Prescriber and Organisational changes

Prescriber or organisational changes

1. Visit the NHSBSA website and select the appropriate form to complete. [http://www.nhsbsa.nhs.uk/PrescriptionServices/3971.aspx](http://www.nhsbsa.nhs.uk/PrescriptionServices/3971.aspx)

2. Complete all the information required in the form. (NEECCG organisational code is 06T)

3. Do not sign the form as this is has to be completed by the authorisation body

4. If your form is for a **GP or practice change**, complete the details and email the form directly to pcse.enquiries@nhs.net Capita are the authorisers for GP/practice changes

5. If you form is for a **non-medical prescriber**, complete the appropriate form and email to swestall@nhs.net or NEECCG.MedicinesManagement@nhs.net Please make sure the details provided on the form are correct eg pin/registration number and title eg Mrs, Miss etc

6. Once the form has been signed by the authorising body, the forms will be sent to NHSBSA where the changes are made and recorded on the NHSBSA database. Allow 3-4 working days for this to be completed.

Ordering prescriptions

Contact Xerox (UK) Ltd via the [http://www.nhsforms.co.uk/](http://www.nhsforms.co.uk/) or the Xerox (UK) Ltd Help Desk number – 0300 123 0849

- For any queries relating to orders placed or deliveries please email nhsorders@Xerox.com
- For any queries relating to invoices please contact NHSAR@Xerox.com
- For system access problems contact Xerox (UK) Ltd on 0300 123 0849

SW medicines management team NEECCG Oct 16 doc reviewed Jan 2019