

ePACT2 Practice

Accessing and using the Personally Administered Items report



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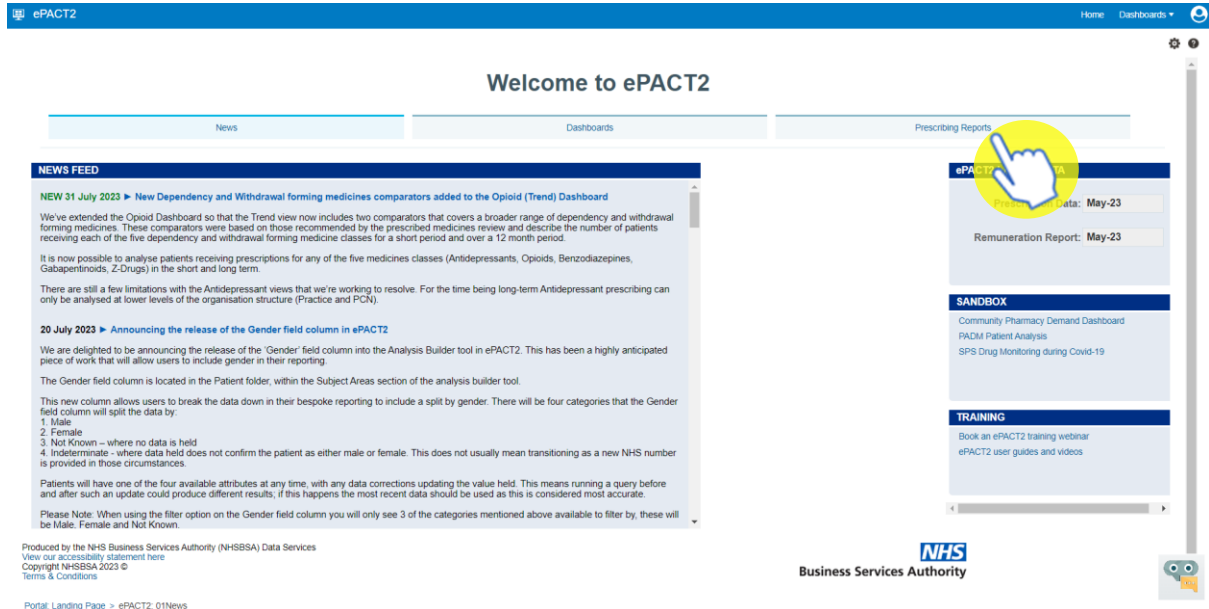
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Accessing the report

You can access the Personally Administered report by the following steps:

1. First access the 'Prescribing Reports' section. from the Landing page select 'Prescribing Reports'



The screenshot shows the ePACT2 landing page. At the top, there is a navigation bar with 'ePACT2', 'Home', and 'Dashboards'. Below this is a 'Welcome to ePACT2' header. The main content area is divided into three sections: 'News', 'Dashboards', and 'Prescribing Reports'. The 'Prescribing Reports' section is highlighted with a yellow circle and a hand cursor icon. Below this, there is a 'NEWS FEED' section with two news items. To the right, there is a sidebar with various report categories: 'Remuneration Report: May-23', 'SANDBOX' (Community Pharmacy Demand Dashboard, PADM Patient Analysis, SPS Drug Monitoring during Covid-19), and 'TRAINING' (Book an ePACT2 training webinar, ePACT2 user guides and videos). The NHS Business Services Authority logo is visible at the bottom right.

You will be taken to the 'Prescribing Reports' section, all reports are accessed by expanding the report category and selecting the blue link for the report you wish to view:

2. Click on the drop-down arrow for 'Prescribing Monitoring'



The screenshot shows the ePACT2 Prescribing Reports section. The 'Prescribing Reports' tab is selected. Below this, there is a grid of report categories. The 'Prescribing Monitoring' category is expanded, showing a list of reports: 'Key reports', 'Invoice Reconciliation Reports', 'Cost Comparators', 'Organisation & Demographic Information', 'Prescribing Monitoring', 'Prescribing Comparators', 'Prescribing Information', 'Volume Comparators', 'Controlled Drug Reports', 'Controlled Drug Comparators', 'Controlled Drug Monitoring', 'Hospital Trust Reports', 'Common Information Reports', 'MOKTT', and 'Advanced Service Flu Report - Pharmacy Contractors'. A hand cursor icon points to the 'Prescribing Monitoring' dropdown arrow. The NHS Business Services Authority logo is visible at the bottom right.

3. Select 'Personally Administered Items (PO1)' from the available list



The screenshot shows the 'Prescribing Monitoring' dropdown menu. The options are: 'Prescribing Analysis Report (PAR)', 'Repeat Dispensing Cost (PO4)', 'Repeat Dispensing Items (PO3)', 'Out of Hours Care', 'Prescribing Monitoring Document (PM1)', 'Personally Administered Items (PO1)', and 'Programme Budget Categories (PE2)'. A hand cursor icon points to the 'Personally Administered Items (PO1)' option.

Navigating the report

The report will open and will default to the latest time period available.

The data displays a monthly total for the financial year up to the month selected in the report prompt, this will automatically default to the latest months data available in the system.

PO1(M). Personally Administered Items

Personally administered Items - Yearly Overview for [redacted] in May-23

Month	Total Items	Total NIC (£)
Apr-23	32	439.18
May-23	6	79.66
Totals	38	518.84

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Change the data displayed

Use the prompts on the report. for example, if you would like to see the data for the full previous financial year.

1. Click on the Month prompt drop-down

[Personally Administered Items](#) [Supporting Information](#)

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

Jun-23
Jan-23
Feb-23
Mar-23
Apr-23
May-23
✓ Jun-23
Search...

PO1(M). Personally Administered Items
Yearly Overview for [redacted] in Jun-23

Month	Total Items	Total NIC (£)
Apr-23		
May-23	31	309.13
Jun-23	15	166.49
Totals	46	475.62

2. Select the last month of the financial year you want to view

[Personally Administered Items](#) Supporting Information

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

PO1(M). Personally Administered Items
Personally administered Items - Yearly Overview for [redacted] in Jun-23

Mar-23
Jan-23
Feb-23
Mar-23
Apr-23
May-23
Jun-23
Search...

Month	Total Items	Total NIC (£)
Apr-23		
May-23	31	309.13

3. Click 'Apply'

[Personally Administered Items](#) Supporting Information

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

Mar-23 [redacted] [redacted]

Apply Reset

4. The report will update to show you the full financial years data

[Personally Administered Items](#) Supporting Information

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

Mar-23 [redacted] [redacted]

Apply Reset

PO1(M). Personally Administered Items
Personally administered Items - Yearly Overview for [redacted] in Mar-23

Month	Total Items	Total NIC (£)
Apr-22	3	35.70
May-22	13	145.12
Jun-22	8	131.94
Jul-22	8	102.34
Aug-22	4	67.65
Sep-22		
Oct-22	454	6,038.00
Nov-22		
Dec-22	123	1,560.28
Jan-23		
Feb-23		
Mar-23	79	1,016.14
Totals	692	9,097.17

See the detailed report

It is possible to see a break down at presentation level of what was personally administered for the month you are interested in.

1. Click on the blue month link

Month	Total Items	Total NIC (£)
Apr-22	3	35.70
May-22	13	145.12
Jun-22	8	131.94
Jul-22	8	102.34
Aug-22	4	67.65
Sep-22		
Oct-22	454	6,038.00
Nov-22		
Dec-22	123	1,560.28
Jan-23		
Feb-23		
Mar-23	79	1,016.14
Totals	692	9,097.17

- The monthly detailed report will open and show everything for the selected month

PO1(D). Personally Administered Items

Personally administered Items - Details for [redacted] in Dec-22

Drug	Items	Net ingredient cost (£)
Havrix Monodose vacc inj 1ml pre-filled syringes (140400030BBACAC)	1	22.14
Avaxim vacc inj 0.5ml pre-filled syringes (140400030BCAAAD)	4	86.88
Revaxis vacc inj 0.5ml pre-filled syringes (1404000F0BLAAAW)	10	78.00
Influenza vaccine (surface antigen, inact) inj 0.5ml pfs (1404000H0AAAFAP)	59	737.50
Adjuvanted quadrivalent flu vacc (SA, inact) inj 0.5ml pfs (1404000H0AAANAN)	38	513.00
Typhim Vi 25micrograms/0.5ml vacc inj pre-filled syringes (1404000S0BEAAAD)	11	122.76
Totals	123	1,560.28

Exporting the data

- Select the 'Export' option below the report required.

0.5ml pfs (1404000H0AAAFAP)	59
inj 0.5ml pfs (1404000H0AAANAN)	38
filled syringes (1404000S0BEAAAD)	11
	123

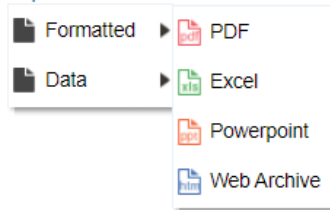
dd-ons are then included from NHSE in the item to the overall payment process. Practices may

Refresh - Print - Export



- A drop-down list with the formats available to export in will be displayed

Refresh - Print - Export



3. Select the format required from the list presented

Important to know

Once you have looked at your report if there are any discrepancies with what the data is showing as to what you have submitted you can then contact Prescription Services team at nhsbsa.prescriptionservices@nhsbsa.nhs.uk or 0300 330 1349.

Payment

Primary Care Support England (PCSE) are the team responsible for investigating any discrepancies between the data which appears in the Personally Administered Items report and that which appears in the monthly payment statement received from PCSE. The NHSBSA cannot assist with this.

PCSE can be contacted at pcse.england.nhs.uk/contact-us or by calling 0333 014 2884.

Getting more help



Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our [ePACT2 user guides page](#)

Webinar sessions

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find out more and book your webinar by going to our [ePACT2 training page](#)