

**Application for Certificate of Prepayment of Prescription Charges (PPC)**

This form is only for people who live in the Isle of Man. It should be completed in black ink and **BLOCK CAPITALS**

<b>Title (Mr/Mrs/Miss/Ms/Other)</b>	
<b>Surname</b>	
<b>First Names</b>	
<b>Date of Birth (dd/mm/yyyy)</b>	/ /
<b>National Health Service Number</b>	
<b>Full Address including Postcode</b>	
	<b>Postcode</b>
<b>Daytime Phone Number (Required for Card Payments)</b>	

**Which Certificate do you want to buy?** (Please tick one box only)

4 Month Certificate (£19.00)

12 Month Certificate (£54.00)

**The PPC will start from the date Primary Care Services issues your Certificate unless you give a different start date below. This cannot be more than 7 days earlier, or one month later, than the date we receive this form. Please note that PPCs are colour coded to reflect the current issue period.**

**Date you would like the Certificate to start from (Note: Certificates do not have to run consecutively):**

DATE CANNOT BE MORE THAN 7 DAYS EARLIER OR ONE MONTH LATER THAN CURRENT DATE .....

**How would you like to pay?** (Please tick one box below- **DO NOT SEND CASH**)

Cheque

Debit/Credit Card - Please provide telephone number above

Please make your cheques payable to "IOM Government"

If you wish to buy a PPC using a credit / debit card, Primary Care Services (PCS) will ring you for your details. **(Please note card payments can only be accepted via phone, not in person, so please ensure you have provided a daytime telephone number above).**

❖ *You will be asked to show your PPC each time you collect a prescription so please ensure you have your Certificate with you.*

**DECLARATION**

**I have read and understood the terms and conditions overleaf, and I am aware of the circumstances regarding refunds and the time limits which apply.**

Signed	
Date	

Once this form is completed, please send it by post or email to:

**Manx Care, Primary Care Services, Crookall House, Demesne Road, Douglas, Isle of Man, IM1 3QA.**

**Email – [fps@gov.im](mailto:fps@gov.im)**

**Telephone - 01624 642694**

### **Terms and Conditions**

- You can only use the PPC for your own NHS prescription.
- You should tick the back of your Prescription to declare that you have a PPC only if it is valid.
- We cannot process your application and issue your PPC until we have received this completed form and full payment.
- If you need a prescription urgently before submitting your application, you can pay for the prescription and obtain a receipt from the Pharmacy and attach it to your application form. You can then deduct this amount from the cost of your PPC and just pay the balance up to the chargeable amount of either £19.00 or £54.00. **(Please note, the receipt must be dated no more than 7 days before we receive your application)**. We would start your PPC from the date of your receipt.
- Similarly, if you have to pay a prescription charge while you are waiting for your PPC to be processed, you can obtain a refund if you ask the Pharmacist for a receipt when you pay. Please send/email your receipt and an explanation of this to the address/email above.

### **Claiming a full refund of a Prescription Prepayment Certificate**

#### **Will I be able to get a refund?**

Once you have paid for a Prepayment Certificate, the cost can only be refunded if, **DURING THE FIRST MONTH OF VALIDITY:-**

- You become entitled to free prescriptions (you must claim a refund within 4 months of the date the Certificate started)
- You go into hospital and remain an in-patient until the Certificate runs out (you can claim a refund within 3 months of the date the Certificate runs out)
- The PPC holder dies (any refund must be claimed by their Estate within 4 months of the date the Certificate started)
- The PPC holder went into hospital before the Certificate ran out - and remained an in-patient until their death (any refund must be claimed within 3 months of their death)

#### **Claiming a full refund**

Please send the original Certificate to the above address. **You will need to say why you are claiming a full refund.** If you have any queries, please contact Primary Care Services on [fps@gov.im](mailto:fps@gov.im) or Tel - 642694.

### **Renewing Your PPC**

- ❖ ***Please note that reminders are not issued by Primary Care Services and that it is your responsibility to check when your Certificate expires.***
- ❖ ***You may print a new PPC application form from our website or collect one from your Pharmacy or GP Practice –***

**<https://www.gov.im/categories/health-and-wellbeing/doctors/>**