

Guidance on prescribers changes for BHR GP practices

This guidance set out the notification requirements for BHR GP practices when they have changes to their prescribers. Notification should ideally be one month prior to the change taking place. The types of changes you need to notify about include:

- Prescriber joining or leaving the practice
- Prescriber has a change of details (e.g. name change)
- Changes to GP practice (e.g. opening/closing/moving etc) see here: <https://pcse.england.nhs.uk/services/practice-mergers-and-closures-notifications/>

Changes for GP Prescribers

A GP's prescriber code is unique to the practice they are prescribing in. Where GPs are working in multiple practices they would need to have a different prescriber code for every practice they prescribe at. For changes to GP prescriber status you will need the role of **PL Practice Manager** on [PCSE Online](#)- [click here for the login portal](#)

([see here for a quick guide for Practice Manager Approvers](#) which gives a step by step guide of what to do)

- GP joining a new practice
- GP leaving a practice
- GP change of status (e.g. from salaried GP to a partner) or circumstance (e.g. retirement, resignation or retirement)

Changes for GP practice Non-Medical Prescribers (NMP)

The prescriber code for NMPs' (nurse/pharmacist/other Allied Health Professionals) is the same as their professional body registration number (e.g. PIN no./ GPhC no.). An NMP's prescriber code remains the same even if they work in multiple practices. However, NMP's must register to have their prescriber code added to each practice they prescribe at. **GP Practice Managers must notify BHR CCGs' medicines management team for:**

- NMP joining a new practice
- NMP leaving a practice
- NMP change of details (e.g. name change)
- Nurse prescriber changing qualification (supplementary to independent prescriber)

GP Practice managers must complete the attached NMP notification (Excel) form and send to bhrmedicines.management@nhs.net



NMP notification
form.xlsx

Where the codes appear on prescriptions

Example 1 – standard prescriber details

The prescriber code will be a numerical code located at the top of the box containing the prescriber's details and close to their name. It is often in bold and slighter larger than the rest of the text in this box.

Signature of Prescriber		Date
For dispenser No. of Prescrib. on form	DR A JONES	GP Code
	GP ADDRESS LINE 1 GP ADDRESS LINE 2 GP ADDRESS LINE 3 TELEPHONE NUMBER	POSTCODE
NHS		FP10SS0406

Example 2 – independent prescriber details

There are usually two codes – one for the prescriber and one for the medical centre they are affiliated to. The prescriber code will be the top code, next to the prescriber's name. It is often slighter larger than the rest of the text in this box.

Signature of Prescriber		Date
dispenser No. of Prescrib. on form	DR A JONES	Prescriber code
	GP ADDRESS LINE 1 GP ADDRESS LINE 2 GP ADDRESS LINE 3 TELEPHONE NUMBER	Health centre code POSTCODE
NHS		FP10SS0406