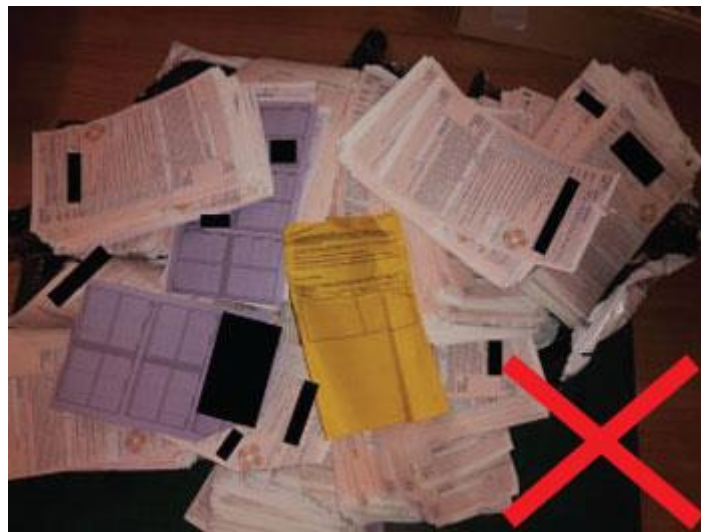
ATTENTION! RISK TO PAYMENT ACCURACY

Practitioner Services Scanning Centre continues to receive submissions that are inadequately packaged by contractors. There is an increase in instances where package contents have burst out of the bag or the contents of the bag have not been banded securely. This increases the risk of prescriptions becoming separated from the correct contractor submission and therefore a risk to your payment. It also considerably increases the time to prepare the forms for scanning.

To assist our customers and reduce the risk to any contractor payment, Practitioner Services are issuing the following guidance:

DO NOT

- DON'T Overfill the bag (use 2 if necessary)
- DON'T Place loose scripts in bags
- DON'T Use sticky labels, staples or paperclips
- DON'T Wrap a prescription form round a block/brick of prescriptions – these can be easily torn



This bag is worth over £100,000 to a contractor!!

DO

- DO Tightly secure parcel
- DO Secure blocks/bricks of forms with rubber bands
- DO Keep form types together where possible
- DO Keep invoices separate



Tightly secured package



Secured blocks/bricks of forms secured with rubber bands