

Hints & Tips

Dispensing Contractors

Issue 12

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Please email:

nhsbsa.communicationsteam@nhs.net

and put 'Subscribe to Hints & Tips' in your subject line.

Include the following:

- Name
- What type of contractor you are e.g. pharmacy, appliance, dispensing doctor or GP who dispenses personally administered items (PADM)
- Trading name

If you've got a hint or tip that you would like us to write about in a future edition, please email it to nhsbsa.communicationsteam@nhs.net.

100% Advance Payment

Reference: Drug Tariff Part 1 Clause 5C section 1

Understanding your Schedule of Payments

NHS Prescription Services has updated the document 'Understanding Your Schedule of Payments' to provide further information for those contractors who have entered into the Pharmacy Earlier Payment Scheme.

Two versions are now available; one for those in the scheme and one for those who are not. Both versions of the document have also been updated with respect to methadone reimbursement.

Click here to view the documents:

<http://www.nhsbsa.nhs.uk/PrescriptionServices/2755.aspx>

From 1 April 2013 onwards, pharmacy contractors began to receive an estimated 100% advance payment for prescriptions submitted one month earlier (dispensed two months earlier).

This payment is based on the total number of items declared on the FP34C submission document and the contractor's latest available Average Item Value (AIV), less the value of prescription charges collected and declared on the submission document.

It's very important that contractors submit accurate totals when completing the FP34C to avoid overstated advance payments. Inaccurate totals on the FP34C could impact on managing your cash flow, as some of the 100% advance payment may need to be recovered after full batch processing is completed.

Contents

Page 2

Pharmacy Earlier Payment Scheme

Page 3

Prescribing and Dispensing Appliances

Page 4

Endorsement pack sizes or invoice prices

Page 5

News from the Electronic Prescription Service

Pharmacy Earlier Payment Scheme

The UK Government is working on an initiative to help small and medium-sized enterprises develop their business. As part of this, the NHS Business Services Authority (NHSBSA) has been working with Citigroup, the Government's provider of electronic banking services, to offer community pharmacies earlier access to their monthly payment for the provision of NHS pharmaceutical services.

Contractors who have signed up for this scheme should ensure that their batches are received by NHS Prescription Services by the specified dates to take advantage of the benefits offered by the scheme arrangements:

First earlier payment date (8th of the month)

To make the first early payment date, you will need to secure delivery of the previous month's prescriptions and correctly completed FP34C declaration to NHS 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 despatched, in a secure manner, from the pharmacy not later than the 5th day of the month following that in which the supply was made (as now) and delivered by the 8th of the month.

If prescriptions cannot be delivered to us until after the 8th of the month, earlier payment cannot be assured and payment is likely to be on the normal payment date of the 1st of the following month.

For further information on this scheme a range of Frequently Asked Questions can be found on the [Citi FAQs web page](#).

Prescriptions rechecking exercise

In line with Drug Tariff Part XIVB, NHS Prescription Services carried out a retrospective rechecking exercise for the period 1 April 2011 to 31 March 2012 for contractors who felt their payments had been significantly affected during that time period.

This exercise has now been completed and those contractors who were affected have had adjustments made to their payments, taking into account both credits and debits as appropriate.

The final report is being finalised and will be published on the NHSBSA website.

Changes to medicine names: sulph to sulf

The European Pharmacopoeia and British Pharmacopoeia have amended the spelling of sulphate to sulfate for all products containing sulfate (or sulfur containing compounds e.g. sulfonate).

NHS dm+d (dictionary of medicines and devices) and Drug Tariff nomenclature will include these changes from 1 August 2013.

Reimbursement of these products will not be affected as a result of these changes and will be made on the same basis as before. This includes where the previous spelling is used on a prescription form, e.g. 'Quinine sulfate 300mg tablets' will be reimbursed as the Drug Tariff Part VIIIA item whether prescribed using this description or using the 'old' name 'Quinine sulphate 300mg tablets'.

Changes to the NHS General Medical Services Statement of Financial Entitlements – Dispensing doctors and PAdm accounts only

Various amendments were made to the NHS GMS Statement of Financial Entitlements (SFE) with effect from 1 April 2013. The SFE governs payments made by NHS England to a contractor under a general medical services contract.

Some of the key amendments are:

- The section of the regulations relating to Dispensing Services (previously Paragraph 17) can now be found at Section 23.
- Section 12, relating to payments to be made in respect of the administration of the rotavirus vaccine, has been added and came into effect on 1 July 2013.
- Section 14, relating to payments to be made in respect of the administration of the shingles vaccine as part of the shingles immunisation programme, has also been added and will come into effect on 1 September 2013.

You can read the full SFE directions at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/187049/GMS_Statement_of_Financial_Entitlements_Directions_2013.pdf

Accuracy of batches and declarations

It's very important that your batches are correctly sorted before submission and the information declared on your FP34C / FP34D / FP34PD is accurate.

If NHS Prescription Services have any queries about the declaration of items or prescription charges on your FP34C, we will get in touch with you to clarify. This will inevitably lead to a delay in processing your batch.

If your batch does not reach us in a good state or is not prepared correctly, this can again result in a delay in processing your batch. Here are some tips that can help you make sure your batch reaches us in the same condition you send it:

- The prescriptions should not be packed in a box that is too large; this will help to ensure prescription forms do not move around inside the box during transit.
- It's good practice to put the bundled prescriptions into a polythene bag before placing in a strong box appropriate to the size of the parcel. The box should then be securely sealed to prevent opening in transit.
- Sort your prescriptions into exempt and chargeable, and secure these two separate groups with strong elastic bands or string.
- It's important that you sort prescription forms as instructed on the FP34C by doctor name within each group, but there is no need to separate individual doctors by using elastic or paper bands. Forms in the red separator should be secured with an elastic band and MDA forms left unfolded.

Sometimes pharmacies misplace their FP34C submission document and a new one needs to be mailed out. If this happens, make sure you call our helpdesk on 0300 330 1349 in good time to arrange delivery of a new one.



Endorsing pack sizes or invoice prices

Under certain circumstances, an endorsement of the pack size from which an order was supplied is needed to ensure accurate and timely reimbursement. For some of these items (for which no price is held by NHS Prescription Services) an endorsement of invoice price for that pack size is also required.

Drug Tariff Part II, Clause 9B requires that the pack size should be endorsed for products which are:

- not listed in Drug Tariff Part VIIIA; or
- listed in Drug Tariff Part VIIIA Category C with more than one pack size available.

The endorsement must be the pack size **from which the order was supplied**.

Where an invoice price endorsement is required:

- For products other than specials and imported unlicensed medicines, the pack size and total net price for that pack (before discount and ex VAT) should be endorsed.
- For specials and imported unlicensed medicines not listed in Part VIIIB, the pack size and invoice price per pack size from which the product was supplied (less discount/rebates) must be endorsed.
- For unlicensed medicines manufactured under the Section 10 exemption from the Medicines Act 1968 (by the contractor or third party), the contractor must endorse the names, quantities and cost of each ingredient.

The price endorsed should be the price, as defined above, **for the pack size used to supply the order** and this pack size must be clearly endorsed.

NB: In the case of unlicensed medicines not listed in Part VIIIB, the NHS Dictionary of Medicines and Devices (dm+d) lists 'Special order' products with a pack size of 1ml, 1 gram, 1 tablet etc. These pack sizes should not be used in an endorsement unless this was the actual pack size from which the order was supplied.

Prescribing and dispensing appliances

Appliances (CE-marked medical devices) are only allowed on an NHS prescription if they are included in Part IX of the Drug Tariff; appliances not listed in Drug Tariff Part IX will not be reimbursed.

To ensure prompt and accurate reimbursement of appliances, NHS Prescription Services processing staff must be able to recognise exactly which Part IX-listed appliance is intended by any prescribed order or dispensing endorsement.

Appliances must therefore be prescribed and endorsed exactly as described in the Drug Tariff. The use of any other description may cause a delay in reimbursement.



News from the Electronic Prescription Service

Welcome to HSCIC

The Electronic Prescription Service is now being delivered by the new [Health and Social Care Information Centre](#). HSCIC is a ground-breaking data, information and technology resource for the health and care system and plays a fundamental role in driving better care, better services and better outcomes for patients.

You can visit the new EPS website at www.hscic.gov.uk/eps which has everything you need to help you prepare for and make the most of EPS.



Reimbursement

Did you know that all electronic prescriptions require electronic exemptions, electronic endorsements and electronic claims? Find out how to do this, and how to complete the FP34C, plus top tips in this [factsheet on electronic reimbursement](#).

New Electronic Prescription Tracker

A new tool is available for all staff working at prescribing and dispensing sites to show where a prescription message is in the system. After inserting your Smartcard enter the prescription ID into the Tracker and find out where in the process the prescription is at that time. [Access it now](#). If you can't access it, contact your system supplier.



System alerts

If you're registered to get an alert when there are incidents affecting the components that support EPS, you'll now also be alerted when a dispensing system has an outage. Register now for SMS text or email alerts: [N3 users](#), [Pharmacies and DACs](#).

Latest from RA

If you're delivering RA services following the reorganisation of the NHS in England, all the information to support you in this role is available from the [RA website \(N3 required\)](#).



Useful links on our website

NHS England and Wales Drug Tariff
www.nhsbsa.nhs.uk/prescriptions/drugtariff

NCSO products
<http://www.nhsbsa.nhs.uk/PrescriptionServices/935.aspx>

Information about sending in your reimbursement and remuneration claims
<http://www.nhsbsa.nhs.uk/2473.aspx>

NHS Prescription Services open days
www.nhsbsa.nhs.uk/prescriptions/opendays

For further information please contact the Prescription Pricing Helpdesk on: 0300 330 1349 or email: nhsbsa.prescriptionservices@nhs.net