

## Personally Administered Drugs and Appliances (PADM) Claiming

A personally administered medication (PADM) is a prescription item prescribed and administered by a member of the practice team.

Eligible products would be listed in the NHSBSA DM&D [Dictionary of medicines and devices \(dm+d\) | NHSBSA](#). The DM&D dictionary indicates whether the product and pack are classed as a personally administered item using the PADM indicator under “Prescribing Information” which states the product “attracts an administration fee.”

**If you are unsure if anything is claimable, use the DM&D Browser or email NHSBSA.**

### Prescribing information

PADM indicator	Attracts an administration fee
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### Reimbursement information

Discount not deducted indicator	Discount not deducted - automatic
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FP34 indicator	Allowed as a bulk vaccine
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Prescription charges	1
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Dispensing fees	1
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Special container	Special container
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### Only the following products can be claimed:

- vaccines (including oral vaccines), anaesthetics and injections;
- diagnostic reagents: Dick Test; Schick Test; Protein Sensitisation Test Solutions; and Tuberculin Tests (i.e. Koch Test, Mantoux Test, Patch Test and Diagnostic Jelly);
- intrauterine contraceptive devices (IUCD) (including drug-releasing IUCDs, contraceptive caps and diaphragms);
- pessaries which are appliances;
- sutures (including skin closing strips).

### No payments are payable for products that are:

- centrally supplied e.g. as part of the national vaccination schedule (these are ordered via Immform)
- not supplied and administered by a GMS practice e.g. issued on a prescription

### When to use FP34 or FP10:

FP34: High-volume personally administered vaccines, which can be claimed via the FP34 form. Applied only to the following vaccines (or a combination of these):

- influenza
- typhoid
- hepatitis A
- hepatitis B
- Meningococcal

FP10: Any other personally administered items should be claimed for on an FP10 prescription form (green).



### If medication/appliance is not claimable under PADM:

If the vaccine/implant that is to be administered is not claimable in the practice PADM account, then the practice will need to issue the prescription to the patient who can collect the vaccine/ implant from the pharmacy and return it to the practice to be administered.

### Where to post claims to:

Claims are to be posted to (except if posting digitally):

NHS Prescription Service  
Unit 5  
Greenfinch Way  
Newburn Industrial Estate  
Newburn  
NE15 8NX

If FP10 prescriptions items are written on the FP34 appendix form, they will be disallowed and returned to the practice. Any queries email NHSBSA  
[nhsbsa.prescriptionservices@nhsbsa.nhs.uk](mailto:nhsbsa.prescriptionservices@nhsbsa.nhs.uk)

### MYS electronic submissions

A digital portal is available for a practice to register to upload the appendix forms, (submission document and prescriptions will still need to be posted, even if there are no prescriptions). The High-Volume vaccines form can be submitted digitally and hence do not post the FP34 appendix form. [MYS – General Practice \(Pilot\) | NHSBSA.](#)  
Email any queries to [mys@nhsbsa.nhs.uk](mailto:mys@nhsbsa.nhs.uk)

Links for further information:

[General Medical Services Statement of Financial Entitlements Directions - GOV.UK](#)

[NHSBSA FAQs Category Search](#) · [Customer Self-Service \(nhsbsa.nhs.uk\)](#)

[Payment information | NHSBSA](#)

[High volume vaccine forms \(FP34D/PD Appendix forms\) | NHSBSA](#)

Version	1.0
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Date Approved:	October 2024

