

# Changes to the paper FP34C submission document (from October 2021)

In this factsheet PSNC's Dispensing and Supply team highlight the key changes made to the **new version of the paper FP34C form** which will be sent to pharmacy contractors from October 2021. The changes on the paper FP34C will also be reflected in the digital version of the form that can be submitted through the **Manage Your Service (MYS) portal**. The revised paper FP34C form will continue to be available for use **until March 2022** (for prescriptions dispensed in February 2022), after which submission through MYS will become compulsory. **All pharmacy contractors are strongly encouraged to submit their FP34C's through MYS by the 5th of the month to benefit from the earlier advance payment timetable coming in from November 2021.**

DISPENSING FACTSHEET: FP34C CHANGES

**Updated red separator sorting criteria to include Bulk prescriptions, 'FS' endorsed prescriptions, prescriptions with claims for SSPs, and prescriptions annotated 'HMP' in the practice address box, issued to prisoners on release by Her Majesty's Prison Service.** These prescriptions should be placed in the red separator for **exempt** prescriptions.

**The end of month prescription sorting requirements have been relaxed** removing the need for contractors to sort FP10 forms by form type (FP10SS PN/SP/HP and FP10D) or by prescriber surname.

**Updated information on the ETP token submission requirements.** Each month, contractors must submit tokens for electronic prescriptions (except those for age exempt patients, prescriptions where only free-of-charge (FOC) items are prescribed and where Real Time Exemption Checking (RTEC) confirms an exemption).

FP34C	Submission Document	REV'D (May 2021)
-------	---------------------	------------------

## SORTING AND SUBMISSIONS OF FORMS

- Complete one submission document only.
- FP10 Paper prescription forms must be sorted as follows:
  - 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.
  - Within each group, sort in the order stated below.
    - Resubmitted forms from previous month(s).
    - Prescription forms with FS, SSP, Bulk, HMP, 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.
    - Forms FP10 MDA - where possible sorted open and flat.
    - All other FP10 forms

- 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:
  - RA i.e., Repeat Authorising forms.
  - ETP Tokens for non-payment (except for age exempt patients, prescriptions where only free-of-charge (FOC) items are prescribed and where Real Time Exemption Checking (RTEC) confirms an exemption)
  - FP57 forms.

- Enter the required submission/declaration figures in the boxes opposite including those for electronic prescriptions. 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.
- 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 Counter Fraud Authority. 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 -
- Address labels (for submission of parcels to the NHS Prescription Services) are supplied by the NHS Prescription Services.
  - Postage on parcels and correspondence sent to the NHS Prescription Services MUST be pre-paid.
  - The forms must be despatched in a secure manner that enables tracking and tracing of the delivery.

The following sections have been **removed from Part 2 Declarations** section:

- Total number of hours that pharmacists and staff members** supporting the dispensing process work in an average week, rounded to the nearest whole number – declaration
- No. of Medicines Use Reviews undertaken**

*Note: these changes will also be reflected in the digital version of the form that can be submitted via the MYS Portal*

FP34C	Submission Document	REV'D (May 2021)
-------	---------------------	------------------

## Part 1 Submissions F0000 Month/Year

Electronic Prescription Claims	Prescription forms	Items
Exempt from patient charge	<input type="text"/>	<input type="text"/>
Patient charge paid	<input type="text"/>	<input type="text"/>
Patient charge paid at old rate	<input type="text"/>	<input type="text"/>
Total – Electronic Prescription Claims	<input type="text"/>	<input type="text"/>

FP10 Paper Claims		
Exempt from patient charge	<input type="text"/>	<input type="text"/>
Patient charge paid	<input type="text"/>	<input type="text"/>
Patient charge paid at old rate	<input type="text"/>	<input type="text"/>
Total – FP10 Paper Claims	<input type="text"/>	<input type="text"/>

Total - All Prescriptions		
	<input type="text"/>	<input type="text"/>
No. of FP57 forms submitted	<input type="text"/>	<input type="text"/>
FP57 total amount refunded	£ <input type="text"/>	<input type="text"/> pence

## Part 2 Declarations

No. of completed New Medicine Services undertaken (See Drug Tariff part VIC)	<input type="text"/>
No. of Appliance Use Reviews carried out at premises (or by telephone or video link) or subsequent reviews for users living at the same location within a 24 hour period	<input type="text"/>
No. of Appliance Use reviews conducted at the user's home (See Drug Tariff part VIC)	<input type="text"/>
No. of supplies made in accordance with Serious Shortage Protocols (SSP) (See Drug Tariff part II)	<input type="text"/>

The following sections have been updated in Part 1 Submissions section:

- Figures for **Electronic Prescription Claims** and **FP10 Paper Claims** now have **separate entries** on the form

The following sections have been removed from Part 1 Submissions section:

- ETP Token for non-payment** - tick box
- Repeat Authorising forms** - tick box
- EPS release 2 Claim messages** - tick box

The following sections have been **added or updated in Part 2 Declarations** section:

- The wording for **Appliance Use Reviews** has been updated to reflect recent changes to how they are conducted in light of the pandemic
- No. of supplies made in accordance with Serious Shortage Protocols (SSP)** – declaration. Endorse number of SSP claims made each month not the number of items supplied in accordance with the SSPs