

Courier Service for Prescription Submissions

Information for Pharmacy Contractors

The new Courier Service organised by Community Pharmacy Scotland is due to start with the first pick up of prescriptions dispensed in January 2012. The courier will be TNT and they will use dedicated vans. Before the first pick up date, you will receive a consignment of TNT A3 size bags (called satchels). These are the **ONLY** bags that will be accepted for this service.

The first pick-up date for the new TNT service will be **Friday 20th January** for those with a two part submission.

The pick-up date for the rest of the January submission will be **Friday 3rd February**.

You must have your prescriptions ready for collection **first thing in the morning of that date**. It is possible that TNT will not collect on that date depending on their pick up schedule and busyness of the route.

Procedure for submitting your prescriptions

- Your pick up dates are detailed on the document enclosed and can be found on our website. Ensure that you know your pick up date and have your submission ready first thing in the morning.
- Ensure that your NHS BOARD CODE (one letter) is clearly written on the outside of each parcel. There is a supply of PSD Address labels annotated with your NHS Board Code enclosed with this mailing. (If you lose them you may write the address and code on the parcel with an indelible pen or ask the TNT driver to do so before you sign for the pick-up.)
- The bags are strong but do not overfill them. You may use more than one if necessary. Be careful not to seal them too soon as the seal is permanent.
If your submission is in more than one bag please ensure you put a note in each bag stating:
e.g. 1 of 2; 2 of 2 etc.
(You may write this information on the outside of the bag if you forget to enclose a note)
- A TNT driver will come on the designated day (or your next working day) to pick up your submission. Please have your submission ready to hand over quickly. The driver will not have time to wait for you to pack up the scripts whilst he waits.
- The Driver will have an identity card. You must always ask to see it.
- You will be asked to sign for the number of bags you hand over.
- You will receive a receipt for the bags.
- If you miss your collection time you will have to make and pay for your own arrangements to get your prescriptions to PSD on time. You will still be charged for the missed pick-up.
- If you do miss the pick-up, PSD will **not** contact you to remind you to submit your declaration figures. Remember that if PSD does not receive your GP34 declaration by their cut off date, you will not receive any advance for that month.
- If you have any problems please call:
Community Pharmacy Scotland Contractor Services on 0131 466 3540. Do not call PSD or TNT