Understanding your Schedule of Payments Webinar

Tuesday 11th June

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&

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Objectives

NHSBSA

- Prescription journey
- Impact of poor or incorrect declarations on FP34C
- Common issues or problems identified by BSA when putting together a SoP
- Explain the different sections of SoP
- eSchedules
- Timing of SoP release and payment
- PEPS process

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- What to look out for in your SoP
- Changes to Net Payment, AIV, number of items
- Troubleshooting - what to do if you spot any errors or discrepancies in your expected payment
- Impact of prescription switching and expensive items
- How does PSNC audit payments

Video as per

https://www.youtube.com/watch?v=R32QmN1K48c

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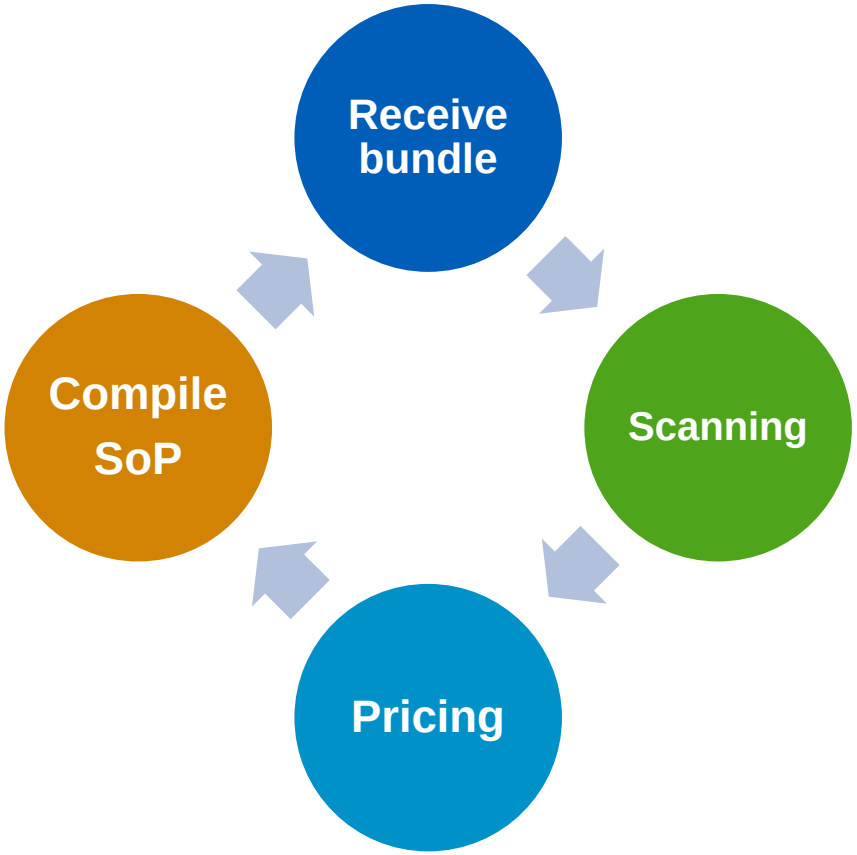
Prescription journey through the NHSBSA



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How to make sure your FP34C is completed correctly

- Exempt/chargeable prescriptions – add paper and ETP prescriptions together
- Exempt/chargeable items – add paper and ETP items together

SORTING AND SUBMISSIONS OF FORMS

1. Complete one submission document only.
2. FP10 prescription forms must be sorted as follows:
   - **2.1** Into patient charge group, i.e. exempt, paid, and paid at old rate. Each group should be segregated. PLEASE DO NOT use adhesive tape, pins or staples as these have to be removed and can delay processing.
   - **2.2** Within each group, sort in the order stated below.
     - **2.2.1** Resubmitted forms from previous month(s).
     - **2.2.2** Prescription forms with broken bulk claims, items with a net ingredient cost of £100 or more, items where prescribers have added supplementary product information, items where a Special has been dispensed, items where prescribers have made a handwritten amendment, prescription forms where the prescriber's signature encroaches on the last item on the prescription form and items where out of pocket expenses are being claimed. Please wrap these prescriptions in the red separators enclosed with this submission form to support identification at the NHS Prescription Services.
     - **2.2.3** Forms FP10 MDA by prescriber surname - where possible sorted open and flat.
     - **2.2.4** Forms FP10 D.
     - **2.2.5** Forms FP10P/SS with PN indicator by prescriber surname.
     - **2.2.6** Forms FP10P/SS with CN indicator by prescriber surname.
     - **2.2.7** Forms FP10P/SS with SP indicator by prescriber surname.
     - **2.2.8** Forms FP10SS/NC Hospital Forms.
     - **2.2.9** All other FP10 forms by prescriber surname (NB any prescribers with fewer than 20 forms can be placed into a miscellaneous section at the end of each group).
3. All of the following forms must be kept separate from the FP10 prescriptions in exempt and chargeable groups (submitted for processing and reimbursement as in paragraph 2) and collated by form type as follows:
   - **3.1** RA ie Repeat Authorising forms.
   - **3.2** ETP Tokens for non payment.
   - **3.3** FP57 forms.
4. Enter the required submission/declaration figures in the boxes opposite including electronic prescriptions (EPS release 2 claim messages). Do not include the number of any ETP tokens for non-payment or the number of any Repeat Authorising forms in your FP10 forms/items declarations in Part 1.
5. Please fold this submission document along the fold line on page 4, so that the bar code is visible on the top, do not tear the form. Place this completed submission document on top of the submitted forms, pack securely in accordance with guidelines issued by NHS Protect. Despatch to the NHS Prescription Services by NO LATER THAN the FIFTH day of the month following that in which they were dispensed, using the address label provided.

Notes

- **A)** Address labels (for submission of parcels to the NHS Prescription Services) are supplied by the NHS Prescription Services.
- **B)** Postage on parcels and correspondence sent to the NHS Prescription Services MUST be pre-paid.
- **C)** The forms must be despatched in a secure manner that enables tracking and tracing of the delivery.

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Do Not Tear

Do Not Tear

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FP34C | Submission Document | REV'D July 2015

Part 1 Submissions — Apr 2019

FP10/Electronic Prescription Claims	Prescriptions	Items
Exempt from patient charge	4313	9718
Patient charge paid	384	475
Patient charge paid at old rate	14	16
Total - All Prescriptions	8018	18090

ETP items paid Forms - 146 Items - 185
ETP items exempt forms - 3161 Items - 7696

ETP Token for non-payment ✓

Repeat Authorising forms ✓ *Tick box if any submitted*

EPS release 2 claim messages ✓ *Tick box if any submitted*

No. of FP57 forms submitted 0

FP57 total amount refunded £ ___ • ___ pence

Part 2 Declarations

Total number of hours that pharmacists and staff members supporting the dispensing process work in an average week, rounded to the nearest whole number — 20
(See Drug Tariff part VIA)

No. of Medicines Use Reviews undertaken — 1
(See Drug Tariff part VIC)

No of Appliance Use Reviews carried out at premises or subsequent reviews for users living at the same location within a 24 hour period —

No. of Appliance Use reviews conducted at the users home —
(See Drug Tariff part VIC)

No. of completed New Medicine Services undertaken — 25
(See Drug Tariff part VIC)

30/4

SORTING AND SUBMISSIONS OF FORMS

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   - **2.2** Within each group, sort in the order stated below.
     - **2.2.1** Resubmitted forms from previous month(s).
     - **2.2.2** Prescription forms with broken bulk claims, items with a net ingredient cost of £100 or more, items where prescribers have added supplementary product information, items where a Special has been dispensed, items where prescribers have made a handwritten amendment, prescription forms where the prescriber's signature encroaches on the last item on the prescription form and items where out of pocket expenses have been claimed. Please wrap these prescriptions in the red separators enclosed with this submission form to support identification at the NHS Prescription Services.
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   prescriptions (EPS release 2 claim messages). Do no
   payment or the number of any Repeat Authorising for
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Notes

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FP34C | Submission Document | REV'D July 2015

Part 1 Submissions — Apr 2019

FP10/Electronic Prescription Claims	Prescriptions	Items
Exempt from patient charge	1920	4006
Patient charge paid	146	170
Patient charge paid at old rat	2	2
Total - All Prescriptions	2068	4178

ETP Token for non-payment ☑

EPS release 2 claim messages ☐
Tick box if any submitted

Repeat Authorising forms ☑
Tick box if any submitted

No. of FP57 forms submitte: 1

FP57 total amount refunded: £9.06 pence

Part 2 Declarations

Total number of hours that pharmacists and staff members supporting the dispensing process work in an average week, rounded to the nearest whole numbe *(See Drug Tariff part VIA)*	
No. of Medicines Use Reviews undertaken *(See Drug Tariff part VIC)*	38
No of Appliance Use Reviews carried out at premises or subsequent reviews for users living at the same location within a 24 hour period	0
No. of Appliance Use reviews conducted at the users hom	0
No. of completed New Medicine Services undertaken *(See Drug Tariff part VIC)*	11

6-26

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Common themes

- Late bundles
- Missing information
- Incorrect FP34C

All of the details on your schedule relate to the dispensing month shown here

Your advance calculation will appear next to 'Payment on account for' but if your batch is registered after advances have been calculated then your payment will appear on the line below

Figures as declared on your submission document

The percentage deducted is based upon the SDR prices

Schedule of Payments

NHS Business Services Authority

For:	7777 PHARMACY LTD	77 ANY STREET	
T/A:	7777 PHARMACY	ANY TOWN	
OCS code:	F7777	ANY CITY	
		ANY COUNTY	
Dispensing Month:	Dec 2018	AN77 7AN	

	£
Net Payment made by NHSBSA 01 Mar 2019 by BACS	**46,848.90**

SUMMARY OF PAYMENT AMOUNTS	£
Total of drug and appliance costs	39,359.98
Total of all fees	7,880.15
Total of drug and appliance costs plus fees	**47,240.13**
Total of charges (including FP57 refunds)	-1,170.40
Total of account	**46,069.73**
Recovery of advance payment	-49,614.40
Recovery of advance payment in respect of a late registered batch	0.00
Balance due in respect of Dec 2018	**-3,544.67**
Payment on account for Jan (4997 items less 166 charges)	46,760.25
Advance payment in respect of a late registered batch	0.00
Total amount authorised by NHSBSA	**43,215.58**
Total amount authorised by LPP	2,278.49
Total of other amounts authorised	1,354.83
Net payment made by NHSBSA	**46,848.90**

DRUG AND APPLIANCE COSTS		£	£
Total of basic prices at standard discount rate		28,922.14	
Discount	@ 9.43 %	-2,727.36	
Total of basic prices at zero discount		12,566.13	
Sub total of basic prices			38,760.91
Out of Pocket expenses			332.82
Payment for consumables	4891 @ 1.24 p		60.65
Payment for containers			205.60
Total of drug and appliance costs			**39,359.98**

A breakdown for 'Total of drug and appliance costs' and 'Total of all fees' are under the 'Drug and Appliance Costs' and 'Prescription Fees' sections below

A breakdown for 'Total of charges' are on page 2 under 'Charges'

A breakdown for 'Total amount authorised by LPP' and 'Total of other amounts authorised' are on page 2 under 'Details of local amounts authorised by your area team' and 'Details of other amounts authorised'

Payment for containers is paid at a rate of 10p for every prescription supplied (except special containers) where the quantity ordered is outside of the pack size

Single activity payment is paid per prescription item from December 2016 dispensing

Additional fees under part IIIA of the Drug Tariff will appear in these lines

Banded payment is paid in accordance with the stated rates and criteria set out in the Drug Tariff Part VIA

Advance services payments under part VIC of the Drug Tariff will appear in these lines

PRESCRIPTION FEES			£	£
Activity payment		4891 @ 126.00 p	6,162.66	
Additional fees	2A unlicensed medicines		0.00	
	2B appliances - measured and fitted appliances - home delivery		20.40	
	2E controlled drug schedules 2 and 3		157.15	
	Methadone payment		36.50	
	2F expensive prescription fees	52	220.44	
	Manually priced		0.00	
Establishment payment			1,255.00	
Sub total of prescription fees				7,852.15
Other fees	Medicines use reviews			28.00
	Appliance use reviews carried out at patients home			0.00
	Appliance use reviews carried out at premises			0.00
	Stoma customisation			0.00
Total of all fees				**7,880.15**

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Any payment for NMS will appear in the section above if they have been claimed

Schedule of Payments

NHS Business Services Authority

For:	7777 PHARMACY LTD	77 ANY STREET
T/A:	7777 PHARMACY	ANY TOWN
OCS code:	F7777	ANY CITY
		ANY COUNTY
Dispensing Month:	Dec 2018	AN77 7AN

The number of charges should be compared to the figure declared on your submission document for the relevant dispensing months

CHARGES		£
Collected excluding elastic hosiery	135 @ 8.80	-1,188.00
	0 @ 8.60	0.00
Collected elastic hosiery		0.00
FP57 refunds		17.60
Total of charges (including FP57 refunds)		**-1,170.40**

Payments made or amounts deducted as authorised by your NHS England local team appear in this section

DETAILS OF LOCAL AMOUNTS AUTHORISED BY ANY AREA TEAM	£
Local Scheme 2	2,321.87
LPC - Statutory Levy	-43.38
Total amount authorised by LPP	**2,278.49**

Any LPC levy deductions will appear in this section

Payments claimed by pharmacies who are registered for the NUMSAS pilot scheme will find their payments here

DETAILS OF OTHER AMOUNTS AUTHORISED	£
Urgent Medicine Reimbursement Payment	83.27
Urgent Medicine Remuneration Payment	217.50
Urgent Medicine Charges	-8.80
Pharmacy Access Scheme Payment	1,072.88
3 Mth Prepaid Cert - Current Price	-29.10
Flu Reimbursement Payment	9.60
Flu Remuneration Payment	9.48
Total of other amounts authorised	**1,354.83**

Contractors entitled to payment for the PhAS will find the amounts displayed here

Claims made for vaccinations via the Community Pharmacy Seasonal Influenza Claim Vaccination Advance Service will appear in this section

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Any EPS forms and items will appear here

PRESCRIPTION DATA

Total forms received (including electronic prescriptions)	2140
Total electronic prescription forms received	1310
Total electronic prescription items received	3036
Items at zero discount rate, for which a fee is paid	270
Items at standard discount rate, for which a fee is paid (including oxygen)	4621
Total of items, for which a fee is paid	4891
Average item value	9.65
Referred back items	0
Referred back forms	0
Medicines use reviews declared	1
Year to date MUR declarations	56
FP57 forms declared	1
Appliance use reviews carried out at patients home declared	0
Appliance use reviews carried out at premises declared	0
New medicine services undertaken	0
New medicine service items	4821

The average item value is calculated using the total of drugs and appliance costs, plus fees, minus any MUR, AUR and NMS values, and then divided by the total number of items for which a fee is paid

You can see here the cumulative total of 'medicines use reviews' declared for the period April to March

This figure is the count of physical items prescribed rather than the total number of fees paid

Information declared on your submission document for the relevant dispensing month

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Schedule of Payments

NHS
Business Services Authority

For:	7777 PHARMACY LTD	77 ANY STREET
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Dispensing Month:	Dec 2018	AN77 7AN

ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS

Exempt to Chargeable	0
Exempt to Chargeable (old rate)	0
Chargeable to Exempt	0
Chargeable (old rate) to Exempt	0

Key Part 2 - Prescription charge box on reverse of prescription form
Part 3 - Patient/representative signed declaration section on reverse of prescription form

SUMMARY OF EXPENSIVE ITEMS

The total number of items reported may not always correspond with the number of "Expensive prescription fees" shown on the schedule of NHSBSA authorised payments. This is due to the fact that any information in this Expensive Item List is reported at drug code level. The basic price values in the table below do not take into account any broken bulk adjustments credited/debited in the total basic prices included under Drug and Appliance Costs above.

DESCRIPTION	NUMBER OF ITEMS	TOTAL BASIC PRICE £
Number of items over £ 100 and up to £ 300	43	6,081.98
Number of items over £ 300	9	4,939.56
Total of items over £ 100	**52**	**11,021.54**

This area details items which have a basic price equal to or over £100. The items will be shown in descending order

DETAILS OF ITEMS WHICH HAVE A BASIC PRICE EQUAL TO OR OVER £ 100

FORM/ ITEM	DESCRIPTION	PACK SIZE	QTY	BASIC PRICE £
Z00261/1	APO-GO PFS 50MG/10ML INF PRE-FILLED SYRINGES 5	5.00	90	1,315.98
Z01117/1	ETHINYLESTRADIOL 10MICROGRAM TABLETS 21	21.00	84	800.00
A00774/1	AROVI 120MG/0.8ML SOLUTION FOR INJECTION PRE-FILLED	10.00	60	527.58
Z00847/1	LEUPRORELIN 11.25MG INJ PRE-FILLED SYRINGES 1	1.00	2	451.44
Z00230/1	BUDESONIDE 500MICROGRAMS/2ML NEB LIQ UNIT DOSE VIALS 20	20.00	340	435.03
Z00781/1	MEBEVERINE 50MG/5ML ORAL SUSPENSION SUGAR FREE 300	300.00	600	374.00
Z00866/2	KEPPRA 1G TABLETS 60 3 X 20 TABLETS	60.00	224	355.94
Z00886/2	FONDAPARINUX SODIUM 7.5MG/0.6ML INJ PRE-FILLED SYRINGES 10	10.00	30	349.59
A00764/1	FRESUBIN HP ENERGY LIQUID 1000	1,000.00	30	330.00
Z00692/4	LEVEMIR FLEXPEN 100UNITS/ML INJ 3ML PRE-FILLED PEN 5	5.00	30	252.00
A00766/3	SODIUM CHLORIDE 0.9% NEB LIQ 2.5ML UNIT DOSE AMPOULES 20	20.00	360	245.34
A00773/1	SIGVARIS COMPREFLEX (30-40MMHG) BELOW KNEE LYMPHOEDEMA	1.00	2	220.00
Z00407/3	SALBUTAMOL 4MG TABLETS 28	28.00	56	208.44
A00779/2	OXYCONTIN 80MG MODIFIED-RELEASE TABLETS 56 4 X 14 TABLETS	56.00	56	200.39
Z00135/1	PIPEXUS 3.15MG MODIFIED-RELEASE TABLETS 30 3 X 10 TABLETS	30.00	30	194.94
Z00801/1	PIPEXUS 3.15MG MODIFIED-RELEASE TABLETS 30 3 X 10 TABLETS	30.00	30	194.94
Z00339/2	KEPPRA 1G TABLETS 60 3 X 20 TABLETS	60.00	120	190.68
Z01001/1	CREON 25000 GASTRO-RESISTANT CAPSULES 100	100.00	672	189.84
A00765/1	MIRABEGRON 25MG MODIFIED-RELEASE TABLETS 30	30.00	168	162.40
Z00444/1	MIRABEGRON 25MG MODIFIED-RELEASE TABLETS 30	30.00	168	162.40

Schedule of Payments

NHS
Business Services Authority

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T/A:	7777 PHARMACY	ANY TOWN
OCS code:	F7777	ANY CITY
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Dispensing Month:	Dec 2018	AN77 7AN

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SoP sent to pharmacists from Prescription Services

SoP arrives five working days before payment date

Pharmacists are paid on the first of the month

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Pharmacy earlier payment scheme (PEPS)

- **Community pharmacists can access earlier payments through the PEPS**
- **The scheme was introduced for prescriptions dispensed from April 2013 onwards**
- **Further information can be found on the Taulia website: https://customers.taulia.com/nhs-bsa/**

First earlier payment date (8th of the month)

To make the first earlier payment date, you will need to secure delivery of the previous month's prescriptions and correctly completed FP34C declaration to NHSBSA Prescription Services by the 3rd day of the month following that in which the supply was made.

Second earlier payment date (12th of the month)

Earlier payment can be made available by the 12th day of the month if prescriptions and completed FP34C are dispatched from the pharmacy no later than the 5th day of the month following that in which the supply was made, and delivered by the 8th of the month.

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Thank you.

Now it’s back to PSNC.

Troubleshooting areas

1. Net payment
2. Advance payments and recoveries
3. Average Item Value (AIV)
4. Expensive items
5. Switching
6. Payments for national and local services

1. Net Payment

- Not always sufficient to look at net payment

		£
Net Payment made by NHSBSA 01 Jul 2019 by BACS		**67,587.70**
SUMMARY OF PAYMENT AMOUNTS		£
Total of drug and appliance costs		56,802.12
Total of all fees		10,634.06
Total of drug and appliance costs plus fees		**67,436.18**
Total of charges (including FP57 refunds)		-3,158.40
Total of account		**64,277.78**
Recovery of advance payment		-72,427.17
Recovery of advance payment in respect of a late registered batch		0.00
Balance due in respect of	**Apr 2019**	**-8,149.39**
Payment on account for	May (8484 items less 458 charges)	73,187.52
Advance payment in respect of a late registered batch		0.00
Total amount authorised by NHSBSA		**65,038.13**
Total amount authorised by LPP		938.14
Total of other amounts authorised		1,611.43
Net payment made by NHSBSA		**67,587.70**

2. Advance payments and recoveries

		£
Net Payment made by NHSBSA 01 Jul 2019 by BACS		**67,587.70**
SUMMARY OF PAYMENT AMOUNTS		£
Total of drug and appliance costs		56,802.12
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Total of other amounts authorised		1,611.43
Net payment made by NHSBSA		**67,587.70**

Check declared vs paid figures

- Important to declare correct number of items on submission document
- Good practice to keep a record of number of items declared and reconcile once Schedule of Payments is sent
- Be aware of scenarios where multiple items may be counted, e.g. flavours and combination drugs

Payment timeline

3. Average Item Value (AIV)

	£
Total of drug and appliance costs	56,802.12
Total of all fees	10,634.06

Other fees	Medicines use reviews	84.00
	Appliance use reviews carried out at patients home	0.00
	Appliance use reviews carried out at premises	0.00

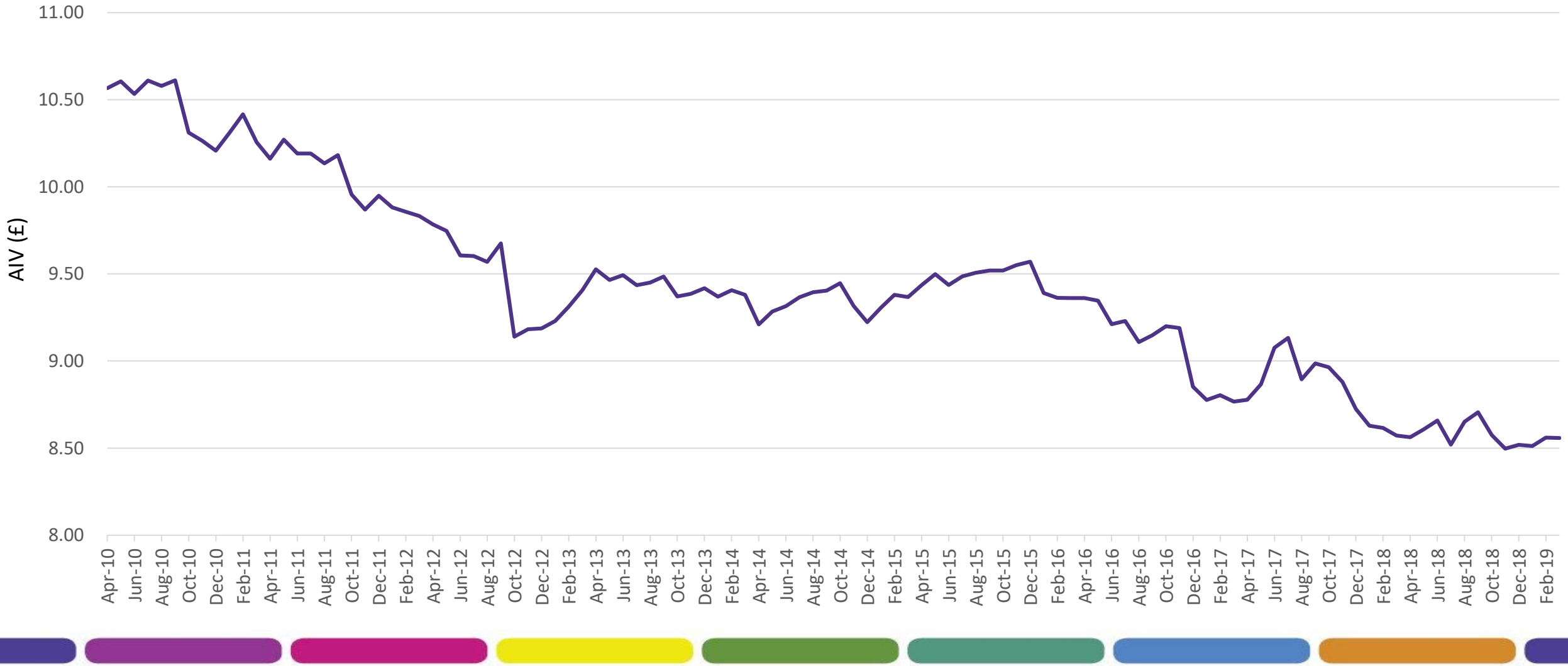
$$\text{AIV} = \frac{(\text{Drugs \& Appliance cost + fees}) - (\text{MUR, AUR \& NMS value})}{\text{Total number of items}}$$

Total of items, for which a fee is paid	7418

Prescription data

PRESCRIPTION DATA	
Total forms received (including electronic prescriptions)	2140
Total electronic prescription forms received	1310
Total electronic prescription items received	3036
Items at zero discount rate, for which a fee is paid	270
Items at standard discount rate, for which a fee is paid (including oxygen)	4621
Total of items, for which a fee is paid	4891
Average item value	9.08
Referred back items	0
Referred back forms	0
Medicines use reviews declared	1
Year to date MUR declarations	56
FP57 forms declared	1
Appliance use reviews carried out at patients home declared	0
Appliance use reviews carried out at premises declared	0
New medicine services undertaken	0
New medicine service items	4821

National AIV statistics



4. Expensive items

SUMMARY OF EXPENSIVE ITEMS

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DESCRIPTION	NUMBER OF ITEMS	TOTAL BASIC PRICE £
Number of items over £ 100 and up to £ 300	64	9,148.60
Number of items over £ 300	5	1,757.12
Total of items over £ 100	**69**	**10,905.72**

DETAILS OF ITEMS WHICH HAVE A BASIC PRICE EQUAL TO OR OVER £ 100

FORM/ ITEM	DESCRIPTION	PACK SIZE	QTY	BASIC PRICE £
A03063/1	NUTRINI LIQUID 500	500.00	60	391.80
A00937/1	PRAMIPEXOLE 3.15MG MODIFIED-RELEASE TABLETS 30	30.00	28	363.88
A02504/1	JEVITY 1.5KCAL LIQUID 500	500.00	64	363.52

Expensive item impact on AIV

Pharmacy A

5000 items per month

Normal AIV - £6.50

30 expensive items

Expensive item AIV - £250

AIV - £7.95

Pharmacy B

5000 items per month

Normal AIV - £6.50

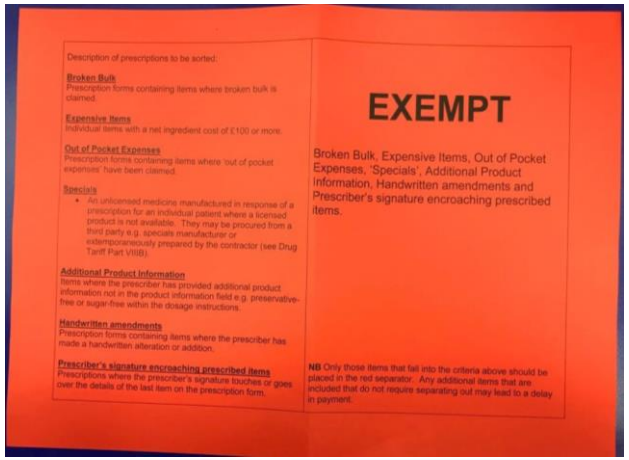
45 expensive items

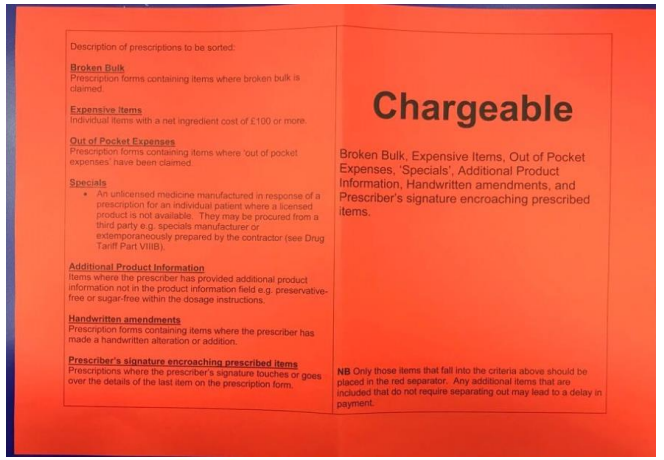
Expensive Item AIV - £250

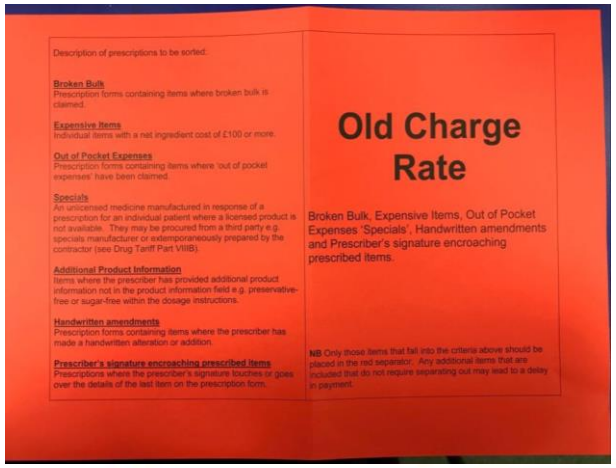
AIV - £8.67

Monitoring expensive items

- Keep track of expensive item dispensed
- AIV can be affected
- Reconcile against FP34C
- Remember to use red separator







5. Switching

ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS

Exempt to Chargeable	13
part 3 unsigned by patient/patient rep.	12
part 2 contains charge rate	1
Exempt to Chargeable (old rate)	0
Chargeable to Exempt	1
declaration shows claim for exemption	1
Chargeable (old rate) to Exempt	0

Key Part 2 - Prescription charge box on reverse of prescription form
Part 3 - Patient/representative signed declaration section on reverse of prescription form

Charges

CHARGES		£
Collected excluding elastic hosiery	379 @ 9.00	-3,411.00
	0 @ 8.80	0.00
Collected elastic hosiery		0.00
FP57 refunds		29.10
Total of charges (including FP57 refunds)		**-3,381.90**

Switching statistics

Year	Total switching where Part 3 was deemed incomplete	Approx total charge deductions per year where Part 3 was deemed incomplete
2014	1,233,256	£9.9m
2017	612,568	£5.2m
2018	514,351	£4.5m

6. Payments for national and local services

DETAILS OF OTHER AMOUNTS AUTHORISED	£
Urgent Medicine Reimbursement Payment	101.00
Urgent Medicine Reimbursement Adjustment	-50.00
Urgent Medicine Remuneration Payment	14.00
Urgent Medicine Remuneration Adjustment	-0.50
Urgent Medicine Charges	-8.40
Urgent Medicine Charges Adjustment	8.40
Pharmacy Access Scheme Payment	1,500.00
Pharmacy Access Scheme Adjustment	-500.00
Flu Reimbursement Payment	205.61
Flu Reimbursement Payment Adjustment	-68.90
Flu Remuneration Payment	237.64
Flu Remuneration Payment Adjustment	-27.42
Summary Care Record Payment	200.00
Total of other amounts authorised	**1,611.43**

Details of local amounts authorised

DETAILS OF LOCAL AMOUNTS AUTHORISED BY ANY AREA TEAM	£
Local Scheme 2	2,321.87
LPC - Statutory Levy	-43.38
Total amount authorised by LPP	**2,278.49**

Local Schemes

LPA code	Service to be assigned to this code	Service description
Local Scheme 1	Minor Ailment Scheme	Minor Ailment Service (ref j)
Local Scheme 2	Medication Review Service	Medication Review Service (ref h)
Local Scheme 3	Gluten Free Food Supply	Gluten Free Food Supply (ref d)
Local Scheme 4	Screening Service	Screening Service (ref q)
Local Scheme 5	Medicines Assessment and Compliance Support Service	Medicines Assessment and Compliance Support Service (ref i)
Local Scheme 6	Patient Group Direction (PGD) Service	Patient Group Direction Service (ref n)
Local Scheme 7	Emergency Supply Service	Emergency Supply Service (ref u)
Local Scheme 8	Disease Specific Medicines Management Service	Disease Specific Medicines Management Service (ref c)
Local Scheme 9	Digital Minor Illness Referral Service (DMIRS)	Minor Ailment Service (ref j)
Local Scheme 10	On Demand Availability of Specialist Drugs Service	On Demand Availability of Specialist Drugs Service (ref l)
Local Scheme 11	Sharps Disposal Service	

Unresolved issues

NHS Business Services Authority

Prescription Pricing Enquiry

NHS Prescription Services

Pharmacy Name:
Pharmacy Address:

Contact Name:
Telephone Number:

CONTRACTOR'S STAMP

Account ID: F Month: Year:

Please indicate the nature of the enquiry affecting the payment of your account:

☐ Item count ☐ Expensive Items ☐ Switching
☐ Charges count ☐ Out Of Pocket Expenses ☐ EPS R2 ☐ Endorsements

Additional information which may help NHSBSA to process your recheck request:

To ensure the adjustments fairly reflect both underpayments and overpayments, the NHSBSA will select an equivalent number of additional months to check where appropriate.

All requests must be submitted no later than 18 months from the end of the month of dispensing (e.g. for prescriptions dispensed in April 2012 the request must be submitted by 31 October 2013).

Signature:
Print Name: Date:

Full details on how to request a check can be found on www.nhsbsa.nhs.uk

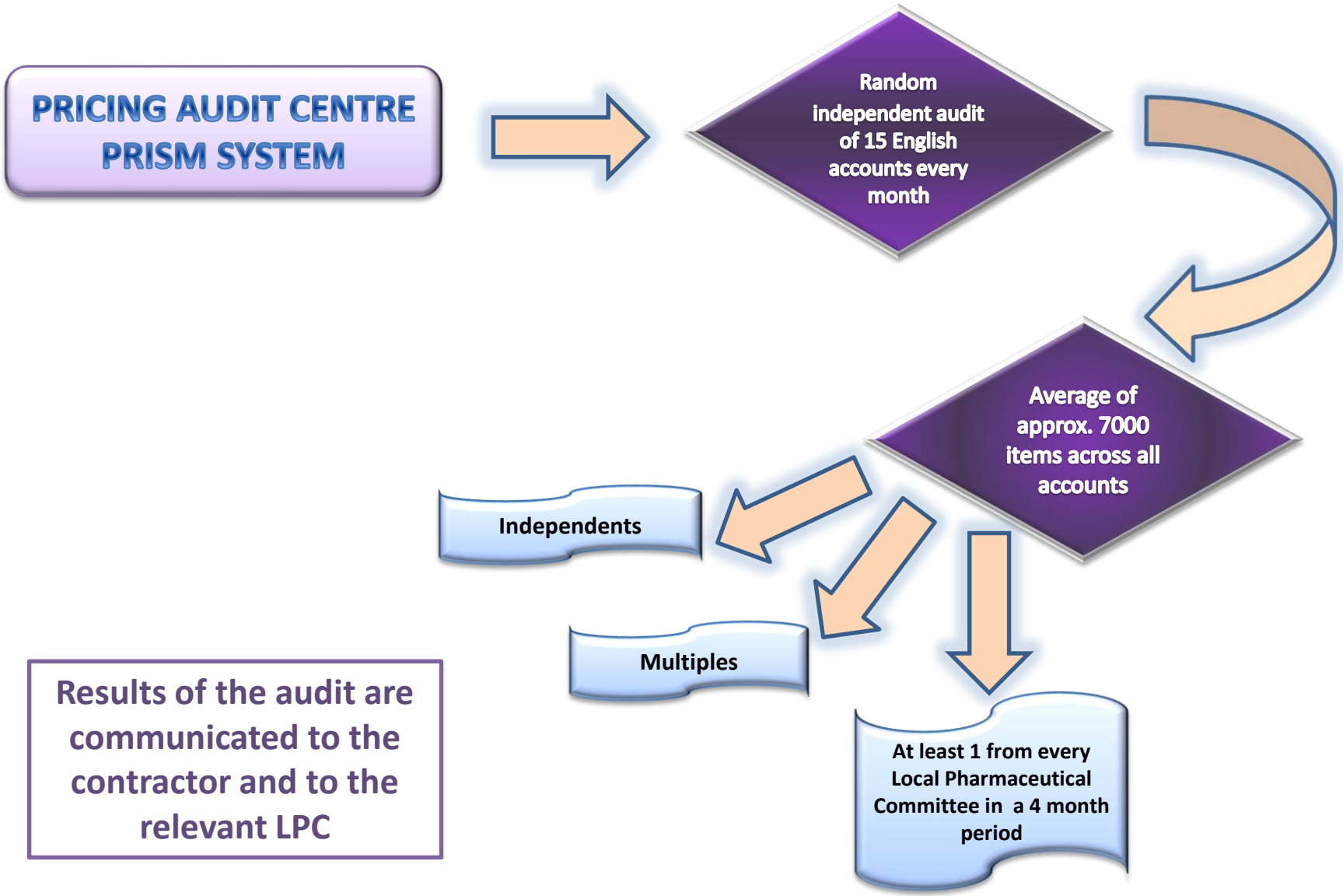
Please submit this form via email to nhsbsa.repricingrequest@nhs.net or alternatively the form can be posted to the Customer Payments Team, NHS Business Services Authority, Stella House, Goldcrest Way, Newburn Riverside, Newcastle upon Tyne, NE15 8NY.

psnc.org.uk/recheck

Auditing accuracy

- Over 1.1 billion prescription items processed by NHSBSA per year
- Each month 50k items are re-processed by the NHSBSA to measure accuracy as part of an internal audit
- NHSBSA accuracy of prescription processing affecting payments is at **99.74%** (Jan 2018 – Dec 2018)
- PSNC conducts its own independent checks to verify the accuracy of pricing of prescriptions by NHSBSA

PSNC Auditing

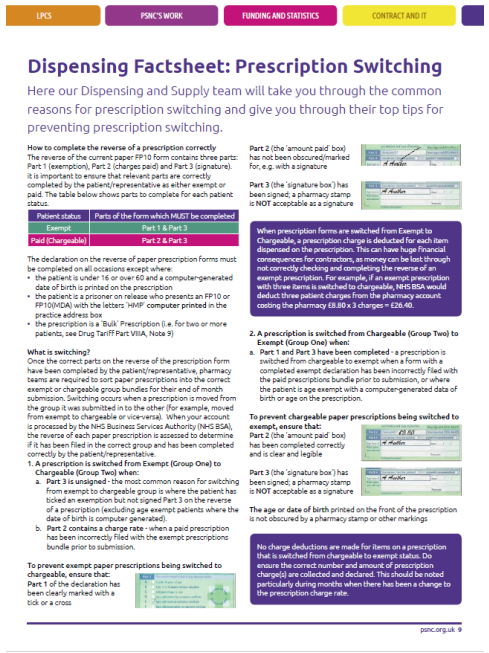


Results of the audit are communicated to the contractor and to the relevant LPC

Useful resources

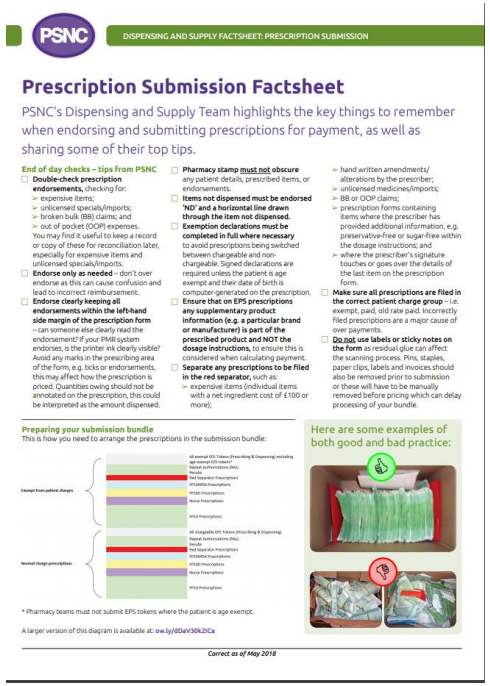
Factsheets:

psnc.org.uk/submissionfact



Dispensing Factsheet: Prescription Switching

Here our Dispensing and Supply team will take you through the common reasons for prescription switching and give you through their top tips for preventing prescription switching.



Prescription Submission Factsheet

PSNC's Dispensing and Supply Team highlights the key things to remember when endorsing and submitting prescriptions for payment, as well as sharing some of their top tips.

Factsheets:

psnc.org.uk/switchingfactsheet

Digital monthly submission process

MYS Portal

https://tinyurl.com/mysbsa