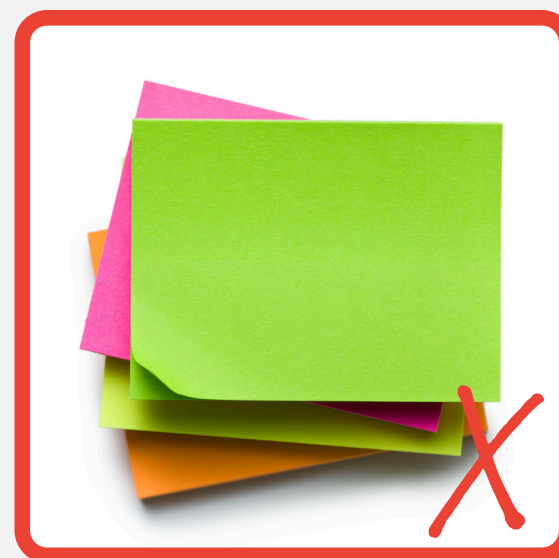
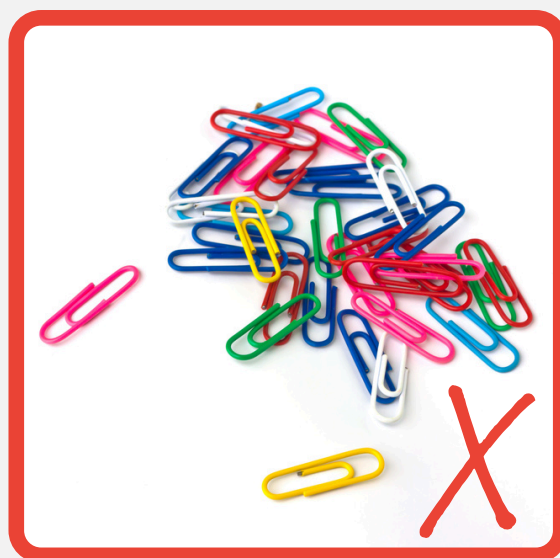


# Preparing Your Prescriptions for Submission

Depending on your prescription volume, every month you will receive either one or two collections from Parcelforce to pick up your submission of prescriptions, co-ordinated by Community Pharmacy Scotland. Once they reach P&CFS, they are sorted and scanned by the team at Gyle Square. We understand the pressures being experienced and we want to support in the timely reimbursement of these prescriptions. We hope the following guidance for packing your prescriptions will aid in the timely payments of your items.

Please remove any staples, paperclips, sticky labels or Sellotape to support prescription sorting at Gyle Square



Please neatly stack your prescriptions and use rubber bands to secure them so they arrive safely at Bain Square



Please don't overfill the bag (no more than 6000 forms per bag) so that the bag is secure and doesn't tear



If you need to use more than one bag and need more please get in touch with Community Pharmacy Scotland on 0131 467 7766

Please Include:

- Your AMS prescription forms
- Any handwritten prescriptions
- Your GP34
- Any stock orders, invoices and PC70 forms, packed neatly together separately
- Any complete MCR serial prescriptions

Do Not Include:

- CP4 forms (information on how to handle your UCF forms can be found on the NSS website)
- Sticky/Post-it notes
- Staples
- Paperclips
- Sellotape