

# ***The Drug Tariff and Endorsing***

## **Step 2**

### **AGENDA**

#### **AIMS AND OBJECTIVES**

An essential course aimed at new, inexperienced or experience dispensers and GPs who want to learn the essentials of the Drug Tariff and Endorsing including reducing errors, losses and returned prescriptions

Amongst the topics covered are; What is the Drug Tariff and why do we have it • Understanding the different categories • What is the vital information in the Drug Tariff and how to use it • The life of a prescription • End of the month tasks • The importance of correct prescribing and endorsing • When should we endorse and when shouldn't we? • Endorsing to claim maximum income • Endorsing (practical exercise)

**Please bring a copy of the latest Drug Tariff with you**

**9.30am**

#### **Introduction**

- Aims of the day

#### **The Drug Tariff**

- What is it; What is it for; Where does it come from; Why do we have it; How does it work

#### **Theory**

- Finding your way around the Drug Tariff
- How to use each chapter and what each category is
- Understand when to endorse and when not to
- The reasons for endorsing

#### **Endorsing – Practical Exercise**

**11.00am**

#### **Morning Tea/Coffee**

#### **Theory continued...**

- How to reduce errors and losses and potential consequences of dispensing errors – overview
- How to get your colleagues to use the Drug Tariff
- The Life of a Prescription
- Cost Effective Prescribing – 28 Day Prescribing

#### **Endorsing – Practical Exercise Continued**

**1.00pm**

#### **Lunch (back at 1.45pm)**

#### **Prescription Endorsing including;**

- The importance of correct prescribing and endorsing
- When should we endorse and when shouldn't we?
- Endorsing to claim maximum income

#### **Endorsing – Practical Exercise Continued**

**3.00pm**

#### **Afternoon Tea/Coffee**

#### **End of the month task**

- Sorting Prescriptions
- Paid and Exempt Prescriptions
- Checking endorsing
- Completing PPD forms

#### **Recap of the day**

#### **Questions & Answers**

**4.30pm**

#### **Finish**