

# Factsheet: Reconcile your EPS prescription figures using this 9-step process

Community Pharmacy England recommends pharmacy owners compare the number of electronic prescriptions sent and declared to the number NHSBSA counted and priced (using these steps).

**1. Consider the five-day-window when counting EPS totals:** E.g. Prescriptions with dispense messages sent in August (1st-31st) are included in the August dispensing month only if the claim messages are sent by the end of 5th September. If both the dispense message and the claim message are sent within the first five days of September, these will be included in the September dispensing month (as seen in the image on the right).

August					September						
28	29	30	31		1	2	3	4	5	6	= August Payment
Dispense notification sent on 29th August					Electronic claim message received before midnight on 5th September						
August					September						
28	29	30	31		1	2	3	4	5	6	= September Payment
Dispense notification sent on 29th August					Electronic claim message received after midnight on 5th September						
August					September						
28				1	2	3	4	5	6		= September Payment
Dispense notification sent on 1st September					Electronic claim message received before midnight on 5th September						

**2. Send EPS dispense and claim messages at the right time:** Consider (a) sending all dispense and claim messages by the end of the month and (b) avoid sending claim messages between 1st-5th of the month, given five-day-window logic, to assist with reconciliation, if this can ease your counting or later use of pharmacy system total reports.

**3. Use PMR monthly totals report:** PMR reports can break-down your EPS totals to support your declaration of EPS total figures. Some reports take into account the five-day-window.

**4. Fill in MYS:** Enter the totals: i.e. paper, electronic and overall forms and items (paid/exempt). Use the [NHSBSA Manage Your Service \(MYS\) portal](#) for submission (most owners are now doing so every month).

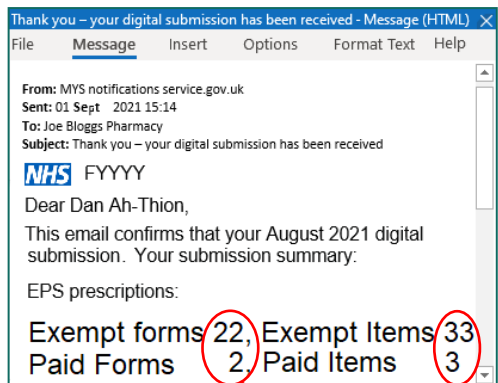
**5. Submit to NHSBSA using MYS:** Send your bundle by 'track and trace' by the 5th of the month following dispensing month. Ensure to submit via the MYS and print an FP34C copy. This will include the printed figures you entered using MYS.

**6. Digitally file your MYS confirmation email and records of totals submitted.** You'll need to use your records of declared figures a few months later.

**7. Await pricing of the month and compare priced to declared totals:** Await your Schedule of Payment and after receipt of it compare totals. The priced totals are in the PRESCRIPTION DATA section typically found on page 2 or 3 (see images on the right). Check the priced totals compared to your MYS email totals.

**8. Spotting a discrepancy:** Small differences between the declared totals and priced totals are common and usually caused by: the five-day logic (see step 1); suppliers' totals reports requiring refining; methadone instalments; elastic hosiery items; non-dispensed items; or multiple strengths/flavours.

**9. Still worried?** If you are still concerned you may want to consider asking the NHSBSA to recount the forms/items in the prescription bundle via the recheck form and process ([cpe.org.uk/recheck](https://cpe.org.uk/recheck)).



PRESCRIPTION DATA	
Total forms received (incl electronic)	29
Total <b>electronic forms</b> received	24
Total <b>electronic items</b> received	36

\* ⌚ EPS items are removed from the Spine after 180 days so reconcile immediately after you have been reimbursed for your monthly bundle.