

Prescriber Changes

Introduction

A doctor receives a General Medical Council (GMC) Number on qualification. If he/she then chooses to enter general practice, a further number is allocated (the Doctor Index Number (DIN)) by NHS Digital, which is used as their prescribing code on prescriptions. Junior doctors should use the prescribing code of the doctor for whom they are assigned.

Authorised signatories within The Medicines Optimisation Team are responsible for notifying NHS Prescription Services of prescriber changes so prescribing costs can be attributed to the correct prescriber and prescribing budget, enabling the team provide accurate and detailed prescribing information. If the CCG does not supply information to NHS Prescription Services in a timely manner, prescription costs may be attributed to an incorrect organisation.

Authorised signatories

Name	Position
Lucy Wright	Prescribing Support Pharmacy Technician
Anurita Rohilla	Chief Pharmacist

Procedure

The authorised signatories will be notified of **additions** (prescriber's joining), **deletions** (prescriber's leaving) and **changes** (e.g. name/qualification) via WECCG.MedicinesOptimisationteam@nhs.net. The authorised signatory may request further information if required prior to completing the relevant notification form and sending to nhsbsa.prescriptioninformation@nhs.net. Only notifications submitted by authorised signatories will be accepted.

Non-medical prescribers

Email to state the following:

NMP name, NMP code e.g. NMC regulatory body code, title (e.g. Mrs/Miss), GP practice, start/leaving date.

Medical prescribers

Email to state the following:

Doctor joining - Doctor name, Doctor prescribing code (DIN)*, GP practice, if they are a partner or salaried GP, start date. **Note: A spurious code will be issued to GPs whose DIN code is already in use at another practice/service or for hospital doctors who are not issued with a DIN code.*

Doctor leaving - Doctor name, Doctor prescribing code (DIN), GP practice, reason for leaving (e.g. resigned/retired) and leaving date. If the doctor leaving is the current lead prescriber, please give details of new lead prescriber.

Please make sure that when any prescriber leaves the practice they are actively removed from the practices computer system and any unused prescription pads bearing their name are destroyed.

Locum staff

Locum doctors should use the prescribing code of the doctor for whom they are providing locum services (unless there are no GPs left in the practice then a spurious code will be issued).

Locum nurses who prescribe as part of their role should use the details of another nurse who is registered with the practice and has the same qualification. **However, if in post for longer than 3 months** they will need to be registered to the practice where they are prescribing from and the Medicines Optimisation Team will need to be notified as above.