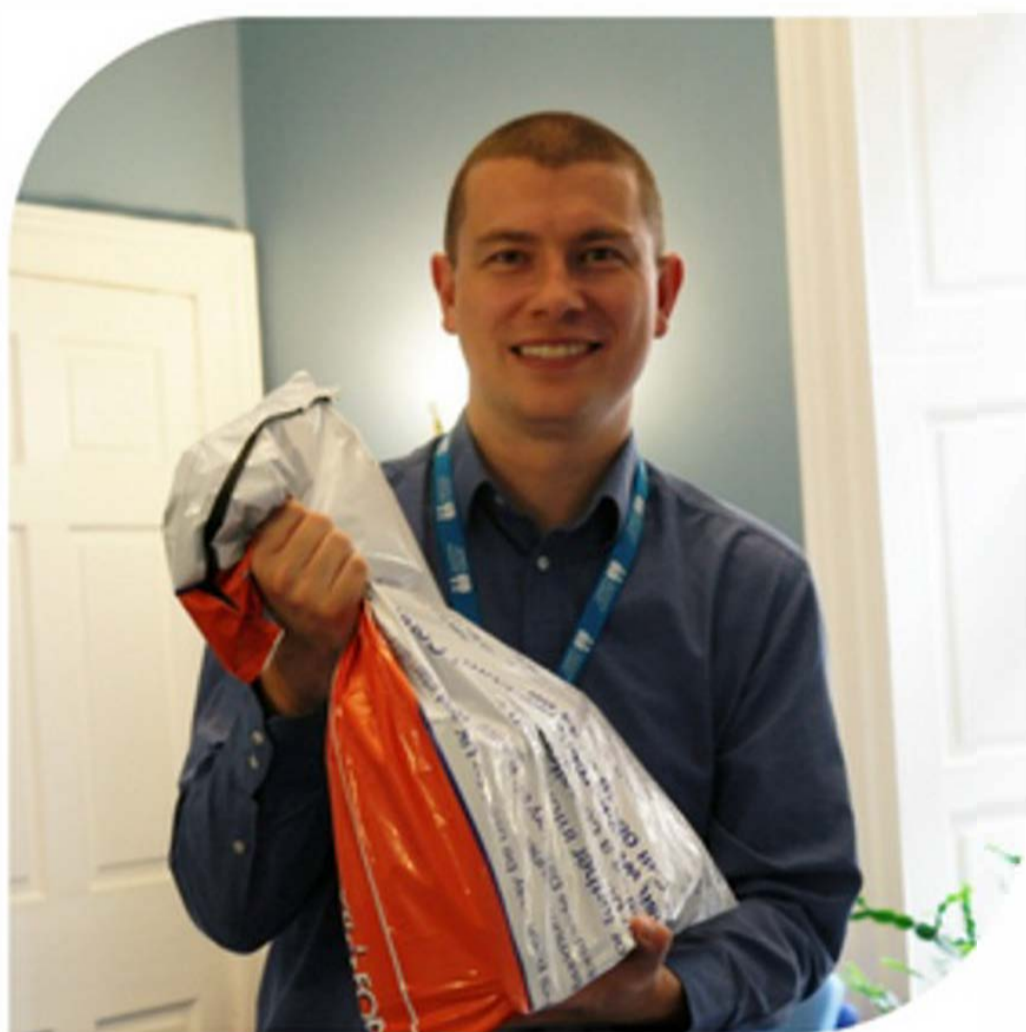


Courier Guidance Notes

To reduce the chance of the Parcelforce bags bursting and prescriptions being lost on their way to Practitioner & Counter Fraud Services, we have produced this guide which we hope will help you package them safely.



Matt Barclay our Director of Operations getting involved in the Courier Stress Test that we carried out to try and replicate movement experienced during transportation to Practitioner & Counter Fraud Services.



The photo on the right shows the result of the stress test.

Please Do	Please Don't
Use more than 1 bag if more than 6,000 forms	Overfill the bag
Call the Pharmacy Services Team at Community Pharmacy Scotland for more bags	Place loose scripts in the bags
Keep stock orders, invoices, PC70s etc. separate	Use staples, sticky labels, paperclips or tape
Include your GP34 Declaration form	Use the same bag if reopened
Tightly secure scripts with bands then secure the bag	Wrap forms around the banded scripts as these may be easily torn



This secure submission of 6,000 forms is the perfect example of how it should be banded and fits neatly into the pouch on its side.



The bag is then folded in and sealed creating a secure bag where the scripts cannot move inside.



For more tips on the Courier Service please visit www.cps.scot/courier or call the Pharmacy Services Team on 0131 466 3540.