

SUPPLY OF DRUGS AND ELASTIC HOSIERY TO NHS OUTPATIENTS
Declaration of Exemption with undertaking to pay charge

YOU MUST COMPLETE PARTS A and E.
 Complete parts B, C, and D as appropriate. Please also read the notes overleaf.

PART A PATIENT'S DETAILS (in capital letters please)

SURNAME: <Surname> (Mr/Mrs/Miss/Ms/Other): <Title>
 FIRST NAMES: <Forenames> Date of Birth: <D O B>
 ADDRESS: <Address>, <Town> Postcode: <Post Code>

PART B I AM: the patient the patient's representative

The patient: *(Please tick one box only. Also you should show proof of entitlement to help with health costs.)*

- 1 is under 16 years of age
- 2 is 16, 17 or 18 years of age and in full time education
- 3 is 60 years of age or over
- 4 has a valid maternity exemption certificate
- 5 has a valid medical exemption certificate
- 6 has a valid prescription pre-payment certificate
- 7 has a valid War Pension Exemption certificate N
and the items prescribed are for the accepted disablement
- 8 is named on a valid HC2 NHS low income scheme certificate
- 9 was prescribed free-of-charge contraceptives
- 10 * is included in an award of Income Support or income-related
Employment and Support Allowance
- 11 * is included in an award of Pension Credit **guarantee** credit
- 12 * is included in an award of income based Jobseeker's Allowance
- 13 * is entitled in a tax credit award and has a valid NHS Tax Credit Exemption Certificate

* for these - print the name of the person who gets the benefit or tax credit.

* Name Date of Birth/...../..... NI no:

PART C The hospital may ask you to complete this part if the patient has to pay and, for example, they have to order hosiery specially.

I will pay the charge due of £

SIGNED DATE/...../.....

PART D Number of Items Received I have paid the sum of £

SIGNED DATE/...../.....

PART E Declaration

I declare that the information I have given on this form is correct and complete. I understand that if it is not, appropriate action may be taken. I confirm proper entitlement to exemption. To enable the NHS to check I have a valid exemption and to prevent and detect fraud and incorrectness, I consent to the disclosure of relevant information from this form to and by the NHS Business Services Authority, the Department for Work and Pensions and Local Authorities.

SIGNED DATE/...../.....

If you are not the patient named in Part A - give your name and address here:

PART F Name and address of Hospital or Clinic and 6 Figure Code No.

REVERSE - NOTES FOR GUIDANCE

1. Unless you (the patient) are in one of the groups in Part B overleaf, or you are in an award in groups 10-13 a charge is payable for **each** item or piece of elastic hosiery prescribed. Tights count as two charges per pair.
2. **People who do not have to pay.** Patients who are in one (or more) of the groups in Part B overleaf. You (or your representative) should put a tick in the first box in Part B that applies to you, read the declaration and complete and sign Part E. You should show proof of why you do not have to pay, such as a benefit award notice, exemption or pre-payment certificate.
 - 2.1. People included in an award of Pension Credit **guarantee credit** (PCGC) (paid on its own or with savings credit) are entitled to help with health costs. For entitlement checks, you can show your award notice, this shows if you are included in an award of PCGC. You can fold up the letter to show just **item 5** so as not to reveal personal information.
 - 2.2. The proof must be valid on the day you claim exemption from charges. If you cannot show proof, you can still get your items free if you mark Part B and complete and sign Part E. But the NHS is more likely to check your entitlement later if you do not show proof at the time.
 - 2.3. Pregnant women, women who have given birth in the last 12 months and people suffering from specified medical conditions do not have to pay but only if they have a valid NHS exemption certificate. People who get tax credits and whose income is below the threshold do not have to pay prescription charges. To find out more; how to get exemption certificates or how to get help, get:
 - **leaflet HC11 'Help with health costs'** which is available from Jobcentre Plus offices and NHS hospitals. Some GPs, dentist and opticians may have them.
You can also ring 08701 555 455 to get a copy, or go to: www.dh.gov.uk/helpwithhealthcosts.
 - If you need further information about help with health costs, phone 0845 850 1166
 - 2.4. **Penalty charges.** If you are found to have made a wrongful claim for free prescriptions, you will face penalty charges and may be prosecuted under powers introduced by the Health Act 1999. Routine checks are carried out on exemption claims including some where proof may have been shown. You may be contacted in the course of such checks.
 - 2.5. Patients attending an outpatient clinic who require drugs as part of their treatment for sexually transmissible infections (STIs) will not have to pay a prescription charge for the drugs supplied by the clinic/hospital to treat the STI. But you pay charges in the normal way for any other items you are prescribed (unless you are exempt).
3. **Prescription Prepayment Certificate.** If you don't get prescriptions free and you think you will have to get more than 4 items in 3 months or 14 items in 12 months, you may find it cheaper to buy a pre-payment certificate (PPC). Phone 0845 850 0030 to find out the cost of a PPC and to pay by credit or debit card. You can pay a lump sum or pay in instalments by Direct Debit. Buy on-line at: www.ppa.org.uk. By cheque - get an application form (FP95) from your pharmacy.
4. **Refund of Prescription Charges.** If you are unsure whether you should pay - you should pay for this prescription and ask for a receipt (form FP57). **You must get a receipt when you pay the charge, you cannot get one later.** If you don't have to pay, you can claim your money back up to 3 months after paying. The FP57 tells you what to do.
5. **Help with the cost of travel for NHS treatment.** People in one of the groups 10-13 listed overleaf in Part B or named on an HC2 charges certificate (or HC3 for partial help) may get help with their travel costs. Ask at the place of treatment and show proof that you are getting one of these benefits. If you are not in one of these groups, you may be able to get help - leaflet HC11 '*Help with health costs*' tells you more about applying for an NHS Low Income Scheme exemption.