

Understanding your Schedule of Payments

**For Pharmacy Contractors paid via the
Pharmacy Earlier Payments Scheme by
CITI Bank**

Your payments

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

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.

<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 to be made to your pharmacy. Your schedule records your payments for drugs and appliances dispensed, fees and locally authorised payments from your NHS England local team.

The following pages explain key sections of your schedule.

The example Schedule of Payments we've included in this booklet is for September 2015 dispensed prescriptions which we would have processed in October 2015 and sent you a schedule in November 2015 for payment on 01 December 2015. The pharmacy name and account used is a fictitious one.

Remittance Advice

For: ---- 7<9A=GH
T/A: ---- 7<9A=GH@H
OCS code: F----
Dispensing Month: Sep 2015

-- 5BMGHF99H
ANY TOWN
ANY COUNTY
AN99 9AN

All of the details on your schedule relate to the dispensing month shown with the exception of the advance payment and certain locally authorised payments from your NHS England local team.

SUMMARY OF PAYMENT AMOUNTS

| | | £ |
|---|--------------------|-----------|
| Balance brought forward | | 0.00 |
| Total payment(s) on account for | October | 91,074.18 |
| Advance payment in respect of a late registered batch | | 0.00 |
| Recovery of credit | | 0.00 |
| Net payment for account | 01st December 2015 | 91,211.12 |

Net payment for account relates to the value of the total payment calculated by the NHSBSA to be paid on the relevant date. Information as to what elements make up this total can be found within your Schedule of Payments.

Total payment(s) on account relates to the advance payment (Drug Tariff Part 1, clause 5C). For the Pharmacy Earlier Payment Scheme (PEPS) this payment on account may have been paid earlier by the Government Banking Service Provider - CITI. Please note: Contractors who have joined the Pharmacy Earlier Payment Scheme will need to take into account any interest charged by CITI. The NHSBSA are not aware of the value of any interest charge applied and therefore any queries on interest payments need to be referred to the CITI contact number 0800 358 2102 or email pharmacyearlierpayment@citi.com

Schedule of Payments

For: 9999 CHEMIST
T/A: 9999 CHEMIST LTD
OCS code: F9999

All of the details on your schedule relate to the dispensing month shown with the exception of the advance payment and certain locally authorised payments from your NHS England local team.

99 ANY STREET
ANY TOWN
ANY COUNTY
AN99 9AN

The Important Message facility is used to highlight areas of interest to pharmacy contractors.

Dispensing Month: Sep 2015

IMPORTANT MESSAGE

Payments for the Advanced Flu Service will be shown under 'Details of Other Amounts Authorised'. 'Flu Reimbursement Payment' detailing the cost of the vaccination and 'Flu Remuneration Payment' detailing the cost of the fees. For further information please go to <http://www.nhsbsa.nhs.uk/5244.aspx>

| | | |
|--------------------------------|--------------------|--------------------|
| Net payment for account | 01 Dec 2015 | £ 91,211.12 |
|--------------------------------|--------------------|--------------------|

SUMMARY OF PAYMENT AMOUNTS

| | |
|---|------------------|
| Total of drug and appliance costs | £ 69,918.50 |
| Total of all fees | 16,182.52 |
| Total of drug and appliance costs plus fees | 86,101.02 |
| Total of charges (including FP57 refunds) | -1,205.40 |
| Total of account | 84,895.62 |
| Recovery of advance payment | -87,500.12 |
| Recovery of advance payment in respect of a late registered batch | 0.00 |
| Balance due in respect of Sep 2015 | -2,604.50 |
| Payment on account for Oct (10107 items less 159 charges) | 91,074.18 |
| Advance payment in respect of a late registered batch | 0.00 |
| Total amount authorised by NHSBSA | 88,469.68 |
| Total amount authorised by LPP | 1,603.83 |
| Total of other amounts authorised | 1,137.61 |
| Net payment for account | 91,211.12 |

DRUG AND APPLIANCE COSTS

| | | |
|---|------------------|---|
| Total of basic prices at standard discount rate | £ 64,909.35 | £ |
| Discount @ 9.98 % | -6,477.95 | |
| Total of basic prices at zero discount | 11,258.02 | |
| Sub total of basic prices | 69,689.42 | |
| Out of Pocket expenses | 0.00 | |
| Payment for consumables | 116.78 | |
| Payment for containers | 112.30 | |
| Total of drug and appliance costs | 69,918.50 | |

PRESCRIPTION FEES

| | | |
|--|------------------|---|
| Professional fee | £ 8,476.20 | £ |
| Repeat dispensing fee | 125.00 | |
| Practice payment | 5,151.65 | |
| Additional fees | 100.00 | |
| 2A unlicensed medicines | 10.40 | |
| 2B appliances - measured and fitted | 10.20 | |
| appliance - home delivery | 95.61 | |
| 2E controlled drug schedules 2 and 3 | 121.79 | |
| 2F expensive prescription fees 42 | 0.00 | |
| Manually priced | 2,091.67 | |
| Establishment payment | 16,182.52 | |
| Sub total of prescription fees | 16,182.52 | |
| Other fees | 0.00 | |
| Medicines use reviews | 0.00 | |
| Appliance use reviews carried out at patients home | 0.00 | |
| Appliance use reviews carried out at premises | 0.00 | |
| Stoma customisation | 0.00 | |
| Total of all fees | 16,182.52 | |

Schedule of Payments

For: 9999 CHEMIST 99 ANY STREET
T/A: 9999 CHEMIST LTD ANY TOWN
OCS code: F9999 ANY COUNTY
AN99 9AN

Dispensing Month: Sep 2015

This section details items transferred between groups. Refer to the 'Charges' section of this document for further information.

ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS

| | |
|---------------------------------|---|
| Exempt to Chargeable | 0 |
| Exempt to Chargeable (old rate) | 0 |
| Chargeable to Exempt | 0 |
| Chargeable (old rate) to Exempt | 0 |

Key Part 2 - Prescription charge box on reverse of prescription form
Part 3 - Patient/representative signed declaration section on reverse of prescription form

SUMMARY OF EXPENSIVE ITEMS

The total number of items reported may not always correspond with the number of "Expensive prescription fees" shown on the schedule of NHSBSA authorised payments. This is due to the fact that any information in this Expensive Item List is reported at drug code level. The basic price values in the table below do not take into account any broken bulk adjustments credited/debited in the total basic prices included under Drug and Appliance Costs above.

| DESCRIPTION | NUMBER OF ITEMS | TOTAL BASIC PRICE £ |
|--|-----------------|------------------------|
| Number of items over £ 100 and up to £ 300 | 41 | 5,752.31 |
| Number of items over £ 300 | 1 | 336.00 |
| Total of items over £ 100 | 42 | 6,088.31 |

This area has been expanded to show items which have a basic price equal to or over £100. This includes information for extemporaneously prepared items and items from more than one pack size equal to or over £100. The items will be shown in descending order.

DETAILS OF ITEMS WHICH HAVE A BASIC PRICE EQUAL TO OR OVER £ 100

| FORM/ ITEM | DESCRIPTION | PACK SIZE | QTY | BASIC PRICE £ |
|------------|--|-----------|-----|------------------|
| A03199/2 | PROMIXIN 1MILLION UNIT PDR FOR NEB SOLN UNIT DOSE VIALS 30 | 30.00 | 2 | 336.00 |
| A03254/3 | FLUTICASONE 250MICROG / SALMETEROL 25MICROG/DOSE INH | 120.00 | 4 | 237.92 |
| A03192/1 | INNOHEP 14,000UNITS/0.7ML INJ PRE-FILLED SYRINGES 2 | 2.00 | 28 | 233.38 |
| A03219/3 | INNOHEP 14,000UNITS/0.7ML INJ PRE-FILLED SYRINGES 2 | 2.00 | 28 | 233.38 |
| A01187/1 | PREGABALIN 100MG CAPSULES 84 | 84.00 | 168 | 193.20 |
| A01728/3 | PREGABALIN 300MG CAPSULES 56 | 56.00 | 168 | 193.20 |
| Z00519/3 | TRIFLUOPERAZINE 1MG/5ML ORAL SOLUTION SUGAR FREE 200 | 200.00 | 560 | 184.04 |
| A02289/1 | BUPRENORPHINE 20MICROGRAMS/HOUR TRANSDERMAL PATCHES | 4.00 | 12 | 172.38 |
| A01582/2 | QUETIAPINE 300MG MODIFIED-RELEASE TABLETS 60 | 60.00 | 60 | 170.00 |
| A01141/3 | METHYLDOPA 125MG TABLETS 56 | 56.00 | 84 | 169.55 |
| A00994/1 | QUETIAPINE 300MG MODIFIED-RELEASE TABLETS 60 | 60.00 | 56 | 158.67 |
| A03194/1 | PHENYTOIN SODIUM 100MG TABLETS 28 | 28.00 | 140 | 150.00 |
| A00768/2 | NOVOMIX 30 FLEXPEN 100UNITS/ML INJ 3ML PRE-FILLED PEN 5 | 5.00 | 25 | 149.45 |
| A02137/1 | ARIPIRAZOLE 10MG TABLETS 28 | 28.00 | 56 | 149.38 |
| A00578/2 | ARIPIRAZOLE 30MG TABLETS 28 | 28.00 | 28 | 148.77 |
| Z00503/3 | NORTRIPTYLINE 25MG TABLETS 100 | 100.00 | 112 | 139.53 |
| A00182/2 | CALCIUM FOLINATE 15MG TABLETS 10 | 10.00 | 28 | 136.84 |
| Z00072/1 | LANSOPRAZOLE 15MG/5ML ORAL SUSPENSION 100 | 100.00 | 100 | 132.24 |
| A02010/3 | PREGABALIN 225MG CAPSULES 56 | 56.00 | 112 | 128.80 |
| A02195/4 | PREGABALIN 75MG CAPSULES 56 | 56.00 | 112 | 128.80 |

Schedule of Payments

| | |
|------------------------------|----------------------|
| For: 9999 CHEMIST | 99 ANY STREET |
| T/A: 9999 CHEMIST LTD | ANY TOWN |
| OCS code: F9999 | ANY COUNTY |
| | AN99 9AN |

Dispensing Month: Sep 2015

DETAILS OF ITEMS WHICH HAVE A BASIC PRICE EQUAL TO OR OVER £ 100

| FORM/ ITEM | DESCRIPTION | PACK SIZE | QTY | BASIC PRICE £ |
|---------------|--|--------------|-----|---------------------|
| Z00425/1 | AVIVA TESTING STRIPS 50 | 50.00 | 8 | 126.32 |
| A03232/1 | LANSOPRAZOLE 5MG/5ML ORAL SUSPENSION 100 | 100.00 | 100 | 125.53 |
| A00202/1 | ROTIGOTINE 4MG/24HOURS TRANSDERMAL PATCHES 28 | 28.00 | 28 | 123.60 |
| A01026/4 | ROTIGOTINE 4MG/24HOURS TRANSDERMAL PATCHES 28 | 28.00 | 28 | 123.60 |
| A00450/1 | APIXABAN 5MG TABLETS 56 | 56.00 | 112 | 123.00 |
| Z00354/3 | MERCAPTOPYRINE 50MG TABLETS 25 | 25.00 | 56 | 121.56 |
| A00599/3 | SIMVASTATIN 20MG/5ML ORAL SUSPENSION SUGAR FREE 150 | 150.00 | 150 | 119.40 |
| A02715/4 | SERETIDE 250 EVOHALER 120 | 120.00 | 2 | 118.96 |
| Z00111/3 | FLUTICASONE 250MICROG / SALMETEROL 25MICROG/DOSE INH | 120.00 | 2 | 118.96 |
| Z00418/1 | FLUTICASONE 250MICROG / SALMETEROL 25MICROG/DOSE INH | 120.00 | 2 | 118.96 |
| Z00598/2 | FLUTICASONE 250MICROG / SALMETEROL 25MICROG/DOSE INH | 120.00 | 2 | 118.96 |
| A00777/2 | BALSALAZIDE 750MG CAPSULES 130 | 130.00 | 504 | 117.94 |
| A03202/3 | RIVAROXABAN 20MG TABLETS 28 | 28.00 | 56 | 117.60 |
| Z00207/1 | MESALAZINE 1.2G GASTRO-RESISTANT MODIFIED-RELEASE | 60.00 | 112 | 116.55 |
| A01587/1 | CONCERTA XL 27MG TABLETS 30 | 30.00 | 90 | 110.43 |
| A01954/1 | HYDROCORTISONE 10MG TABLETS 30 | 30.00 | 42 | 109.90 |
| A03225/1 | FOSFOMYCIN 3G GRANULES SACHETS 1 | 1.00 | 2 | 108.90 |
| A03026/2 | QUETIAPINE 400MG MODIFIED-RELEASE TABLETS 60 | 60.00 | 28 | 105.56 |
| A03080/2 | QUETIAPINE 400MG MODIFIED-RELEASE TABLETS 60 | 60.00 | 28 | 105.56 |
| A00791/3 | CIPROFIBRATE 100MG TABLETS 28 | 28.00 | 28 | 105.31 |
| Z00310/2 | CIPROFIBRATE 100MG TABLETS 28 | 28.00 | 28 | 105.31 |
| A01803/2 | AZITHROMYCIN 250MG CAPSULES 6 | 6.00 | 40 | 100.87 |

Any enquiries should be made direct to our Prescription Services contact number.

ENQUIRIES

Please contact Prescription Services on 0300 3301349 if you have any queries about the following:

- Pharmacy Processing
- Prescription Searches
- Transferred Items
- Contractor Payment Information and Schedule reprint requests

For Local Payment enquiries, contact your Area Team.

This section informs you of the next payment date. You must inform us if you have not received your schedule by the payment date, otherwise there may be a charge for backdated copies.

INFORMATION

The payment date for the dispensing month of October 2015 will be 31 December 2015, if you do not receive your Schedule of Payments by the payment date, please contact Prescription Services on 0300 3301349.

The electronic Drug Tariff provides access to the current edition of the National Health Service Drug Tariff for England and Wales, compiled on behalf of the Department of Health by the NHSBSA. This can be found at www.nhsbsa.nhs.uk/924.aspx

For guidance on the sorting and submission of your prescription forms including completion of the FP34C submission document, please visit the website at www.nhsbsa.nhs.uk/2473.aspx

How we calculate your Advance Payment

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

100% Advance (Drug Tariff Part1 Clause 5c.1)

What we will pay you for your 100% advance is shown on page 1 of your Schedule of Payments. The example below shows how we calculate the amount payable.

Average prescription value £9.14* multiplied by 100% = £9.14

Advance items 10107 multiplied by £9.14 = £92,377.98

Less the number of prescription charges at current rate 159 multiplied by £8.20 = £1,303.80.

£92,377.98 minus £1,303.80 = £91,074.18 total advance payment.

- (see the last section in this booklet 'Other terms explained')

Essential Services Payments (Drug Tariff Part VIA)

The practice payment is calculated using the relevant payment in the Drug Tariff Part VIA Clause 2 and is dependent upon the number of items dispensed and the pharmacy dispensing hours. The example shown is 9418 items which falls into the band for 8,000 – 9,499 items. The payment is calculated taking 9418 multiplied by 54.7p per item which gives a payment value of £5,151.65. You must have the required number of hours to reach the payment stated.

The establishment payment is calculated using the relevant table in the Drug Tariff Part VIA Clause 1 and is only payable over a certain number of items. The example shown qualifies for the maximum establishment payment which is the annual amount divided by 12 and gives a payment value of £2,091.67.

Advanced Services Drug Tariff Part VIC

Medicine Use Reviews (MUR) - a fee of £28.00 per MUR service consultation is payable to all pharmacy contractors who meet the requirements for this service. Contractors are reminded that payment will be made up to a maximum of 400 MURs per pharmacy for the period 01 April to 31 March in any year, there are exceptions to this detailed in the Drug Tariff Part VIC. The number of MUR's claimed can be found in the prescription data section of the schedule and the payment under prescription fees. If we are instructed by your NHS England local team to recover any overpayments for MUR's these will be displayed in details of amounts authorised by your Area Team.

National Influenza Adult Vaccination Service – Payments are made monthly for this service on receipt of the Community Pharmacy Seasonal Influenza Vaccination claim form. A fee of £7.64 will be paid for each adult flu vaccination administered by a pharmacy contractor together with an additional £1.50 to cover training and clinical waste costs associated with the vaccination. The payment for the fee element is shown under details of other amounts authorised as 'Flu Remuneration Payment'. To find out the number of vaccines we have paid you for the value shown in this line can be divided by £9.14. The cost of the vaccination is displayed as 'Flu Reimbursement Payment' and you will be reimbursed the cost of the vaccine in accordance with Part II, Clause 8C (Basic Price) of the Drug Tariff. VAT allowance at the applicable rate is also added to the payment.

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 of forms where patients were exempt from charge. 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.

We have information about how to sort your forms on our website, 'Prescription Charges and Your Reimbursement'

<http://www.nhsbsa.nhs.uk/PrescriptionServices/1690.aspx>

There are two different sections you need to look at on your Schedule of Payments.

Charges

This is the most important section of the two that you should look at. The top of page 2 of your Schedule of Payments 'Charges' 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 which you declared on your previous month's submission document (FP34C).

For the example schedule we've included in this booklet (September 2015 dispensed) you would need to look at your September 2015 FP34C.

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.

Other terms explained

Local amounts authorised by the Area Team

NHS Business Services Authority makes payments, and also deductions, on behalf of your NHS England local team for services you've 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 local team which payment categories these relate to.

Average Item Value

The average item value is calculated using the total of drug and appliance costs plus fees from page 1, less the value of medicine use reviews, appliance use reviews and new medicine service, divided by the total number of professional fees from page 1.

For example:

£86,101.02 divided by 9418 = £9.14

For contractors who have not submitted for three months previously, a national average is applied.

Summary of Expensive Items

The number and value of items equal to or over £100 before any adjustments for broken bulk, are displayed in full on the schedule. This includes items where the combined net ingredient cost of every element which made up that item is equal to or more than £100. The items are shown in descending order.

Need more information?

Our website has lots of useful information about how we calculate payments, when we make payments, endorsing. It has extra help such as an electronic version of the Drug Tariff . You can access our knowledge base from this link http://contactcentreservices.nhsbsa.nhs.uk/selfnhsukokb/AskUs_PS/template-group.do

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

Did you know..... ?

You can now access your Schedule of Payments via the Information Services Portal.

Further information is available here <http://www.nhsbsa.nhs.uk/PrescriptionServices/4926.aspx>

Coming soon in early 2016.....

The Prescription Item Report please register for the Information Services Portal to access this information when it becomes available