

# Number of items – getting your declaration right

This factsheet outlines the importance of accurately counting up and declaring the correct number of items on your pharmacy's FP34C submission document.

The declared item totals on your FP34C submission document are used to calculate your pharmacy's Advance payment. Incorrect figures could therefore have an impact on cashflow. This makes completing the FP34C submission document accurately an important job.

The key point to be aware of is that:

**Total number of items declared on FP34C\* = total number of Single Activity Fees (SAF) calculated**

\*Note, the total number of items declared is not the physical count of each individual item on a prescription, it is the total number of fees attracted by all items.

## What is the box in the bottom left-hand corner of a paper prescription used for?

The box in the bottom left-hand corner of paper prescriptions is used for recording the total number of fees for all items supplied on the prescription. Using this box will make counting item totals for end of month submission easier and go some way to ensure the completion of the FP34C submission document is accurate. **Please note this figure is for pharmacy use only and is not used by the NHS Business Service Authority (NHSBSA) for processing prescriptions.**

## Calculating your item totals for declaration

6 different flavours in the Fortisip Compact Starter Pack = 6 items

2 different types of patches in Evorel Sequi = 2 items

2 different types of tablets in Migraleve = 2 items

This prescription attracts a total of 10 fees (SAFs) although there are 3 separate products dispensed on this prescription, the total number of items to declare would be 10 (6+2+2)

750ml Fortisip Compact Starter Pack liquid	Fortisip Compact Starter Pack liquid (Nutricia Ltd) 750ml As directed
1 x 8 Evorel Sequi Patches	Evorel Sequi patches (Janssen-Cilag Ltd) 8 patches As directed
1 x 24 Migraleve tablets	Migraleve tablets (McNeil Products Ltd) 24 tablets As directed

## PSNC's Top Tips

- Ensure FP34C declarations are accurate and clearly written.
- For both paper and electronic prescriptions, the number of items declared should take into consideration any additional fees due (e.g. if an HRT product attracts 3 fees, it should be counted as 3 items).
- Carefully endorse and count up the correct number of fees claimed on FP10MDA instalment forms (see [psnc.org.uk/mda](https://psnc.org.uk/mda) to find out more).
- Use your PMR system to generate a report showing the correct number of EPS and paper items to declare on your FP34C (do not use tokens to calculate EPS item totals).
- Remember to add your paper and EPS figures together and declare the combined total on your paper FP34C.
- Manage Your Service (MYS) offers an online alternative to the paper-based process. Currently in the pilot phase, MYS enables pharmacy teams to submit their FP34C submission document digitally to NHSBSA. The digital monthly submission application asks for your paper, EPS, forms and item totals separately. Validation has been built into the entry fields to help improve the accuracy of your submission.

## EPS totals and submission

When making your declaration it is important to consider your EPS submissions. The timing of the EPS five-day window will determine which dispensing month your EPS prescription is submitted in and counted for payment. This is based on the timing of the submission of your Dispense Notification (DN) message and your Claim Notification (CN) message.

When a DN is sent before midnight on the last day of the dispensing calendar month, the CN must be received by the NHSBSA before midnight on the 5th of the following month to be counted towards the total items for the actual dispensing month. However, if the CN is submitted later than the 5th of the following month, the item will NOT be counted towards the actual dispensing month.

**Remember:** Always use your PMR system report to get your EPS figures. Do not declare EPS item totals by counting dispensing tokens.

## How to determine item numbers

When totalling your prescription forms and items, there are a number of things to consider and helpful tools available to assist you in completing your declaration correctly:

**The Dictionary of Medicines and Devices (dm+d)** – dm+d can be used to view the number of Dispensing Fees (items) that a product attracts. Access dm+d: <https://apps.nhsbsa.nhs.uk/DMDBrowser/DMDBrowser.do>

**Part XVI 12. Of the Drug Tariff** – this section includes examples of items which attract multiple fees and prescription charges. Access the Drug Tariff online using [psnc.org.uk/dt](http://psnc.org.uk/dt)

**Your PMR system** – your dispensing system should automatically calculate the total number of fees linked to each prescription.

This table contains items that attract multiple fees:

Item	Pack content	Number of item fees
Nutricrem <b>Starter Pack</b> dessert 'Starter pack' could indicate the pack contains multiple flavours attracting multiple fees.	1 x Nutricrem dessert mint chocolate 125g 1 x Nutricrem dessert vanilla 125g 1 x Nutricrem dessert strawberry 125g 1 x Nutricrem dessert chocolate orange 125g	4
Tritace <b>titration</b> pack tablets The presence of the word 'titration' may indicate the pack contains multiple strengths.	30 x Tritace 5mg tablets 10 x Tritace 2.5mg tablets 10 x Tritace 10mg tablets	3
FemSeven <b>Sequi</b> patches 'Sequi' could indicate this pack is a continuous treatment pack and may contain more than one component.	6 x FemSeven Sequi 50micrograms/24hours Phase 1 patches 6 x FemSeven Sequi Phase 2 patches	2
Actonel <b>Combi</b> 35mg tablets and 1000mg/880unit effervescent granules sachets The word 'Combi' here indicates this is a combination pack which could attract multiple fees.	1 x Actonel 35mg tablet 6 x Colecalciferol 880unit / Calcium carbonate 2.5g effervescent granules sachets	2
Sandostatin LAR 20mg <b>powder and solvent</b> for suspension for injection vials Products that contain two components (in this case the powder and solvent for injection) often attract multiple fees.	Powder and Solvent for suspension for injection vials	2

## Useful PSNC Resources

- See our *Prescription Submission Factsheet* for guidance on the endorsing and submission of prescriptions: [psnc.org.uk/submissionfact](http://psnc.org.uk/submissionfact)
- Refer to our factsheet *Understanding the Single Activity Fee* for information on what the Single Activity Fee is and for examples of items that are eligible for multiple fees: [psnc.org.uk/SAFactsheet](http://psnc.org.uk/SAFactsheet)
- Read our factsheet *Claiming for EPS prescriptions on time*: [psnc.org.uk/EPScclaimguide](http://psnc.org.uk/EPScclaimguide)
- See our Dispensing Factsheet: *No Charge and Multi-Charge Items* for information on items which incur either single multiple or no patient charges: [psnc.org.uk/chargesfactsheet](http://psnc.org.uk/chargesfactsheet)
- See our page for guidance on using the NHS medicines database (dm+d) to view reimbursement information: [psnc.org.uk/dmd](http://psnc.org.uk/dmd)