Process for making an application for a Part IX listing in the England and Wales Drug Tariff: Notes for applicants

* The NHSBSA administers the Part IX application process on behalf of the Department of Health. Only medical devices that are CE marked can be considered to for listing.
* Please read all documentation thoroughly before making a product listed. This can be found at <http://www.nhsbsa.nhs.uk/PrescriptionServices/3399.aspx>. This is important because your application will not formally enter the process to be considered until the DT1A and B forms and the certificates are correct. Poorly completed forms will extend the time to assessment and ultimately listing.
* A form that is completed accurately with all the necessary information will ensure that the application is logged promptly and this will make the process quicker.
* Unfortunately we have to delete incomplete applications due to limited storage. Any previously submitted documentation should be saved and resubmitted again with the requested amendments.
* All documentation sent electronically will be acknowledged using an automated response. This means that you can be assured it has been safely received.
* If you have any queries please direct them to the NHSBSA.pixie@nhs.net email address where they will be answered by one of our team members. If it is easier for us to contact you by phone we will do this – please include full contact details in the email.
* We encourage applicants to use email in the first instance because we deal with a lot of applications, and will not have all the necessary information in front of us to answer detailed questions.
* It is important to note that we cannot give detailed advice about how to make the application, or if evidence is required, what format this should take. If you require such advice the Part IX Drug Tariff Committee who represents the interests of medical advice manufacturers can be contacted. Their email address is drugtariff@abhi.org.uk. Alternatively you may wish to seek the services of a consultant with experience of making such applications.

**Completion of the Forms**

1. Please complete *all* sections of the DT1(A) and sign the form.
2. Using the correct certificates complete the DT1(B).
3. Please send DT1 forms A and B and the relevant certificates electronically to the NHS BSA (nhsbsa.pixie@nhs.net).\*

Please note that *we do not require samples at this stage***.** If samples are sent, they will be retained and stored but they will not be assessed in any way.

1. The NHS BSA will advise you of any omissions/errors on the forms via email.
2. Any omissions/errors should be corrected and sent back to the NHS BSA. This process will continue until the forms are correct.
3. The NHS BSA will then request the samples/packaging to be sent and will advise on the number and type of samples, and also whether the packaging alone is acceptable.
4. Enclose the original NHS BSA checked DT1 (A) and (B) forms **signed in ink** by a responsible person in the company together with the samples and send to

**The Drug Tariff Team, NHS Prescription Services, Stella House, Goldcrest Way, Newburn, Riverside, Newcastle Upon Tyne, NE15 8NY**

1. Please note that we will not formally log the application until the original signed documentation and correct samples are received.
2. Receipt of the above will be acknowledged and the process will continue as usual.

\*The NHS BSA will accept posted forms but this will incur delays.

