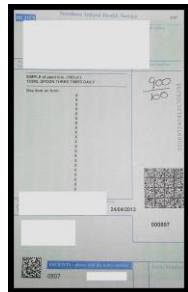


Ideal submission

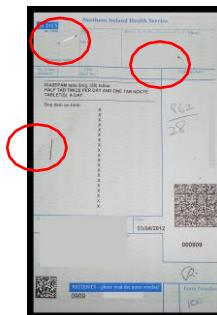


- ✓ Script is **flat, unfolded** and **unlined** with **smooth, straight, flat edges** (trim if necessary).
- ✓ No **staples, sellotape, sticky labels, sticky residue, dirt, dust or powder** on script.
- ✓ Fully **detach patient information** slip along perforated edge.
- ✓ Endorse script **11 digit number** on invoice (no need to submit with script).
- ✓ **Submit ripped scripts separately**, securing pieces together with paper clips - do not try to repair or reattach.
- ✓ Always sort into **bundles** (as per the HS30) but do not bundle tightly together.
- ✓ Scripts should be bundled in batches of approximately 300.

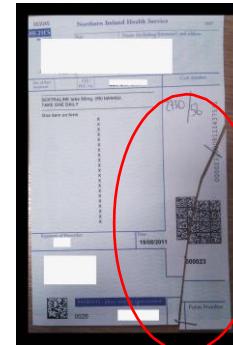


Poor quality submissions may affect payment

X Staples, Sellotape or Sticky Labels attached



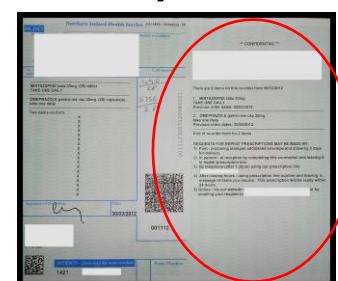
X Torn/Repaired Scripts



X Folded Edges & Bent or Crumpled Scripts



X Patient Information still Attached or Partially Attached



For more information on how to avoid and resolve problems with scripts, please see Guidelines for Submitting Prescription Forms to BSO

<https://bso.hscni.net/directories/operations/family-practitioner-services/pharmacy/contractor-information/submitting-prescriptions/rota-cards-claim-forms/>



**Business Services
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