

# EPS Phase 4 GP practice readiness checklist

Use this checklist, the fact sheet and information on NHS Digital website to prepare your practice team for Phase 4 of the Electronic Prescription Service (EPS) – January 2020

## Systems and business processes

- Have all your staff read the fact sheet and additional information on [www.digital.nhs.uk/EPSPHASE4](http://www.digital.nhs.uk/EPSPHASE4)?
- Have you read and understood your system supplier guidance and disseminated it to all relevant staff?
- Are all your staff aware of the EPS prescription tracker and can they use it to track prescriptions? [www.digital.nhs.uk/epstracker](http://www.digital.nhs.uk/epstracker)
- Are all staff involved in prescription processing set up to use EPS and do they have a valid smartcard with the correct permissions? Smartcard guidance is available at: <https://digital.nhs.uk/services/registration-authorities-and-smartcards>
- Ensure all non-medical prescribers are set up with their own professional ID, and never with a prescribing code (Prescription Pricing Authority (PPA) ID) that belongs to a medical prescriber. Check your system supplier guidance.
- Ensure any medical prescribers without their own prescribing code (e.g. locums, registrars) are set up to use the PPA ID/code/stamp of another GP to sign EPS prescriptions. Check your system supplier guidance.
- Have you reviewed your printer configuration and processes so that tokens print where you need them?
- Have you converted existing repeat templates to ensure all items are dm+d mapped?
- Have you spoken to patients on paper repeat dispensing (RD) about setting a nomination?
- Have you signed up to receive NHS Digital service alerts?  
<https://nww.hscic.gov.uk/service/management/status/subscribe/>

- Do staff know how to raise business process issues with your CCG/CSU?
- Do staff know that patients without a nomination must be given a paper token?
- Have you let your local pharmacies know about your Phase 4 switch on date?
- Do staff know which Dispensing Appliance Contractors (DACs) are unable to process EPS prescriptions and will therefore need FP10 prescriptions?

## Patient communications

- Are you displaying the patient poster in your practice? It is a data controller requirement that practices signpost patients to information at [www.nhs.uk/eps](http://www.nhs.uk/eps)
- If you have a TV or display screen, have you displayed the digital version of the poster?
- Have you added information about Phase 4 to your website and social media?
- Does your team understand the changes and can they explain them to patients?

## Branches, cross-border, dispensing

- If you have more than one site, are your patients registered under the correct branch location?
- If you have any patients who regularly use a pharmacy outside of England, have you checked your system guidance for instructions on how to manage them?
- If you are a dispensing practice and do not use EPS in your dispensary, check how your system supplier manages prescriptions for dispensing patients.

More information is available at [www.digital.nhs.uk/EPSPHASE4](http://www.digital.nhs.uk/EPSPHASE4)

Sign up to the NHS Digital GP bulletin at [www.digital.nhs.uk/bulletins](http://www.digital.nhs.uk/bulletins)