How to reconcile your Prescription Item Report to the Schedule of Payments

The Prescription Item Report is a data report containing item level payment information only. The following tables will help you reconcile values on your FP34 – Schedule of Payments with the Prescription Item Report that you have accessed or downloaded through the NHSBSA Portal. Please note the payment date on the portal of 01 Feb 17 will relate to your November 2016 payment and not December 2016. The portal will be one month behind so when you are reconciling the latest month on the portal you will need to use your previous schedule instead of your current schedule,

There is also guidance on understanding the FP34 Schedule of Payment on the NHSBSA website at:

https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/payment-information

Only payments associated with individual items are covered by this guidance document, therefore payments such as Infrastructure payment are not applicable.

The first thing to do is check that the OCS code and Dispensing month on the FP34 Schedule of Payments is the same as Column A and Column B in the Prescription Item report.

Please use the glossary and the appropriate Prescription Item Report column heading and associated information in the table below to explain how to reach the value in the FP34 – Schedule of Payments.

The information to aid reconciliation assumes an understanding of how to filter data in spreadsheet programmes such as Microsoft Excel, Mac OSX Numbers and to use basic spreadsheet functions such as Sum.

To start with it will be helpful to select Row 1 in the Prescription Item report and set the filter function for each column so that specific data can be selected.

FP34 Schedule of Payment – 'Drug and Appliance Costs'			
Prescription Item Report-Column	Prescription Item Report -Column Heading	Information to aid reconciliation	FP34 Schedule of Payment - 'Appliance Costs and Fees' FP34 Value description
R	Basic Price	Highlight column R (Basic Price) Value will be next to Sum at the bottom right of the screen.	Total of basic prices
Z	EX Value	Highlight column Z (Ex Value) Value will be next to Sum at the bottom right of the screen.	Out of Pocket expenses
AY	SDR Professional Fee Value	Highlight column AY (SDR Professional Fee Value) Value will be next to Sum at the bottom right of the screen.	Professional fee
BE & BF & BG	MF Hosiery Fee Value & MF Truss Fee Value & MF Belt and Girdle Fee Value	Highlight column BE (MF Hosiery Fee Value), BF (MF Truss Fee Value) & BG (MF Belt and Girdle Fee Value) Value will be next to Sum at the bottom right of the screen.	Additional fees 2A appliances – measured and fitted
BJ & BK	Home Del SR Appl Add Fee Value & Home Del HR Appl Add Fee Value	Highlight column BJ (Home Del SR Appl Add Fee Value) & BK (Home Del HR Appl Add Fee Value) Value will be next to Sum at the bottom right of the screen.	Additional fees appliances – home delivery

BN filtered to select only those items where an expensive item fee has been paid	Expensive Item Fee Count	Highlight column BN (Expensive Item Fee Value) Left click the filter arrow and de-select zero. Value will be next to Count at the bottom right of the screen. (Remember to deduct an item for the header row)	Additional fees – 2B expensive prescription fees (count of fees)
BN	Expensive Item Fee Value	Highlight column BN (Expensive Item Fee Value) Value will be next to Sum at the bottom right of the screen.	Additional fees – 2B expensive prescription fees
BO	Stoma Customisation Fee Value	Highlight column BO (Stoma Customisation Fee Value) Value will be next to Sum at the bottom right of the screen.	Additional fees Stoma customization

FP34 Schedule of Payment – 'Charges'			
Prescription Item Report- Column	Prescription Item Report - Column Heading	Information to aid reconciliation	FP34 Schedule of Payment –' Charges' FP34 Value description
K - filtered to select prescriptions at current charge rate	Charges Payable	Highlight column J (Charge Status) Left click the filter arrow and de-select '1' to select all items with a prescription charge. Highlight column K (Charges Payable) Value will be next to Sum at the bottom right of the screen. If the value is more than shown on the Schedule of Payments then please refer to the FAQ's.	Charges collected excluding elastic hosiery (If the figure does not match then add the - Collected elastic hosiery number of charges to the value)
K - filtered to select		Highlight column J (Charge Status) Left click the filter	Charges collected at the old (previous)

prescriptions at old (previous) charge rate		arrow and select '3' to select all items with a previous prescription charge. Value will be next to Sum at the bottom right of the screen.	charge rate excluding elastic hosiery (* note only applicable if Colum J indicates any items with a value of '3' that it is subject to the previous NHS prescription charge)
FP34 Schedule of Payment – 'PRESCRIPTION DATA'			
Prescription Item Report- Column	Prescription Item Report - Column Heading	Information to aid reconciliation	FP34 Schedule of Payment – 'PRESCRIPTION DATA' FP34 Value description
D	Form Number	Highlight column E (Item Number).Left click the filter arrow and select '1' only. Highlight column D (Form Number) Value will be next to Count at the bottom right of the screen.	Total forms received (including electronic prescriptions) (If they do not match the payment schedule this will be due to forms that have being deleted during processing. If any RA or DA forms have been re-submitted they will be deleted from the prescription item report.) See FAQs
C, D & E	Fragment ID Item Number Form Number	Highlight column C (Fragment ID) Left click the filter arrow and select 'Z' to select all items for EPS R2 prescriptions. Highlight column E (Item Number) Left click the filter	Total electronic prescription forms received

		arrow and select '1' to select the first item for each EPS R2 prescriptions. Value will be next to Sum at the bottom right of the screen.	
C	Fragment ID	Highlight column C (Fragment ID) Left click the filter arrow and select 'Z' to select all items for EPS R2 prescriptions. Highlight column AO (ND) Left click the filter arrow and de-select ND. Highlight column C (Fragment ID) to give the total of items for EPS R2 prescriptions. Value will be next to Count at the bottom right of the screen. (Remember to deduct an item for the header row)	Total electronic prescription items received
AZ	SDR Professional Fee Number	Highlight column AZ (SDR Professional Fee Number) Value will be next to Sum at the bottom right of the screen.	Items at standard discount rate, for which a fee is paid
AP & W	RB & DA	Highlight column AP (RB) Left click the filter arrow and select 'RB' select all items which have been referred back to the dispenser for further information before it can be processed and correctly reimbursed. Value will be next to Count at the bottom right of the screen. (Remember to deduct an item for the header row) If value does not match then highlight column W (DA) Left click the filter arrow and select 'DA' select all items which have been disallowed. Value will be next to Count at the	Referred back items & Disallowed items

Prescription Item Report-Column	Prescription Item Report - Column Heading	Information to aid reconciliation	FP34 Schedule of Payment –' ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS' FP34 Value description
		bottom right of the screen. (Remember to deduct an item for the header row) Add both figures together.	
FP34 Schedule of Payment – 'ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS		
I, J & K	Group Type Declared Charge status Charge Payable	Highlight column I (Group Type Declared) Left click the filter arrow and select '1' to select all forms submitted as group 1 - exempt. Highlight column J (Charge Status).Left click the filter arrow and select '2' and '3' (if applicable) to select all forms with Charge Status - Chargeable. Highlight column K (Charges Payable) Left click the filter arrow and de-select '0' (if applicable) to select only those items where a prescription charge has been deducted under Charge Payable. Highlight column K (Charges Payable) Value will be next to Sum at the bottom right of the screen.	Exempt to Chargeable
I, J, K & V	Group Type Declared Charge status Charge Payable	Highlight column I (Group Type Declared) Left click the filter arrow and select '2' and '3' (if applicable) to select all forms submitted as group 2 – charge paid.	Chargeable to Exempt

	CC (no charge contraceptive item)	Highlight column J (Charge Status) Left click the filter arrow and select '1' to select all forms with Charge Status - Exempt.(If there is not a '1' then there is nothing switched, no need to carry on). Highlight column K (Charges Payable) Left click the filter arrow and select '0' to select only those items where a prescription charge has not been deducted under Charge Payable. Highlight column V (CC) (No charge contraceptive). Left click the filter arrow and de-select 'CC' to exclude items which are no charge contraceptives.	