

How to Reconcile your Provider Invoice

Supporting the NHS, supplying the NHS, protecting the NHS

NHS Prescription Services is a service provided by the NHS Business Services Authority

To reconcile your 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

ePACT.net - 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 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.

COPY INVOICE

NHS
Business Services Authority

April 2013 invoice received

Address

PO Box 974
Newcastle Upon Tyne
NE99 1UQ
Tel No : 0191 244 6957
Fax No: 0191 264 6520
VAT Reg No: 654 434 29
web www.nhsbsa.nhs.uk

Pricing Information		RECHARGE FOR APRIL 2013 FP(10)		
FP(10) PROVIDER PRESCRIPTIONS				
CUSTOMER NO.				
INVOICE		1000035685		
DATE ISSUED		24/06/2013		
INVOICE RAISED ON BEHALF OF		REQUESTED BY		TELEPHONE NO.
HOSPITAL AND CONTRACTOR INVOICING				
DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
RESOURCES RETAINED CENTRALLY		3,358.08	ZERO RATED	3,358.08
PROVIDER PRACTICE PRESCRIBING		109,867.85	ZERO RATED	109,867.85
DISPENSING FEES-PREVIOUS MONTH		593.83	ZERO RATED	593.83
CHARGES-PREVIOUS-MONTH		- 99.85	ZERO RATED	- 99.85

PAYMENT METHODS
TERMS : PAYMENT IS DUE ON DATE OF INVOICE

1 BACS Payment to : 98-33-09/ 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	113,519.71
TOTAL VAT	0.00
TOTAL AMOUNT	113,519.71

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

[Back to NHS Prescription Services](#)

Information Services Portal



Business Services Authority

NHS Registered Users Login

E-mail

Password

* Your password will expire after 28 days

[Register as a new user](#) [Forgotten your password?](#)

Login

Need to register?

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

If you are not carrying out an NHS role, a limited view of the data is available via the guest log on.

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 to reveal report categories you are authorised to view

Information Services [Logout](#)

Welcome

[+ Report](#) [+ Data](#) [Search](#)

Broadcasts

- 5 Sep** **Places still available on first ePACT Survey feedback session.**
The first ePACT Survey feedback session is ...
[Places still available](#)
- 1 Sep** **ePACT Survey Feedback Sessions Available**
Following the closure of the ePact survey ...
[ePACT Survey Feedback](#)
- 1 Sep** **Webex session now available**
NHSBSA Information Services are hosting an ...
[Webex Sessions](#)

My Bookmarks

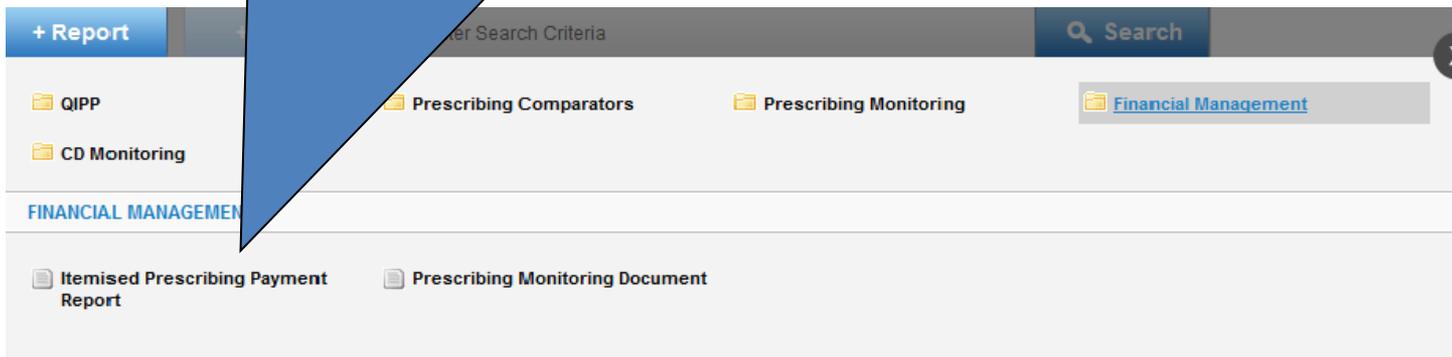
The bookmark feature allows you easy access to your most frequently used reports by listing them in one place. It is easy to use, simply go to a report and click on the star ☆.

Reports will be bookmarked in their default format.

The screenshot shows a navigation bar with the following elements from left to right: a blue button labeled '+ Report', a grey button labeled '+ Data', a search input field labeled 'Enter Search Criteria', and a blue button labeled 'Search' with a magnifying glass icon. Below the navigation bar is a list of folders, each with a yellow folder icon: 'QIPP', 'CD Monitoring', 'Prescribing Comparators', 'Prescribing Monitoring', and 'Financial Management'. A blue arrow points from the 'Financial Management' folder to a callout box.

Select 'Financial Management' to reveal reports available

Select Itemised Prescribing Payment (IPP) Report from the Information Services Portal (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>)



Itemised Prescribing Payment (IPP) Report

Itemised Prescribing Payment Report		
Prescriptions dispensed by Pharmacy and Appliance Contractors in APR, 2013		
for		
		Expenditure for prescriptions based on 100% of dispensing month above £
1.	Practice/PCO Prescribing	109,667.65
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	3,358.08
TOTAL REIMBURSEMENT REFERABLE TO COST OF DRUGS		113,025.73

Provider Practice Prescribing

Resources Centrally Retained

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web www.nhsbsa.nhs.uk

Use IPP data for 'Elements for which resources have been retained centrally'.

Use IPP data for 'Practice PCO Prescribing'

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PAYMENT METHODS
TERMS : PAYMENT IS DUE ON DATE OF INVOICE
1 BACS Payment to : 05-33-00/ 12316188 or RFT Payment to: 12316188
2 Cheques Payable to : NHS Business Services Authority
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TOTAL VAT	0.00
TOTAL AMOUNT	113,519.71

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

Go to Remuneration Reports –
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

The screenshot shows a web browser window with the NHS Prescription Services website. The page title is "Remuneration Reports". On the left, there is a navigation menu with "Remuneration Reports" selected, and links for "Feedback", "Back To NHSBSA Remuneration Reports", and "NHSBSA Prescription Services". The main content area features a table with the following details:

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

Select Itemised Remuneration Report for previous month to invoice month

TOC				First	Prev	Next	Last	Goto	Page 1	of 2	100%	Search	Download	Print	
Payments for Essential Services Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Advanced Services Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Medicine Use Reviews				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Appliance Use Reviews				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
New Medicine Service Implementation Payment				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Completed New Medicine Services Monthly Payment				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Stoma Customisation				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Advanced Services Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Essential Small Pharmacy Local Pharmaceutical				-	-	-	-	-	-	-	-	-	£448.01	£448.01	
Essential Small Pharmacy				-	-	-	-	-	-	-	-	-	£448.01	£448.01	
Essential Small Pharmacy Local Pharmace				-	-	-	-	-	-	-	-	-	£448.01	£448.01	
Local Authorised Payments Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Pre-registration Trainee				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Pharmacy Reward Scheme				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Other Local Payments				-	-	-	-	-	-	-	-	-	£45.97	£45.97	
Local Authorised Payments Total				-	-	-	-	-	-	-	-	-	£45.97	£45.87	
Local Pharmaceutical Services Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Local Pharmaceutical Services - Debited				-	-	-	-	-	-	-	-	-	-	£0.00	£0.00
Local Pharmaceutical Services - Credit				-	-	-	-	-	-	-	-	-	-	£0.00	£0.00
Local Pharmaceutical Services Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Other Fees Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Fine For Breach of Service				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Lost Batches				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Fraud Pharmacy Recovery Fees				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Other Fees Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Remuneration Adjustments Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Adjustments				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Remuneration Adjustments Total				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Prescription Charges Total				-	-	-	-	-	-	-	-	-	-£99.85	-£99.85	
Charges Collected				-	-	-	-	-	-	-	-	-	-£99.85	-£99.85	
Pre-payment Certificates				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
FP 57 Refunds				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Fraud Pharmacy Recovery Charges				-	-	-	-	-	-	-	-	-	£0.00	£0.00	
Prescription Charges Total				-	-	-	-	-	-	-	-	-	-£99.85	-£99.85	
Total Remuneration				-	-	-	-	-	-	-	-	-	£493.98	£493.98	

Dispensing fees are calculated by adding the Prescription Charge Total to the Total Remuneration
 $£99.85 + £493.98 = £593.83$

Charges

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Use Itemised Remuneration Report for previous month. Add Prescription Charges Total to the Total Remuneration

Use Itemised Remuneration Report for previous month. Use Prescription Charges Total

PAYMENT METHODS
TERMS : PAYMENT IS DUE ON DATE OF INVOICE
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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 can not 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 can not access the Remuneration Reports

If you have not been set up as a Remuneration Reports user please complete the registration form and follow the instructions at the login page

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” Guidance the figure is out by a small amount (ie pence)

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