



**Business Services Authority**

**NHS Prescription Services**  
**Understanding your Schedule of Payments**

**For Appliance Contractors paid by the NHS Business Services Authority**

## **Your payments**

At the beginning of each month, appliance contractors send all of the prescription forms for items dispensed the previous month to NHS Prescription Services.

NHS Business Services Authority then calculates the reimbursement and remuneration fees you are due based on the information on the forms and according to the reimbursement and remuneration rules set out in the NHS England and Wales Drug Tariff here:

<http://www.nhsbsa.nhs.uk/prescriptions/drugtariff>

Once we have processed all contractors accounts we then arrange for a payment to be made directly into your bank account.

## **Your Schedule of Payments**

Before we make your payment, we will send you a schedule to provide confirmation of payments made to your account. Your schedule records your payments for appliances dispensed, fees and locally authorised payments from your NHS England ICB.

The following pages explain key sections of your schedule.

The example Schedule of Payments we have included in this booklet is for March 2024 dispensed prescriptions which we would have processed in April 2024 and sent you a schedule in April 2024 for payment on 1 May 2024. The appliance contractor name and account used is a fictitious one.

# Schedule of Payments

For: 6666 AC LIMITED	66 ANY STREET
T/A:	ANY TOWN
OCS code: F6666	ANY CITY
	ANY COUNTY
Dispensing Month: Mar 2024	AN66 6AN

**Net Payment made by NHSBSA 01 May 2024 by BACS** £ 154,795.07

<b>SUMMARY OF PAYMENT AMOUNTS</b>		£
Total of appliance costs and fees	A breakdown for "Total of appliance costs and fees" can be found below under "Appliance costs and fees"	129,102.64
VAT allowance		25,820.53
<b>Total of appliance costs plus fees including VAT</b>	The VAT amount is calculated by taking the total of appliance costs and fees multiplied by the current rate of VAT.	<b>154,923.17</b>
Total of charges	A breakdown for "Total of charges" can be found below under Charges.	328.10
<b>Total of account</b>		<b>154,595.07</b>
Total of other amounts authorised	A breakdown for "Total of other amounts authorised" & "Total amount authorised by LPP" can be found below under "Details of other amounts authorised" and "Details of local amounts authorised by your ICB".	0.00
Total amount authorised by LPP		200.00
<b>Net payment made by NHSBSA</b>		<b>154,795.07</b>

<b>APPLIANCE COSTS AND FEES</b>	Payment as set out in Drug Tariff Part II Clause 12. This is based on the claim endorsed on the prescription form where the total is greater than 50p. The total amount of the claim will be made.	£	£
Total Basic Price			103,318.66
Out of Pocket expenses			0.00
Professional fee	1376 @ 90.00 p	1,238.40	Professional Fee payment is paid per prescription item.
Infrastructure payment		14,516.40	
Additional fees	2A appliances - measured and fitted	0.00	Banded payment paid in accordance with stated rates in the Drug Tariff Part VI B.
	appliance - home delivery	5,853.00	
	2B expensive prescription fees 337	1,444.34	
Sub total of prescription fees			23,052.14
Other fees	Stoma Customisation		915.84
	Appliance use reviews carried out at patients home		1,620.00
	Appliance use reviews carried out at premises		196.00
<b>Total of appliance costs and fees</b>	The number of charges should be compared to the figure declared on your submission document for the relevant dispensing month. These figures should be similar.		<b>129,102.64</b>

<b>CHARGES</b>		£
Collected excluding elastic hosiery	34 @ 9.65	-328.10
	0 @ 9.35	0.00
Collected elastic hosiery		0.00
<b>Total of charges</b>		<b>-328.10</b>

**DETAILS OF OTHER AMOUNTS AUTHORISED**

<b>Total of other amounts authorised</b>		£
		<b>0.00</b>

<b>DETAILS OF LOCAL AMOUNTS AUTHORISED BY ANY ICB</b>	Payments made or amounts deducted as authorised by your NHS England ICB will appear in this section.	£
ETP Allowance		200.00
<b>Total amount authorised by LPP</b>		<b>200.00</b>

**PRESCRIPTION DATA**

Total forms received (including electronic prescriptions)	839	EPS messages received and processed will appear here.
Total electronic prescription forms received	821	
Total electronic prescription items received	1343	
Total of items, for which a fee is paid	1376	
Referred back items	0	
VAT Registered	Yes	Information declared on your submission document for the relevant dispensing month.
Appliance use reviews in patients home declared	0	
Appliance use reviews at premises declared	7	



## **Prescription Charge Deductions and Switching**

Before you send in your prescription forms you must sort them in to different piles, including one for forms where patients paid a prescription charge and one for forms where patients were exempt from charges. It is important to make sure that if patients are exempt that they (or their representative) have ticked and signed the declaration of exemption when required, as set out in the NHS England and Wales Drug Tariff, otherwise we may deduct prescription charges from your payment.

For further information about how to sort your forms, please see the 'Prescription Charges and Your Reimbursement' section on our website here:

<https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/submitted-prescriptions/patient-prescription>

### **The following two sections relate to financial data**

#### **Charges**

This is the most important section of the two that you should look at. The 'Charges' section, in the middle of page 1 of your Schedule of Payments, tells you how many charges we have deducted from your payment. The number of chargeable items shown should be similar to the number of chargeable items which you declared on your submission document (FP34A) for the dispensing month the Schedule of Payments relates to.

For the example schedule we have included in this booklet (March 2024 dispensed) you would need to look at your March 2024 FP34A.

#### **Items transferred between exempt and chargeable groups**

We transfer or 'switch' items between both exempt and chargeable groups when we identify that they are not in their correct group. The figure shown tells you how many items we needed to transfer but does not always mean that we have deducted a charge from your payment. You should always check the numbers and values in the 'Charges' section. Switched items will not include those which are EPS. EPS items are processed as declared.

## How we calculate your Essential and Advances Services Payments

Note: The examples below are based on the example schedule included in this document.

**The Infrastructure Payment** is calculated using the relevant payment bands in the Drug Tariff Part VIB and is dependent upon the number of items processed.

The example shown is for 1376 items.

<b>No of Items:</b>	<b>1,376</b>
<b>Payment Value:</b>	<b>£14,516.40</b>

Band identifier	Number of Part IX prescription items dispensed in one month	Infrastructure payment	Payment Value	Lower Limit	Upper Limit	Items in Range	Payment Calculation
A	1-10	£150.00 fixed	£150.00	1	10	10	<b>£150.00</b>
B	11 - 1,000	£13.60 per item	£13.60	11	1,000	990	<b>£13,464.00</b>
C	1,001 - 35,000	£2.40 per item	£2.40	1,001	35,000	34,000	<b>£902.40</b>
D	35,000 +	£2.30 per item	£2.30	35,001	n/a	n/a	<b>£0.00</b>
<b>Total</b>							<b>£14,516.40</b>

Infrastructure payment does not have to be claimed and will be paid automatically each month.

Advanced Services are paid in accordance to the rules set out in the Drug Tariff Part VIC.

## Stoma Customisation

A fee of £4.32 is payable for every prescription item in Drug Tariff Part IXC which can be customised. The fee does not have to be claimed and will be paid automatically to those contractors who in England have informed NHSBSA of their intention to provide stoma appliance customisation services as an advanced service by the end of the month before they start providing the service.

## Appliance Use Review

A fee of £28.00 is payable for an Appliance Use Review conducted at premises or by telephone or video link managed by the appliance contractor. A fee of £54.00 is payable for a review conducted at the user's home. If, within a 24 hour period, reviews are conducted for several users living at the same location, the contractor may claim £54.00 for the first review and £28.00 for each subsequent review.

## **Local amounts authorised by the ICB**

NHS Business Services Authority makes payments and deductions on behalf of your NHS England ICB for services you have provided in your local area. For payments described on your Schedule of Payments as 'Local Schemes', you will have been notified separately by your NHS England ICB which payment categories these relate to.

### **Need more information?**

Our website has lots of useful information about how we calculate payments, when payments are made and how to endorse correctly. You can also find an electronic version of the drug tariff here:

<https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/drug-tariff>

You can also access our knowledge base from this link here:

<https://nhsbsa-live.powerappsportals.com/knowledgebase/category/?id=CAT-01002>

Speak to one of our advisors on **0300 330 1349 (local call rate)**.

### **Did you know..... ?**

You can now access your Schedule of Payments and the Prescription Item Report via the Information Services Portal.

Further information is available here:

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