

# Changes to advance payments and FP34C submission requirements October 2021

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# Topics to be covered



Business Services Authority



## NHSBSA

- New advance payments timetable for all contractors
- MYS for FP34C submissions
- End to the Pharmacy Earlier Payment Scheme (PEPS)
- PEPS transition arrangements

## PSNC

- Re-cap the new advance payment arrangements and changes to submission requirements
- Administrative charges for late submissions
- Extended submission deadlines for bank holidays
- Updated prescription sorting and red separator requirements
- EPS and token submission requirements

# **Pharmacy payment timetable: FP34C submissions**

**Rob Hills**

Lead Digital Delivery Manager (Primary Care Services)

# New pharmacy payment timetable

**From November 2021**

Submission timetable:

[www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/payments-and-pricing/pharmacy-payment-timetable](https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/payments-and-pricing/pharmacy-payment-timetable)

More information on advance payment dates:

[September 2021 Drug Tariff](#)



# Submit your declaration via MYS

**To receive an earlier payment, by the 5<sup>th</sup> of the month you must:**

- ✓ submit FP34C via MYS
- ✓ submit electronic reimbursement endorsement messages
- ✓ send us your batches



**Payment date at the beginning of the dispensing month**

# Manage Your Service – the digital portal for pharmacists

- ▶ Access a range of services
- ▶ Over **98%** of pharmacies in England are already registered



For more information  
and to register for MYS,  
visit: [www.nhsbsa.nhs.uk/mys](http://www.nhsbsa.nhs.uk/mys)



# The paper FP34C


Until March 2022, you'll be paid through the current timetable if you:

- ✓ do not wish to follow the new payment timetable
- ✓ wish to continue using paper FP34C



From **April 2022** you must submit your FP34C through MYS

# Pharmacy Earlier Payment Scheme (PEPS): transition period

- ▶ Final PEPS payment 1 October 2021
  - ▶ 12-month transition will begin 1 November 2021
  - ▶ Contractors will receive a payment on 1 November 2021
  - ▶ 1 November payment will be recovered over the remaining 11 months
-  Failure to submit on time using MYS will result in a gap of one month between payments.



# PEPS: opting out of the transition period

If PEPS pharmacy contractors opt out:

- ✓ You will not receive the November transition payment on 1 November 2021
- ✓ You will receive your next advance payment in December (for November 2021 prescriptions)



To opt out, contact  
**[nhsbsa.pepscontractorpayments@nhs.net](mailto:nhsbsa.pepscontractorpayments@nhs.net)**  
**before 15 October 2021**

# Advance payments



- Each month, pharmacy contractors receive a 100% advance payment **based on their declared FP34C submission totals and their most recent average item value (AIV)**

- The advance payment is calculated as follows:

**Pharmacy AIV x Number of declared items on FP34C minus the value of prescription charges declared**

- Currently, advance payments are received on **1st day of month following submission**

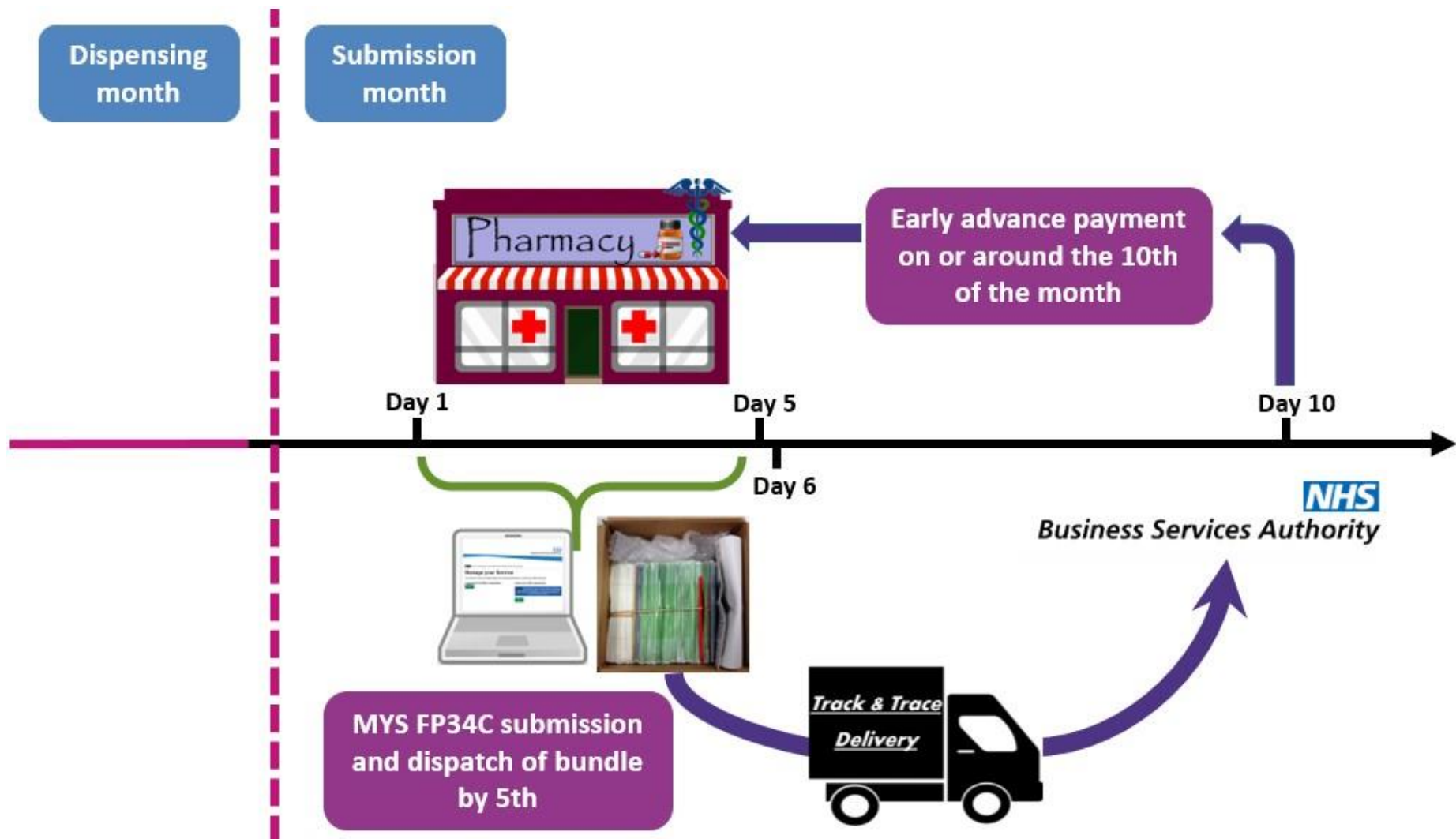




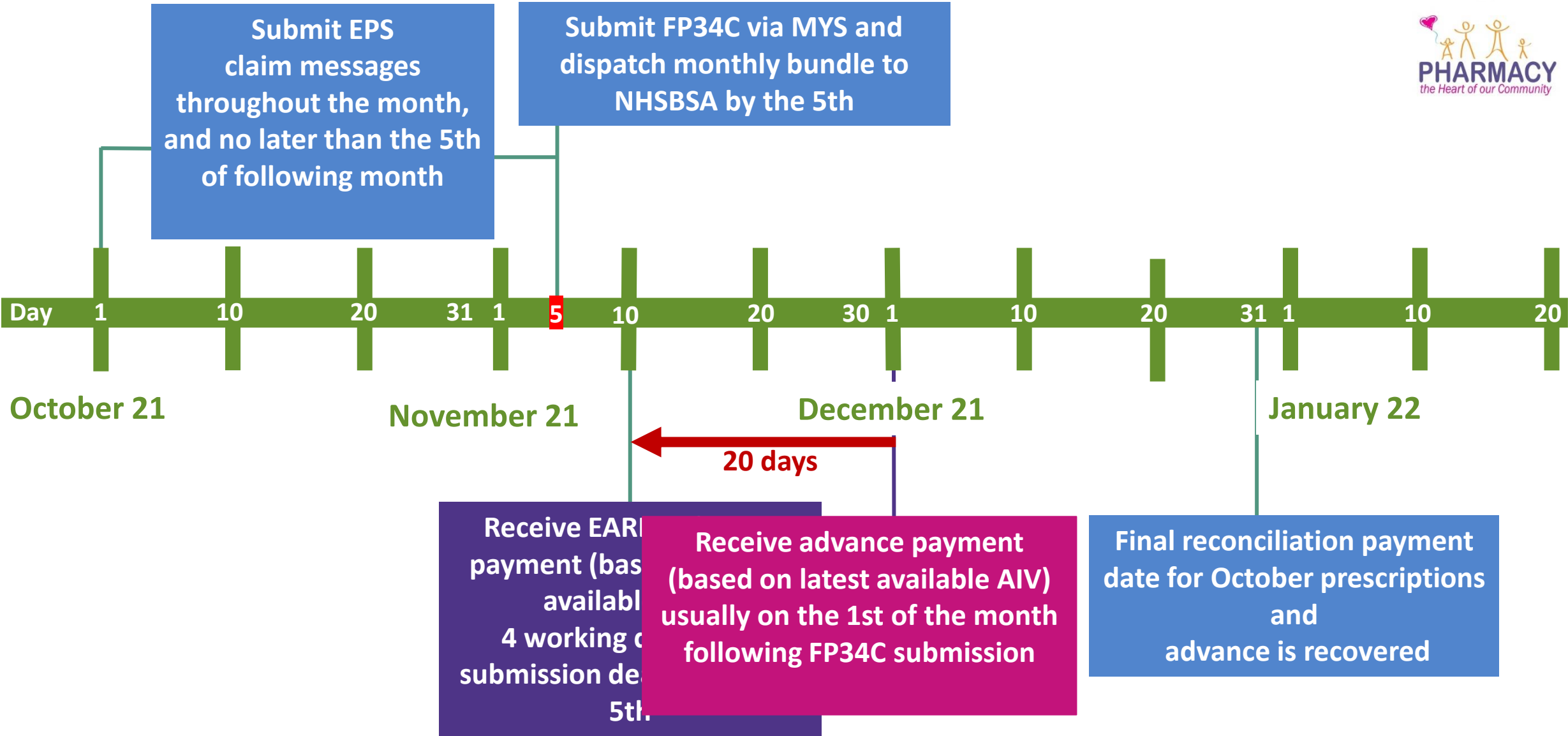
# Changes to timing of advance payments

- **From November 2021** (for prescriptions dispensed in October), advance payment date to be brought forward by **circa 20 days**
- To access earlier advance payments, contractors **must submit their FP34C declaration through MYS portal** (by 5th of the month following supply)
- 100% advance payment will be received **four working days after the FP34C submission** deadline of the 5th
- Final reconciliation payment date remains **unchanged**

# Submission requirements for early advance payments from November 2021 (for prescriptions dispensed in October 2021)



# Advance payment timetable from November 2021 (for prescriptions dispensed in October) **for FP34C submissions using MYS by the 5th**





# Extended submission deadlines for bank holidays

- In months where a **bank holiday** occurs during the first five days of the month, contractors will be given an **extra day to submit their FP34C and dispatch their prescription bundle**
- Earlier advance payment date will remain as **FOUR** working days after the extended **submission deadline of the 6th**
- The requirement to submit electronic Claim Notification (CN) messages or Electronic Reimbursement Endorsement Messages (EREMs) **within the first 5 days remains unchanged**



# Earlier advance payment timetable adjusted for bank holidays



Dispensing month	October 2021	November 2021	December 2021
Pharmacy submits FP34C through MYS by the 5th of the month following that in which supply was made	by 5 November 2021	by 5 December 2021	by 6 January 2022*
Earlier advance payment date (4 working days after submission deadline)*	<b>11 November</b> (for submissions made using paper FP34C or for late submissions through MYS, advance would be paid on <b>1 December</b> )	<b>9 December</b> (for submissions made using paper FP34C or for late submissions through MYS, advance would be paid on <b>31 December</b> )	<b>12th January*</b> (for submissions made using paper FP34C or for late submissions through MYS, advance would be paid on <b>1st February</b> )
Reconciliation payment date	31 December 2021	1st February 2022	1st March 2022

*\*Early advance payment date extended by ONE working day in months where one or more bank holiday occurs during the first five days of the month*



# Advance payment timetable for submissions made **using paper FP34C route**

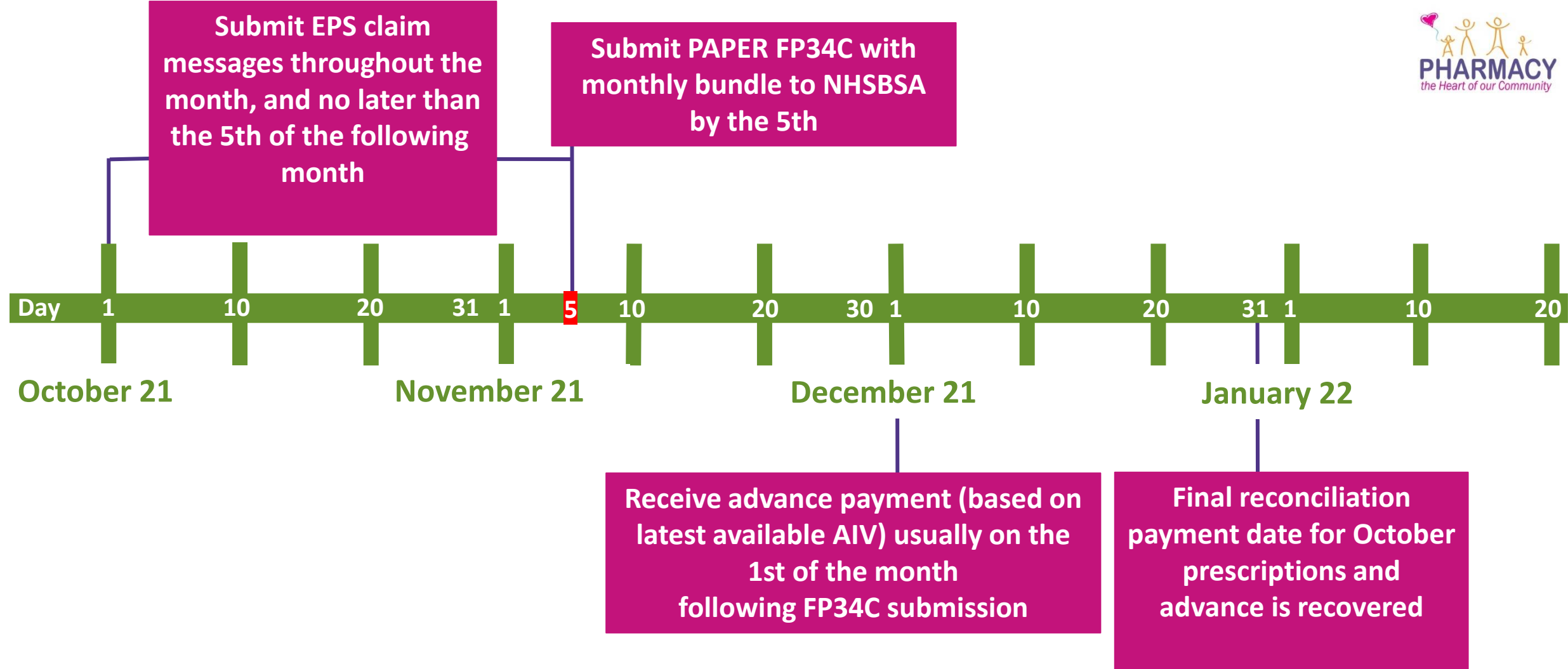


- No earlier advance payments for declarations made using the **paper FP34C submission document**
- Contractors who use **paper FP34Cs** for monthly submissions will receive their **advance payments in accordance with current payment timetable**
- **Paper FP34C submission route will continue until March 2022** (for prescriptions dispensed in February 2022)
- **From April 2022, only MYS route will be available for all FP34C submissions**





# Advance payment timetable for submissions made using the PAPER FP34C route (until March 2022)



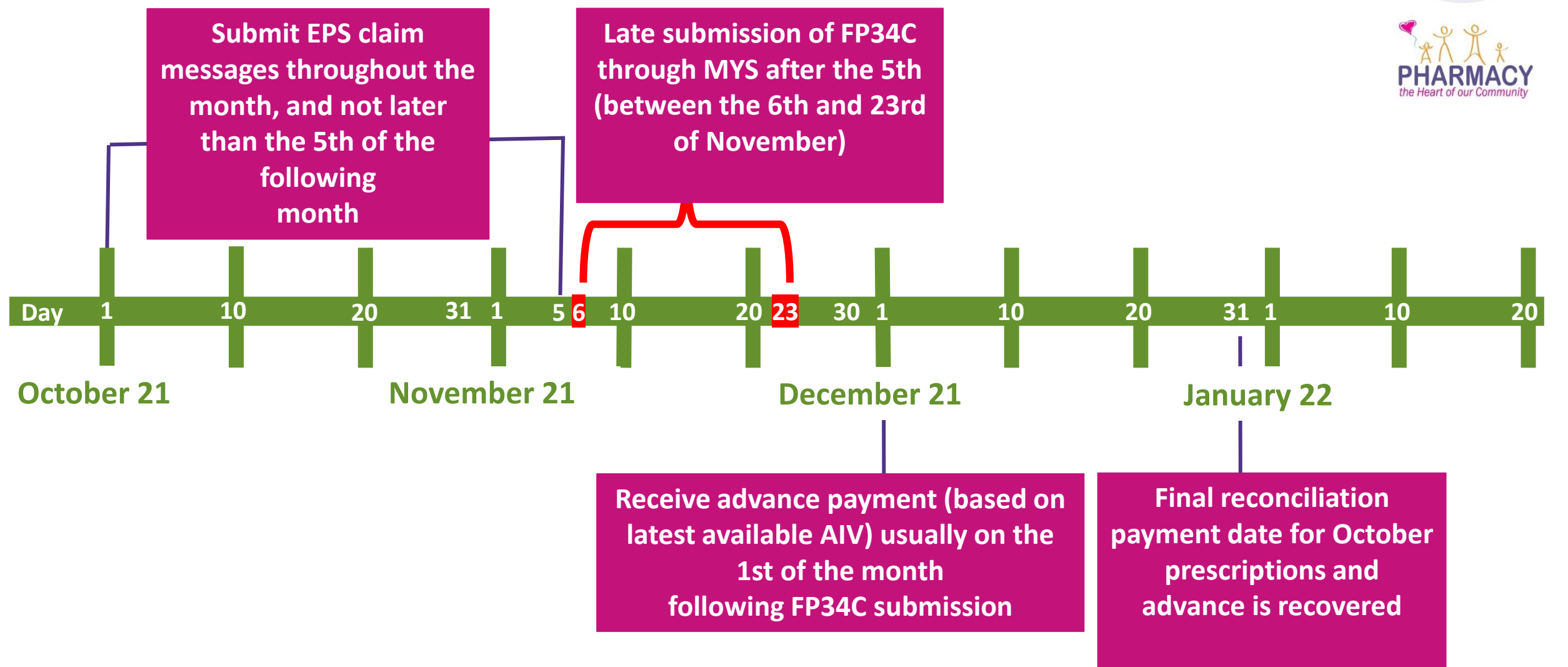
# Payment timetable for late FP34C submissions using MYS



- From November 2021, contractors will **NOT** receive any earlier advance payments for MYS FP34C submissions **AFTER** the 5th of the month (or 6th if a bank holiday occurs during the first 5 days of the month)
- Submissions through MYS after the 5th of the month will **receive advance payments in accordance with the current payment timetable**
- The **latest FP34C submission dates** to guarantee usual advance payments are published on NHSBSA's website
- **No advance payments for very late FP34C submissions** (i.e after the latest submission date each month)



# Advance payment timetable for late FP34C submissions through MYS



# Advance payment timetable for late FP34C submissions through MYS and for submissions made using the paper FP34C route

Dispensing month	October 2021	November 2021	December 2021
Latest FP34C submission date to guarantee advance payment	23 November 2021	20 December 2021	24 January 2022
Normal advance payment date	1 December 2021	31 December 2021	1 February 2022
No advance payment if FP34C is received on or after this date	24 November 2021	21 December 2021	25 January 2022
Final reconciliation payment date	31 December 2021	1st February 2022	1st March 2022

# Different advance payment timetables from November 2021

For prescriptions dispensed in October 2021, did the pharmacy:

- submit FP34C through MYS by the 5 November
- submit EREMs by the 5 November
- dispatch prescription bundle by the 5 November

Yes

Early advance paid 4 working days later on 11 Nov

No; Submission made using paper FP34C route

Normal advance paid on 1 Dec

No; FP34C submitted late (received between 6-23 Nov)

Normal advance paid on 1 Dec

No, FP34C submitted after 23 Nov

No advance paid. Reconciliation payment on 31 Dec

# Administrative charges for late submission of prescription bundle (from April 2022)



- From April 2022 (for March 2022 prescriptions), the NHSBSA may apply a **£25 admin charge for late submission of prescription bundles**
- Where **evidence of compliance** with submission requirements is provided upon request, **no administrative charge will be applied**
- If **no evidence** is provided, a £25 admin charge will be deducted from the next Schedule of payments
- Contractors can **challenge** NHSBSA's decision to deduct this charge by:
  - providing **evidence of compliance** with Drug Tariff submission requirements; and
  - **submitting an appropriate claim form, no later than one month** after the admin charge was applied

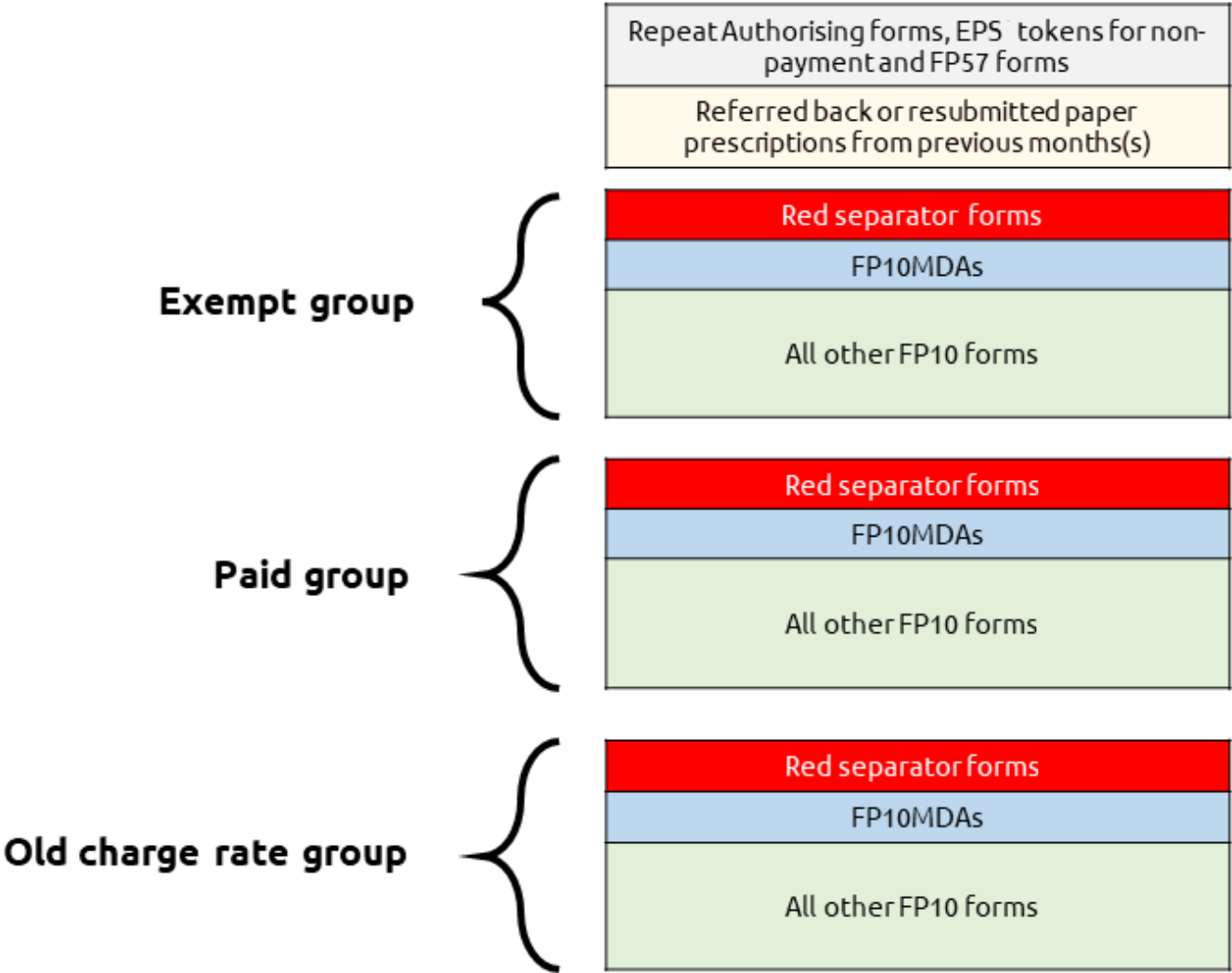
# Changes to end-of-month paper FP10 prescription sorting requirements



- DHSC has agreed to relax certain end of month prescription sorting requirements
- **From October 2021**, contractors will no longer be required to sort paper FP10 prescriptions by:
  - by prescriber surname
  - by form type (FP10SS PN/SP/HP and FP10D)
- Forms must continue to be **sorted into their relevant patient charge/exempt groups**
- **FP10MDA instalment dispensing forms** must continue to be sorted separately



# Changes to prescription bundle sorting requirements





# New additions to red separators

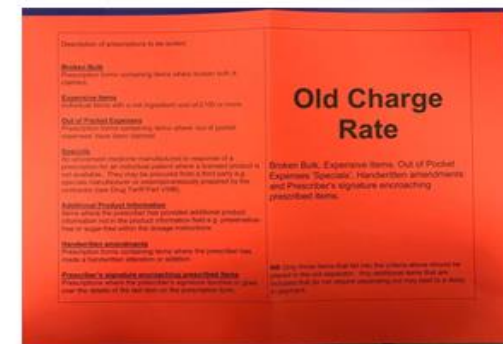
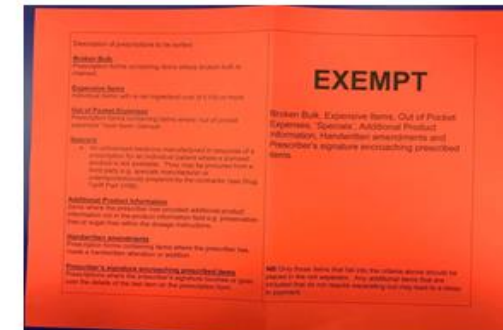
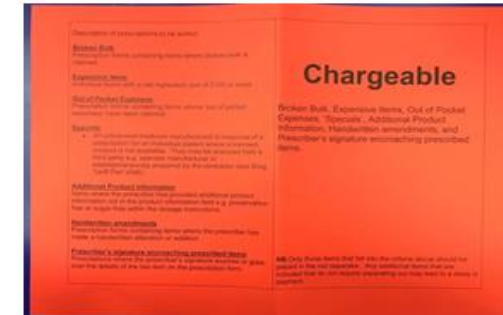
- From October 2021, Bulk prescriptions and HM Prison (HMP) Service-issued paper prescriptions to be placed into red-separators
- Bulk and HMP forms are **exempt** from prescription charges
- However, **there is no specific exemption category** to mark on the reverse of paper prescriptions for Bulk and HMP forms
- These forms have been added to the list of red-separator forms so that NHSBSA can manually process these as exempt.



# Updated red separator sorting requirements



- Broken Bulk items
- Items where the prescriber has used the 'FS' endorsement
- Claims for any supplies made against SSPs
- Out of pocket expense claims
- Expensive items
- Unlicensed specials or imports
- Items with handwritten amendments made by the prescriber
- Items where prescribers have added supplementary product information
- Her Majesty's Prison Service (HMP)-issued FP10 or FP10MDA paper prescriptions
- Bulk prescriptions
- Prescribers signature encroaching into the prescribing area





# Updated paper FP34C submission document

- From October 2021, a revised paper FP34C submission document will be posted out to all contractors showing:
  - separation of EPS and paper prescription figures
  - addition of declaration for 'No. of supplies made in accordance with Serious Shortage Protocols'
  - updated requirements for submission of ETP tokens
  - updated sorting and submission guidance
  - removal of MUR and staff hour declaration



# EPS process finally added to Tariff





Endorse claim messages  
(EREMS) not tokens 01

Patient exemption or claim  
status marked on EREM 02

NHSBSA process exemption  
status based on EREM 03

Submit EPS and paper  
totals using MYS 04





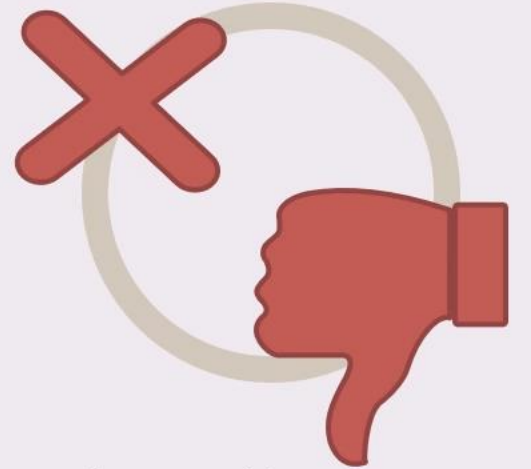
# How to follow DT EPS requirements



## YES

- 👍 Add endorsements to EREMS
- 👍 Patients must sign some tokens, but you must submit the EREM with exemption information

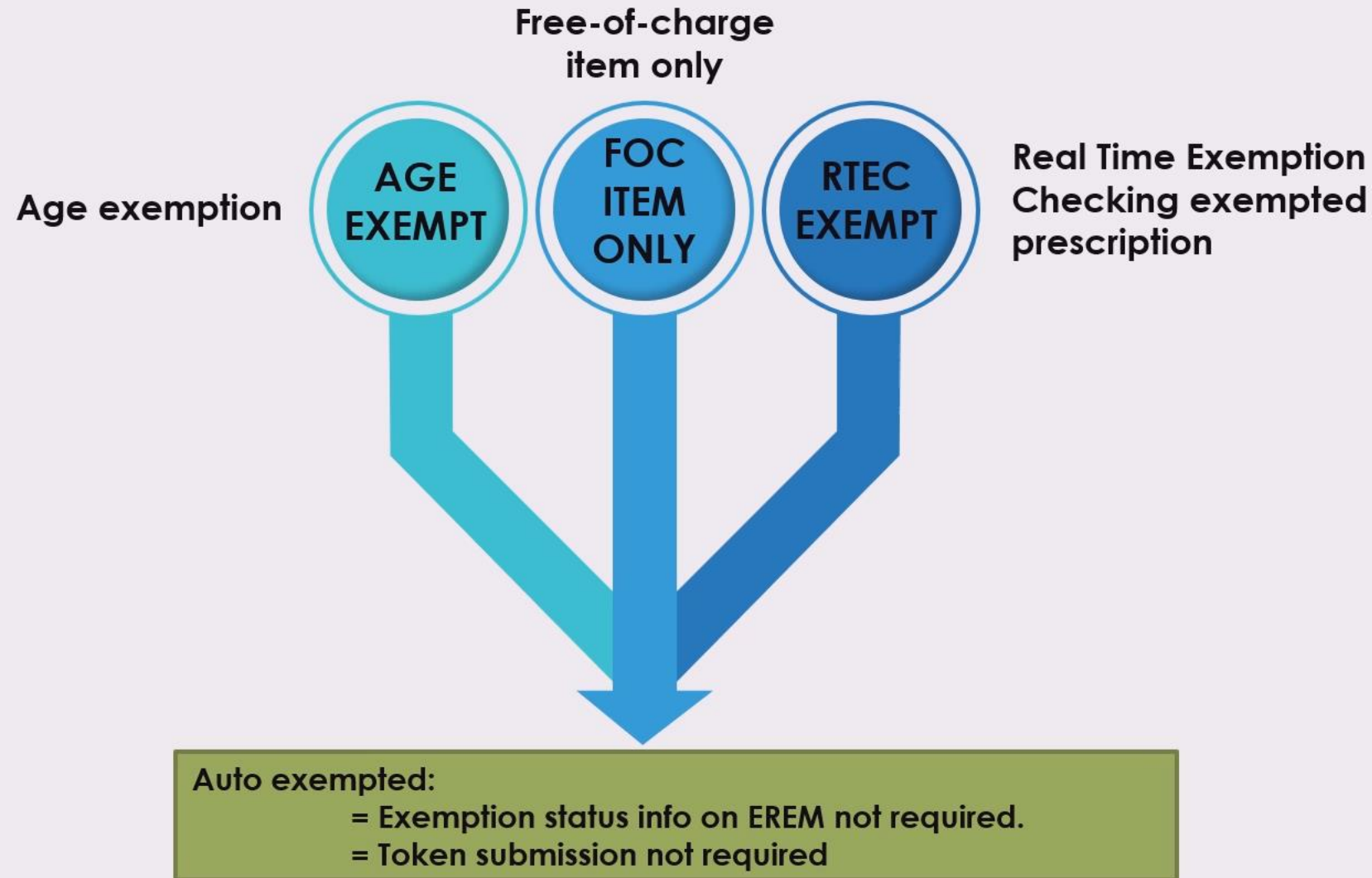
## NO



- 👎 Don't add pharmacy endorsement to tokens
- 👎 Don't forget to add patient exemption status onto EREMS (unless auto-exemption applies)



# What are the EPS “automatic exemptions”?



# EPS submission: timing requirements



## Send messages within time

EREMs must be **submitted by the 5th of following month** (as long as DN is sent in the dispensing month)

Dispense Notification (DN) message should be sent before the Claim Notification (CN) message or EREM



## Frequent EPS message sending

Submit dispense messages and EREMs throughout the month



## Late messages are reimbursed later

EREMs submitted **after 5th of following month** will be priced using **following month's Drug Tariff**



## Don't submit 180 days late

EREMs submitted after the **180-day EPS limit** after the DN, won't be priced by the NHSBSA

*Don't miss  
out on claims  
because of  
timing issues*



# EPS 5-day window



## November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
✓ Dispense message within calendar month	1 ✓ EREM in: 1st – 5th. If DN in month before	2	3	4	5 EREM in: 1st – 5th. If DN in month before	6
7	8 ✓ EREM submission causes it to be priced in next month	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Key:**



Claimed in time for October bundle



Late EREM submission means prescription in next month's bundle

# EPS token submission requirements



**01** The token reverse to be completed by patient (or rep) unless an automatic exemption applies

**02** The formal exemption category status being marked on EREM is critical

## Token processing

**03** Some tokens are not required to be submitted:

- for age exempt patients
- for free-of-charge (FOC) items (e.g. FS-endorsed sexual health medication and contraceptives listed on the Drug Tariff)
- where Real Time Exemption Checking (RTEC) confirms an exemption

**04** Tokens may be checked against claims for payment for audit purposes



# Questions



**Submission factsheet**

[psnc.org.uk/submissionfact](https://psnc.org.uk/submissionfact)

**Red separator factsheet**

[psnc.org.uk/redsep](https://psnc.org.uk/redsep)

**Contact Us**

[info@psnc.org.uk](mailto:info@psnc.org.uk)

