

Information Services

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*Business Services Authority*

# How to Reconcile your Hospital Trust Provider Invoice

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# Hospital Prescriptions

May 2013 Hospital Invoice Received



**NHS**  
Business Services Authority

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Newcastle Upon Tyne  
NE99 1UQ  
Tel No : 0191 244 6957  
Fax No : 0191 264 8520  
VAT Reg No: 654 434 29  
web www.nhsbsa.nhs.uk

<b>Pricing Information</b> RECHARGE FOR May 2013 FP(10) H		<b>CUSTOMER NO.</b>		
FP(10) HOSPITAL PRESCRIPTIONS		<b>INVOICE</b>		
		<b>DATE ISSUED</b>		13/07/2013
<b>INVOICE RAISED ON BEHALF OF</b>		<b>REQUESTED BY</b>		<b>TELEPHONE NO.</b>
HOSPITAL AND CONTRACTOR INVOICING				
<b>DESCRIPTION</b>	<b>Quantity</b>	<b>Price</b>	<b>VAT Description</b>	<b>AMOUNT</b>
BASIC PRICE-CURRENT MONTH		37,491.10	ZERO RATED	37,491.10
DISCOUNT-CURRENT-MONTH		-2,973.04	ZERO RATED	-2,973.04
DISPENSING FEES-PREVIOUS MONTH		5,078.67	ZERO RATED	5,078.67
PAYMENT FOR CONSUMABLES-CURREN		28.81	ZERO RATED	28.81
CHARGES-PREVIOUS-MONTH		-1,123.51	ZERO RATED	-1,123.51
PAYMENT FOR CONTAINERS		82.30	ZERO RATED	82.30

**PAYMENT METHODS**

TERMS : PAYMENT IS DUE ON DATE OF INVOICE

1 BACS Payment to : 08-33-00/ 12316188 or RFT Payment to: 12316188

2 Cheque Payable to : NHS Business Services Authority

3 Receipts will not be issued unless requested and SAE enclosed

<b>SUB TOTAL</b>	38,584.33
<b>TOTAL VAT</b>	0.00
<b>TOTAL AMOUNT</b>	38,584.33


**NHS BUSINESS SERVICES AUTHORITY - REMITTANCE ADVICE**



PLEASE RETURN WITH YOUR PAYMENT OR QUOTE YOUR CUSTOMER NO. AND INVOICE NO. WITH YOUR PAYMENT TRANSFER

<b>DATE ISSUED</b>	<b>CUSTOMER NAME</b>	<b>CUSTOMER NO.</b>	<b>TOTAL AMOUNT</b>	<b>INVOICE</b>
13/07/2013			38,584.33	

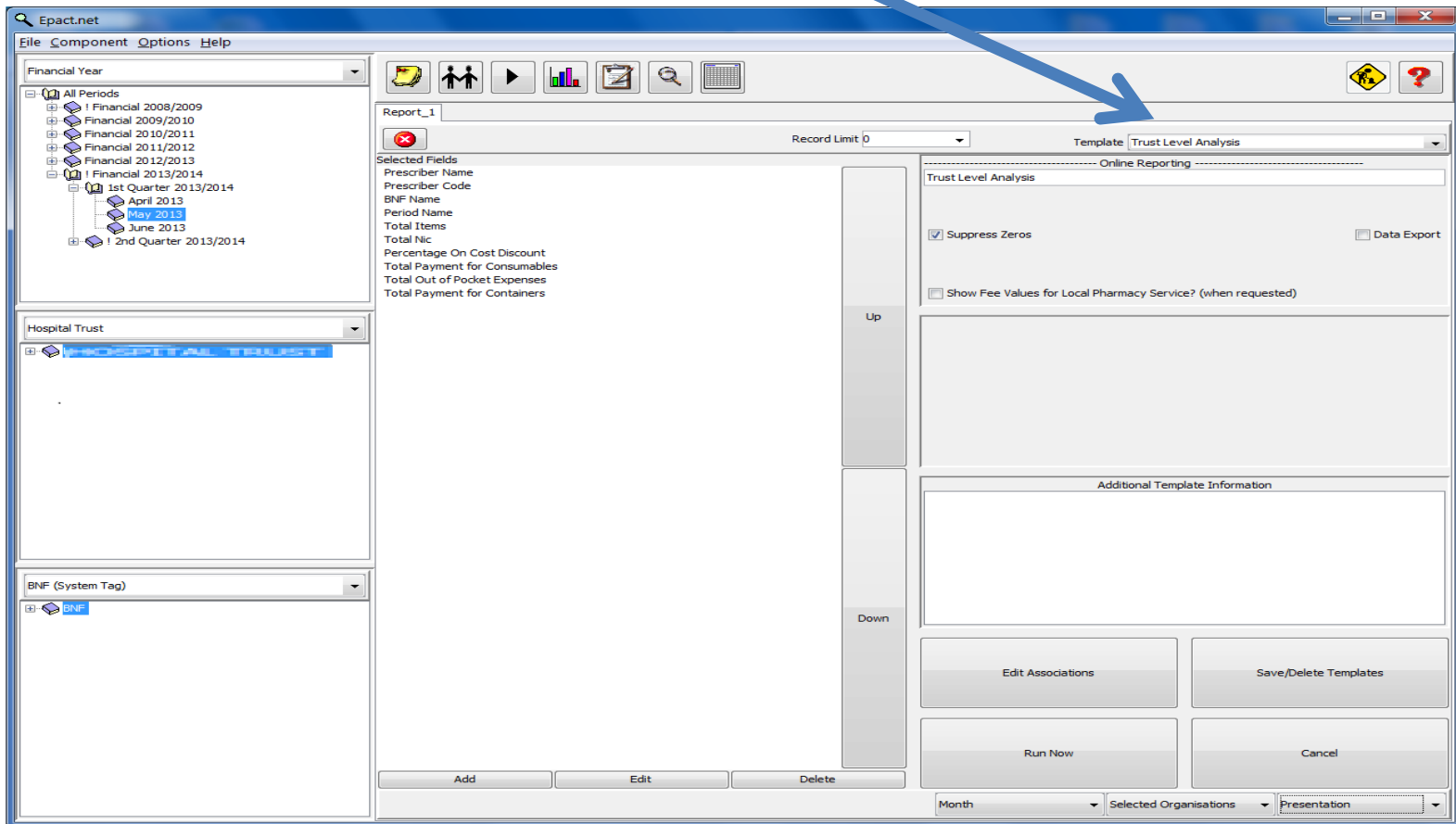
Go to ePACT

[http://www.epact.net.ppa.nhs.uk/systems/sys\\_main\\_epact.htm](http://www.epact.net.ppa.nhs.uk/systems/sys_main_epact.htm)



<a href="#">ePACT.net for PCOs, Community Trusts, Area Teams, National Users and Hospitals.</a> Available 09:00 - 20:00 Monday - Sunday excluding Bank Holidays and maintenance. Information Services Support is available 08:30 - 16:30 Monday to Friday	
<b>Status:</b> Available	
<b>Quick links to ePACT news reports</b> <ul style="list-style-type: none"><li>• <a href="#">Decommissioning Prescribing Dispensing and Financial Management (PDFM)</a></li><li>• <a href="#">Important ePACT information for NHS Reforms</a></li><li>• <a href="#">Forecast Out-turn Issue</a></li><li>• <a href="#">Amended Forecast Out-turn Profile</a></li></ul>	

Run a Trust Level Analysis report from ePACT for May 2013. This will allow you to reconcile the basic price element of the invoice as well as the discount, payment for consumables and payment for containers.

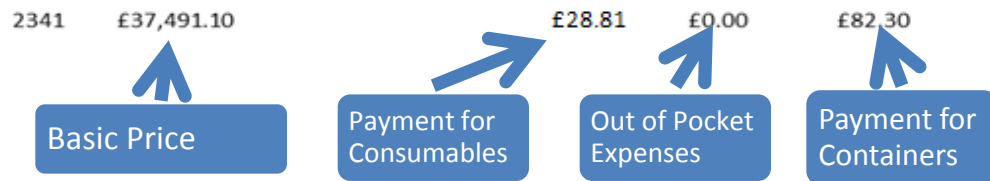


# ePACT Trust Level Analysis Report May 2013

Prescriber Name	Prescriber Code	BNF Name	Period Name	Total Items	Total Nic	Percentage On Cost Discount	Total Payment for Consumables	Total Out of Pocket Expenses	Total Payment for Containers
Prescriber 1	AAA01	BNF	May-13	2	£9.76	7.93%	£0.02	£0.00	£0.00
Prescriber 2	AAA02	BNF	May-13	462	£1,672.65	7.93%	£5.72	£0.00	£28.50
Prescriber 3	AAA03	BNF	May-13	222	£1,482.56	7.93%	£2.74	£0.00	£4.40
Prescriber 4	AAA04	BNF	May-13	2	£6.26	7.93%	£0.02	£0.00	£0.00
Prescriber 5	AAA05	BNF	May-13	7	£312.34	7.93%	£0.07	£0.00	£0.10
Prescriber 6	AAA06	BNF	May-13	1	£4.36	7.93%	£0.01	£0.00	£0.00
Prescriber 7	AAA07	BNF	May-13	31	£286.37	7.93%	£0.38	£0.00	£0.30
Prescriber 8	AAA08	BNF				7.93%	£0.42	£0.00	£0.30
Prescriber 9	AAA09	BNF				7.93%	£0.88	£0.00	£0.80
Prescriber 10	AAA10	BNF				7.93%	£0.05	£0.00	£0.10
Prescriber 11	AAA11	BNF				7.93%	£0.36	£0.00	£0.20
Prescriber 50	AAA50	BNF				7.93%	£0.12	£0.00	£0.40
Prescriber 51	AAA51	BNF				7.93%	£1.07	£0.00	£1.00
Prescriber 52	AAA52	BNF				7.93%	£0.01	£0.00	£0.00
Prescriber 53	AAA53	BNF				7.93%	£0.45	£0.00	£1.10
Prescriber 54	AAA54	BNF				7.93%	£0.06	£0.00	£0.20
Prescriber 55	AAA55	BNF	May-13	22	£277.12	7.93%	£0.26	£0.00	£1.40
Prescriber 56	AAA56	BNF	May-13	3	£46.58	7.93%	£0.05	£0.00	£0.00
Prescriber 57	AAA57	BNF	May-13	29	£179.53	7.93%	£0.36	£0.00	£1.10
Prescriber 58	AAA58	BNF	May-13	3	£51.96	7.93%	£0.02	£0.00	£0.00

Discount – Current Month is calculated by multiplying Total NIC by Percentage On Cost Discount.

$£37,491.10 \times 7.93\% = £2973.04$



Go to Remuneration Reports – [http://www.epact.ppa.nhs.uk/systems/sys\\_main\\_remuneration.htm](http://www.epact.ppa.nhs.uk/systems/sys_main_remuneration.htm) and run an Itemised Remuneration Report for the previous month to the date on the Hospital Invoice. This report is used to reconcile the dispensing fees and charges element of the invoice and is based on activity for the previous month's prescribing.



**NHS**  
Prescription Services

## Remuneration Reports

▼ Remuneration Reports ▲

▶ Feedback

**Back To NHSBSA Remuneration Reports**  
**NHSBSA Prescription Services**

<b>Remuneration Reports</b> Available: 09:00 - 17:00 Monday - Friday excluding Bank Holidays.	
<b>Status:</b> Report Available.	

## Itemised Trust Remuneration Report for April 2013

	Number Of Fees	% Share Paid	Remuneration	Year To Date
<b>Professional Fees Total</b>				
Professional Fee	2,388	-	£2,149.20	
Extemp Dispensed Preps/Unlicensed Medicines	29	-	£580.00	
Appliance Fee (Measured and Fitted)	1	-	£2.60	
Appliance Fee (Home Delivery)	2	-	£6.80	
Extemp liquids ordered in more than one container	-	-	£0.00	
Limited stability (<14 days) extra supplies	-	-	£0.00	
Controlled drug schedules 2 and 3	45	-	£49.95	
Expensive prescription fees	82	-	£285.58	
Manually Priced	-	-	£0.00	
Methadone Payment	-	-	£0.00	
National Unidentified Primary Care Prescribers	-	-	£0.23	
National Unidentified Secondary Care Prescribers	-	-	£14.63	
<b>Professional Fees Total</b>	<b>2,547</b>		<b>£3,088.99</b>	
<b>Other Fees Total</b>			<b>£0.00</b>	
<b>Remuneration Adjustments Total</b>				
Adjustments	-	0.00%	-£0.19	
<b>Remuneration Adjustments Total</b>			<b>-£0.19</b>	
<b>Prescription Charges Total</b>				
Charges Collected	-	0.00%	-£913.69	-£913.69
Pre-payment Certificates	-	0.00%	-£252.39	-£252.39
FP 57 Refunds	-	0.00%	£7.30	£7.30
Fraud Pharmacy Recovery Charges	-	-	£0.00	£0.00
<b>Prescription Charges Total</b>			<b>-£1,158.78</b>	<b>-£1,158.78</b>
<b>Total Remuneration</b>	<b>2,547</b>		<b>£4,078.67</b>	<b>£4,078.67</b>

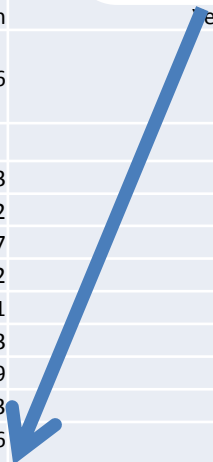
Total Remuneration + Prescription Charges Total (£4,078.67 + £1,158.78 = £5,237.45). This is the total remuneration for the Trust, including the Provider arm. The costs associated with the provider arm need to be deducted to reconcile the hospital invoice.



Select the Total Remuneration Report for April 2013. This will allow you to calculate and remove the provider element of the remuneration report so as to reconcile the hospital invoice.

£5,237.45 -  
£123.56  
(PCT  
Recharge  
Value) =  
£5,113.89

PCT Code	PCT Name	Remuneration	Year To Date
AAA00	<u>Hospital NHS Ft</u>	£4,078.96	£4,078.96
Cost Centre Code	Cost Centre Name		
Y00001	<u>Provider Cost Centre 1</u>	£1.23	£1.23
Y00002	<u>Provider Cost Centre 2</u>	£9.22	£9.22
Y00003	<u>Provider Cost Centre 3</u>	£2.77	£2.77
Y00004	<u>Provider Cost Centre 4</u>	£2.62	£2.62
Y00005	<u>Provider Cost Centre 5</u>	£77.81	£77.81
Y00006	<u>Provider Cost Centre 6</u>	£7.43	£7.43
Y00007	<u>Provider Cost Centre 7</u>	£6.39	£6.39
Y00008	<u>Provider Cost Centre 8</u>	£1.23	£1.23
	Other Payments Charged To PCT	£14.86	£14.86
	PCT Recharge Value	£123.56	£123.56



Provider Cost Centre Itemised Remuneration Report for April 2013. The prescription charges total for each provider cost centre should be added together and the total deducted from the remaining Trust remuneration (see next slide).

Dispensing Month:	April 2013				
Cost Centre Code:	Y00001				
Cost Centre:	Cost Centre 1				
			% Share Paid		
		Number Of Fees		Remuneration	Year To Date
Prescription Charges Total					
Charges Collected	-		0.00%	-£2.72	-£2.72
Pre-payment Certificates	-		0.00%	-£0.75	-£0.75
FP 57 Refunds	-		0.00%	£0.02	£0.02
Fraud Pharmacy Recovery Charges	-		-	£0.00	£0.00
Prescription Charges Total	-			-£3.45	-£3.45
Total Remuneration		7		£9.22	£9.22

Go to the itemised remuneration report for each individual provider cost centre and add together the prescription charges totals. This will equal the charges on the provider invoice.

Remaining remuneration  
£5,113.89 - £35.26  
(Provider Cost Centre Charges) =  
£5078.68.

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The charges-previous month element of the hospital invoice can be calculated by taking the total Trust charges from the Itemised Remuneration Report and deducting the Provider Cost Centre charges (£1158.78 - £35.26 = £1123.52)

INVOICE RAISED ON BEHALF OF		REQUESTED BY		TELEPHONE NO.
HOSPITAL AND CONTRACTOR INVOICING				
DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
BASIC PRICE-CURRENT MONTH		37,491.10	ZERO RATED	37,491.10
DISCOUNT-CURRENT-MONTH		-2,973.04	ZERO RATED	-2,973.04
DISPENSING FEES-PREVIOUS MONTH		5,078.67	ZERO RATED	5,078.67
PAYMENT FOR CONSUMABLES-CURREN		28.81	ZERO RATED	28.81
CHARGES-PREVIOUS-MONTH		-1,123.51	ZERO RATED	-1,123.51
PAYMENT FOR CONTAINERS		82.30	ZERO RATED	82.30

**PAYMENT METHODS**  
TERMS : PAYMENT IS DUE ON DATE OF INVOICE

- 1 BACS Payment to : 08-23-00/ 12318188 or RFT Payment to: 12318188
- 2 Cheques Payable to : NHS Business Services Authority
- 3 Receipts will not be issued unless requested and SAE enclosed

SUB TOTAL	38,584.33
TOTAL VAT	0.00
TOTAL AMOUNT	38,584.33

**NHS BUSINESS SERVICES AUTHORITY - REMITTANCE ADVICE**

PLEASE RETURN WITH YOUR PAYMENT OR QUOTE YOUR CUSTOMER NO. AND INVOICE NO. WITH YOUR PAYMENT TRANSFER

DATE ISSUED	CUSTOMER NAME	CUSTOMER NO.	TOTAL AMOUNT	INVOICE
13/07/2013			38,584.33	

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# Provider Prescriptions

**To reconcile your provider invoice you will need access to the Itemised Prescribing Payment (IPP) Report within the Information Services Portal and the Remuneration Report. If you wish to see the individual drugs which have been prescribed you will need access to ePACT.**

Access for these can be found at:

Information Services Portal <http://www.nhsbsa.nhs.uk/PrescriptionServices/3623.aspx>. Financial access is required to be able to reconcile provider invoices.

Remuneration Report (N3 connection required – please see below) -

[http://www.epact.ppa.nhs.uk/systems/sys\\_main\\_remuneration.htm](http://www.epact.ppa.nhs.uk/systems/sys_main_remuneration.htm)

ePACT.net - [http://www.epact.ppa.nhs.uk/app\\_help/how\\_to\\_register.htm](http://www.epact.ppa.nhs.uk/app_help/how_to_register.htm)

ePACT system requires access to a secure network called N3. Please ensure you have a N3 connection in place before applying for access to ePACT. For more information on setting up an N3 connection please see the Health & Social Care Information Centre website at <http://systems.hscic.gov.uk/centralnetworks>

Local Authorities should complete the PCO form when applying for ePACT registration.

May 2013 Provider Invoice Received



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web www.nhsbsa.nhs.uk

<b>Pricing Information</b> RECHARGE FOR MAY 2013 FR(10) P		<b>CUSTOMER NO.</b>		
FR(10) PROVIDER PRESCRIPTIONS		<b>INVOICE</b>		
		<b>DATE ISSUED</b>		23/07/2013
<b>INVOICE RAISED ON BEHALF OF</b>		<b>REQUESTED BY</b>		<b>TELEPHONE NO.</b>
HOSPITAL AND CONTRACTOR INVOICING				
<b>DESCRIPTION</b>	<b>Quantity</b>	<b>Price</b>	<b>VAT Description</b>	<b>AMOUNT</b>
PROVIDER PRACTICE PRESCRIBING		677.85	ZERO RATED	677.85
RESOURCES RETAINED CENTRALLY		20.37	ZERO RATED	20.37
DISPENSING FEES-PREVIOUS MONTH		158.78	ZERO RATED	158.78
CHARGES-PREVIOUS-MONTH		-35.26	ZERO RATED	-35.26

**PAYMENT METHODS**  
TERMS : PAYMENT IS DUE ON DATE OF INVOICE  
1 BACS Payment to : 08-33-00/ 12316188 or RFT Payment to: 12316188  
2 Cheque Payable to : NHS Business Services Authority  
3 Receipts will not be issued unless requested and SAE enclosed

<b>SUB TOTAL</b>	821.74
<b>TOTAL VAT</b>	0.00
<b>TOTAL AMOUNT</b>	821.74

**NHS BUSINESS SERVICES AUTHORITY - REMITTANCE ADVICE**  
PLEASE RETURN WITH YOUR PAYMENT OR QUOTE YOUR CUSTOMER NO. AND INVOICE NO. WITH YOUR PAYMENT TRANSFER

<b>DATE ISSUED</b>	<b>CUSTOMER NAME</b>	<b>CUSTOMER NO.</b>	<b>TOTAL AMOUNT</b>	<b>INVOICE</b>
23/07/2013			821.74	

Go to the Information Services Portal  
<https://apps.nhsbsa.nhs.uk/infosystems/welcome>

[↗ Back to NHS Prescription Services](#)

Information Services Portal

**NHS**  
Business Services Authority

### NHS Registered Users Login

E-mail

Password

\* Your password will expire after 28 days



If you have forgotten your password, please [click here](#)

Login

#### Need to register?

Keep up to date with the latest information relating to prescribing and dispensing volumes, trends and cost analysis by registering here.

Registration is only available to authorised users. To register you will need your current e-mail address. If you are not carrying out an NHS role a limited view of the data is available via the guest log on.

For further information on registration and who is an authorised user [click here](#)

### Guest Login

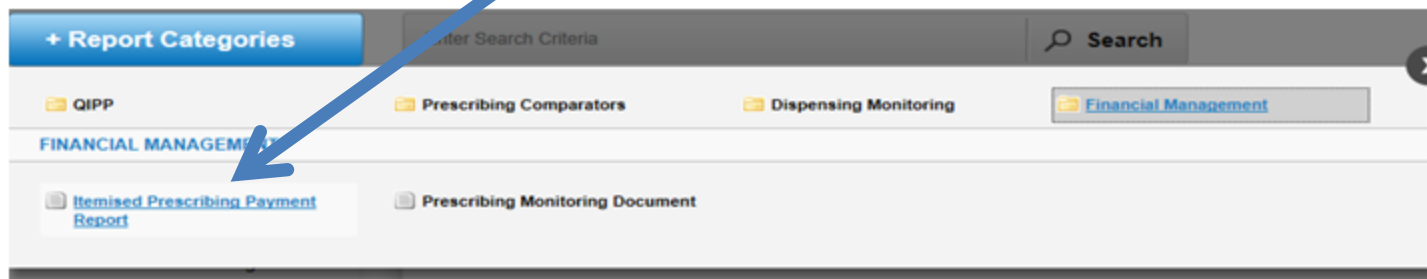
If you are not carrying out an NHS role use Guest login to see a limited view of the data

Type the code shown in the picture



Guest Login

Select Itemised Prescribing Payment (IPP) Report from within Report Categories – Financial Management (Please note the report will default to the current month, if you wish to change the month see User Guides for the Information Services Portal at <http://www.nhsbsa.nhs.uk/PrescriptionServices/3625.aspx>). If you cannot see the Financial Management option, this is because you do not have financial level access to the Information Services Portal. Please see the user registration page at the following link <http://www.nhsbsa.nhs.uk/PrescriptionServices/3623.aspx>.





Itemised Prescribing Payment (IPP) Report details the provider cost centre prescribing and resources retained centrally elements of the Provider invoice.

**Itemised Prescribing Payment Report** ⓘ

⚙ Data Selector   🖨 Print   📄 Download   ☆ Bookmark

**Report**

Itemised Prescribing Payment Report		Expenditure for prescriptions based on 100% of dispensing month above £
Prescriptions dispensed by Pharmacy and Appliance Contractors in MAY, 2013		
for		
1.	Practice/PCO Prescribing	677.85
2.	Unidentified GP Prescribing	0.00
3.	Unidentified Deputising Services Prescribing	0.00
4.	Community Prescribing	0.00
5.	Adjustments to Charge Statements	0.00
6.	Lost Batches of Prescriptions	0.00
7.	Elements for which resources have been retained centrally	20.37
<b>TOTAL REIMBURSEMENT REFERABLE TO COST OF DRUGS</b>		<b>698.22</b>

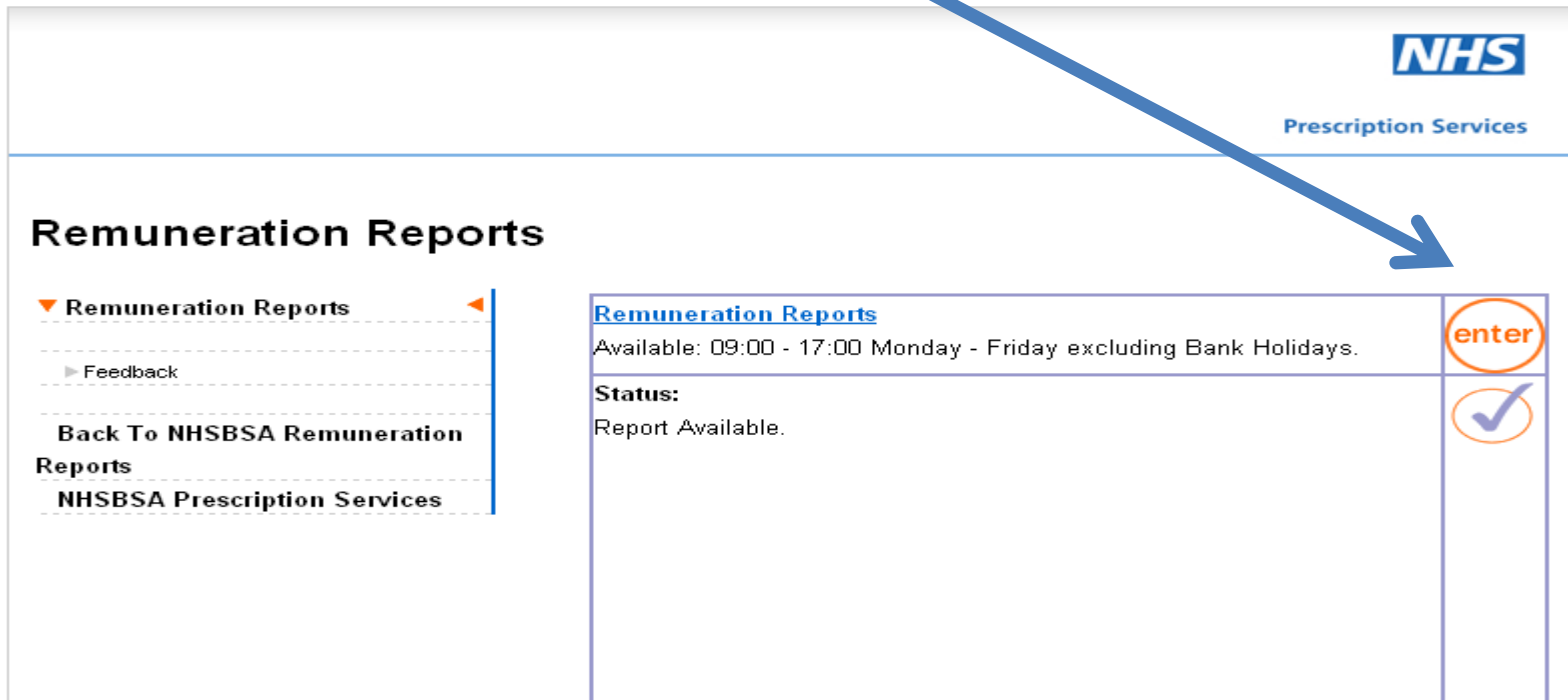
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Provider Practice Prescribing

Resources Retained Centrally

Go to Remuneration Reports – [http://www.epact.ppa.nhs.uk/systems/sys\\_main\\_remuneration.htm](http://www.epact.ppa.nhs.uk/systems/sys_main_remuneration.htm) and run an Itemised Remuneration Report for the previous month to the date on the Provider Invoice. This report will allow you to reconcile the dispensing fees and charges.



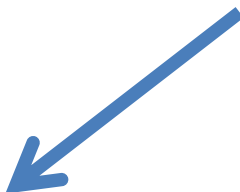
**NHS**  
Prescription Services

## Remuneration Reports

- ▼ Remuneration Reports ▲
  - ▶ Feedback
- Back To NHSBSA Remuneration Reports
- NHSBSA Prescription Services

<a href="#">Remuneration Reports</a>	<input type="button" value="enter"/>
Available: 09:00 - 17:00 Monday - Friday excluding Bank Holidays.	
<b>Status:</b> Report Available.	<input checked="" type="checkbox"/>

# Provider Cost Centre Itemised Remuneration Report for April 2013



Dispensing Month:	April 2013				
Cost Centre Code:	Y00001				
Cost Centre:	Cost Centre 1				
			% Share Paid		
		Number Of Fees		Remuneration	Year To Date
Prescription Charges Total					
Charges Collected		-	0.00%	-£2.72	-£2.72
Pre-payment Certificates		-	0.00%	-£0.75	-£0.75
FP 57 Refunds		-	0.00%	£0.02	£0.02
Fraud Pharmacy Recovery Charges		-	-	£0.00	£0.00
Prescription Charges Total		-		-£3.45	-£3.45
Total Remuneration		7		£9.22	£9.22

Go to the itemised remuneration report for each individual cost centre and add together the prescription charges totals. This will equal the charges on the provider invoice.



Provider Total Remuneration Report for April 2013

PCT Recharge Value + Charges Previous Month = Dispensing Fees (£123.56 + £35.26 = £158.82)

PCT Code	PCT Name	Remuneration	
AAA00	<u>Hospital NHS Ft</u>	£4,078.96	£4,078.96
Cost Centre Code	Cost Centre Name		
Y00001	<u>Provider Cost Centre 1</u>	£1.23	£1.23
Y00002	<u>Provider Cost Centre 2</u>	£9.22	£9.22
Y00003	<u>Provider Cost Centre 3</u>	£2.77	£2.77
Y00004	<u>Provider Cost Centre 4</u>	£2.62	£2.62
Y00005	<u>Provider Cost Centre 5</u>	£77.81	£77.81
Y00006	<u>Provider Cost Centre 6</u>	£7.43	£7.43
Y00007	<u>Provider Cost Centre 7</u>	£6.39	£6.39
Y00008	<u>Provider Cost Centre 8</u>	£1.23	£1.23
	Other Payments Charged To PCT	£14.86	£14.86
	PCT Recharge Value	£123.56	£123.56

# Common Queries

**The dispensing fees and patient charges shown on the invoice do not reconcile with the Remuneration Report.**

Check that you are using the Remuneration report for the correct month. Dispensing fees and patient charges shown on the invoice relate to the previous months Remuneration Report. Therefore July's invoice will reconcile with June's Remuneration Report.

**Charges are shown on the Itemised Remuneration Report for Appliance Infrastructure Payments but the provider has not prescribed any appliances on an FP10 Prescription.**

Appliance Infrastructure payments are made to appliance contractors in the same way Establishment payments are paid to pharmacy contractors.

The cost of these payments are apportioned across all Primary Care Organisations (PCOs) and Trusts including providers. The calculation used to apportion the cost is shown in the glossary at

<http://www.nhsbsa.nhs.uk/PrescriptionServices/3234.aspx>

# Common Queries

## **I cannot access the Information Services Portal.**

If you have not been set up as a **Information Services Portal** user  
please follow the instructions at

<http://www.nhsbsa.nhs.uk/PrescriptionServices/3623.aspx>

You will need financial access to the Information Services Portal to be able to reconcile your  
provider invoice.

If you require a password reset please contact Information Services  
on 0191 2035050.

## **I cannot access Hospital ePACT.**

If you have not been set up as a **Hospital ePACT** user  
please complete the hospital registration form and follow the instructions at

[http://www.epact.ppa.nhs.uk/app\\_help/how\\_to\\_register.htm](http://www.epact.ppa.nhs.uk/app_help/how_to_register.htm)

If you require a password reset please contact Information Services  
on 0191 2035050.

## **I cannot access the Remuneration Reports.**

If you have not been set up for the **Remuneration Reports** please  
complete the registration form and follow the instructions at

[http://www.epact.ppa.nhs.uk/systems/sys\\_main\\_remuneration.htm](http://www.epact.ppa.nhs.uk/systems/sys_main_remuneration.htm)

If you require a password reset please contact Information Services  
on 0191 2035050

# Common Queries

I cannot get the Dispensing fees on Remuneration Report to match the figure on the invoice using the formula provided in the “How to Reconcile your Invoice” guide. The figure is out by a small amount (i.e. pence).

This is due to the rounding up of the figures when calculating the Remuneration Report totals.