



12th February 2019

Circular 005/19

**Re. Security of GMS Prescription Claim Forms**

Dear Doctor,

I refer to your Form of Agreement with Registered Medical Practitioner for Provision of Services under Section 58 of the Health Act, 1970 (GMS Contract).

Under that contract the HSE makes available to General Practitioners prescription forms for the purpose of prescribing drugs, medicines or appliances to eligible patients. The Medical Practitioner is responsible for ensuring that these forms are kept carefully and securely and shall use them only for issuing prescriptions to eligible patients.

General Practitioners contracted to provide services under the GMS are provided with personalised prescription claim forms which should be stored securely, within your practice, and should only be available to authorised personnel. Each issue of personalised GMS Prescription Claim forms contain a unique serial number. This number should be recorded by you and reported to the Gardaí and HSE in the event of misuse of prescriptions or theft. GMS prescription claim forms should never be pre-signed.

Stolen scripts should be reported to the Gardaí as soon as possible. Once reported to the Gardaí please report the incident to our Business Performance Unit on 01 8647100 or email [StolenRX@hse.ie](mailto:StolenRX@hse.ie). The HSE will then contact local Pharmacies in the area.

Should you wish to re-order GMS prescription claim forms please order online via your GP Suite. Stock on hand should reflect your practice needs.

I would like to remind all general practitioners of their contractual responsibility in this regard and to advise that when GPs no longer have a requirement for prescriptions that they are returned directly to the HSE at the address above.

I would like to thank you for your cooperation in this matter.

Yours sincerely,

Anne Marie Hoey  
Primary Care Reimbursement & Eligibility

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