



Registration of non-medical prescribers (NMPs) and the management of NMP Prescriber Codes - Guide for Practices

NHS Prescription Services must be informed when a non-medical prescriber (NMP) joins or leaves the practice. This will ensure that NMPs are able to use their own prescriber code for their prescribing activity and that this code is recognised by NHS Prescription Services when processing prescription data.

An authorised signatory within the Integrated Care Board (ICB) Medicines Optimisation Team will take responsibility for informing NHS Prescription Services of any NMP additions / deletions or changes to their status / surname etc. by emailing the appropriate form to NHS Prescription Services.

Non-medical Prescriber codes

Non-medical prescribers use their own professional body registration number as their prescriber number (e.g. nurse prescribers use their NMC pin numbers).

They can use this number at multiple practices because prescribing is attributed to the practice using both the NMP prescriber number AND the GP Practice code, both of which must be correctly printed on the prescription.

Some NMPs (e.g. paramedics) require additional digits to be added to their registration number so that it becomes compatible with the clinical-system requirements. For paramedics PA is put in front of their registration number.





Locums and bank staff

NHS BSA now advise that if a practice has locum NMP's on an ad hoc basis they should be registered and use their own prescriber code even if it's for a short period of time.

See below for the process and actions for non-medical prescriber changes



Non-medical Prescriber (NMP) changes – process summary and key actions

	NMP joins your practice (including locums/bank staff)	Existing NMP leaves your practice (including locums/bank staff)
	<p>Please notify the Medicines Optimisation Team of the change as early as you can.</p> <p>Complete the appropriate form at https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/ccgs</p> <ul style="list-style-type: none"> • non-medical prescriber joining a GP Practice or cost centre • non-medical prescriber leaving a GP practice or cost centre • change of non-medical prescriber details <p>Email the completed form to frimleyicb.prescribing@nhs.net</p> <p>Authorised signatories from the team will send the completed form to NHS BSA to update Prescription Services.</p>	
		
1	<p>If the NMP is joining having previously worked in another practice/CCG contact their former practice and ask them to confirm that they have completed an NMP leaving a GP Practice or cost centre form and the NMPs' name has been removed from their clinical system.</p> <p><i>If this does not happen, your practice may be incorrectly attributed prescription costs and data.</i></p> <p>It is also strongly advised that the practice seeks assurances that any hand-held personalised prescriptions that may have been held by the NMP or at the former practice have been destroyed.</p>	<p>Update your clinical system to prevent further scripts being issued with the prescriber number of the NMP who has left the practice. Refer to guidance from your clinical system provider.</p>
		
2	<p>Update the clinical system to print the correct details on prescriptions.</p> <p>Refer to guidance from your clinical system provider.</p>	<p>Destroy any pre-printed prescriptions that may have been held by the NMP or stored in the practice. Record the serial numbers to be destroyed and shred them/cut them up in the presence of a witness. Keep the record of the scripts destroyed in case of future query.</p> <p>Refer to Management and control of prescription forms: A guide for prescribers and health organisations by NHS Counter Fraud Authority.</p>
3		