The Route of a Contractor's Submission

BATCH RECEIVED AND PREPARED FOR SCANNING: Removal of paperclips Removal of sticky labels Removal of all wrapping, elastic bands and paper bags PREPARE FORMS IN 'RED **SEPARATORS':** SUBMISSION DOCUMENT (FP34C) AND Out of Pocket expense claims PRESCRIPTION FORMS SCANNED: Broken Bulk claims • Image taken of back and front of forms Items with a net ingredient cost Information from FP34C input of £100 or more Intelligent Character Recognition (ICR) Specials software run Handwritten amendments Prescriber's signature encroaching on prescribed items DATA ENTRY CAPTURE, CORRECTION **AND CONFIRMATION:** Prescriber Details *CHARGE STATUS **CONFIRMATION -**Product Details Discrepancy between a Charge Status Confirmation* contractor's submitted status and ICR captured status Application of Reimbursement Rules applied (automatically) as set out in the **NHS Drug Tariff** Continuous loop until Valid Rules applied (automatically) confirmed as correct by exception handler **MANUAL INTERVENTION:** Manual capture of data and correction processes including: Print and dispatch **Broken Bulk items** referred back prescriptions Capture of Resubmitted forms Application of Accumulation of payment rules: Payment Adjustments Confirm payment period complete