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Ein Cyf/Our ref: JY/

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To: Dental Providers/Dental Practice Managers

Dear Colleague

As you will be aware dentists that currently work in more than one practice will have one prescription pad to cover all their contract locations. The dentist must decide which of their addresses is their main address and this should be the address on the prescription pad and can be used at any of their contract locations.

The dentist must continue to be linked to the contract of their main address, and if they leave that contract then a new pad should be ordered to display their new main address. The old pad should cease to be used and the dentist should arrange for it to be securely destroyed or returned for destruction. However, it has recently come to our attention that some dentists are continuing to use old pads when they leave the contract stipulated on the front of the pad which, as you will appreciate, raises security issues.

I should be grateful if you would bring this information to the attention of any Dental Performers linked to your contract to ensure the correct process is followed. I would also advise dentists/practices to give sufficient notice of any proposed employment transfer arrangements in order that we are able to obtain new prescriptions forms in a timely manner.

If you wish to arrange a collection of prescription pads, then please email: -

nwssp-primarycareservices@wales.nhs.uk (in South/Mid & West Wales), or
NWSSP.HCSAdminActionPoint@wales.nhs.uk (in North Wales).

If you require any further information please do not hesitate to contact me.

Yours sincerely



Joanne Yeates
Contracts Support Manager