

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

<http://www.nhsbsa.nhs.uk/PrescriptionServices/4926.aspx>

Only payments associated with individual items are covered by this guidance document, therefore payments such as Establishment payment, Practice 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 - ‘Drug and Appliance Costs’ FP34 Value description
R	Basic Price	Total of column R using Sum function (Σ)	Sub-total of basic prices i.e. Total of basic prices at standard discount rate (see below) Total of basic prices at zero discount (see below)
Z	EX Value	Total of column Z using Sum function (Σ)	Out of Pocket expenses
S	Payment for Consumables	Total of column S using Sum function (Σ)	Payment for consumables
T	Payment for Containers	Total of column T using Sum function (Σ)	Payment for containers
R filtered to select only those items where a professional fee has been paid at the standard discount rate.	Basic Price	Set filter function to row 1. Go to Column AY - SDR Professional Fee Value. Left click the filter arrow and select only records with a value greater than 0. Now total column R using Sum function (Σ) to give	Total of basic prices at standard discount rate only

		the sub total of basic prices at standard discount rate only	
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R filtered to select only those items where a professional fee has been paid at the zero discount rate.	Basic Price	Set filter function to row 1. Go to Column BA - ZDR Professional Fee Value. Left click the filter arrow and select only records with a value greater than 0. Now total column R using Sum function (Σ) to give the sub total of basic prices at zero discount rate only	Total of basic prices at zero discount
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FP34 Schedule of Payment – ‘Prescription Fees’			
Prescription Item Report- Column	Prescription Item Report -Column Heading	Information to aid reconciliation	FP34 Schedule of Payment – ‘Prescription Fees’ FP34 Value description
AY & BA	SDR Professional Fee Value & ZDR Professional Fee Value	Total of column AY using Sum function (Σ) + Total of column BA using Sum function (Σ)	Professional fee
BC & BD	SP Unlicensed Meds Fee Value & ED Unlicensed Meds Fee Value	Total of column BC using Sum function (Σ) + Total of column BD using Sum function (Σ)	Additional fees 2A unlicensed medicines
BE & BF & BG	MF Hosiery Fee Value & MF Truss Fee Value & MF Belt and Girdle Fee Value	Total of column BE using Sum function (Σ) + Total of column BF using Sum function (Σ) + Total of column BG using Sum function (Σ)	Additional fees 2B appliances – measured and fitted
BJ & BK	Home Del SR Appl Add Fee Value & Home Del HR Appl Add Fee Value	Total of column BJ using Sum function (Σ) + Total of column BK using Sum function (Σ)	Additional fees appliances – home delivery

BL & BM	CD Schedule 2 Fee Value & CD Schedule 3 Fee Value	Total of column BL using Sum function (Σ) + Total of column & BM using Sum function (Σ)	Additional fees 2E controlled drug schedules 2 and 3
BH & BI	Methadone Fee Value & Methadone Pckgd Dose Fee Value	Total of column BH using Sum function (Σ) + Total of column BI using Sum function (Σ)	Additional fees Methadone payment
BN filtered to select only those items where an expensive item fee has been paid	Expensive Item Fee Count	Set filter function to row 1. Go to Column BN - Expensive Item Fee Value. Left click the filter arrow and select only records with a value greater than 0. Now count the number of rows in column BN using Count function to give the total of Expensive Item Fees paid (Remember to deduct an item for the header row)	Additional fees - 2F expensive prescription fees (count of fees)
BN	Expensive Item Fee Value	Total of column BN using Sum function (Σ)	Additional fees - 2F expensive prescription fees
BO	Stoma Customisation Fee Value	Total of column BO using Sum function (Σ)	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 hosiery prescriptions at charge rate	Charges Payable	<p>Warning very complicated Set filter function to row 1. Go to Column J - Charge Status. Left click the filter arrow and de-select ‘1’ to select all items with a prescription charge. Go to Column L - Product Description. Left click the filter arrow and select text filter ‘contains’ and type hosiery. Press return key Now count the number of charges in column K using Count function to give the total of items where a charge was paid. Now determine the total quantity of hosiery supply as Sub-Total of column N using Sum function. Collected elastic hosiery = number of charges x quantity of hosiery items supplied x prescription charge value. Make</p>	Collected elastic hosiery (* note only applicable if Collected elastic hosiery are shown on the payment schedule)

		adjustment for any old charge rate prescriptions. Charge status = 3.	
K - filtered to select prescriptions at current charge rate	Charges Payable	<p>Set filter function to row 1. Go to Column J - Charge Status. Left click the filter arrow and select '2' to select all items with a current prescription charge. Go to Column L - Product Description. Left click the filter arrow and select text filter 'does not contain' and type hosiery. Press return key Now count the number of charges in column K using Sum function to give the total of items where a charge was paid.</p> <p>Charges collected excluding elastic hosiery Collected elastic hosiery = number of charges x current prescription charge rate.</p>	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 prescriptions at old (previous) charge rate		<p>Set filter function to row 1. Go to Column J - Charge Status. Left click the filter arrow and select '3' to select all items with a current prescription charge. Go to Column L - Product Description. Left click the filter arrow and select text filter 'does not contain' and type hosiery. Press return key Now count the number of charges in column K using Sum function to give the total of items</p>	Charges collected at the old (previous) 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)

		where a charge was paid. Charges collected excluding elastic hosiery Collected elastic hosiery = number of charges x current prescription charge rate.	
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	Go to Column E – Item Number. Left click the filter arrow and select ‘1’ only. Total of column D	Total forms received (including electronic prescriptions) (If they do not match the payment schedule this will be due to forms that have been 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	Set filter function to row 1. Go to Column C – Fragment ID. Left click the filter arrow and select ‘Z’ to select all items for	Total electronic prescription forms received

		<p>EPS R2 prescriptions. Now Go to column E – Item Number. Left click the filter arrow and select '1' to select the first item for each EPS R2 prescriptions. Now count the number of rows in column D using Count function to give the total of forms for EPS R2 prescriptions. (Remember to deduct an item for the header row)</p>	
C	Fragment ID	<p>Set filter function to row 1. Go to Column C – Fragment ID. Left click the filter arrow and select 'Z' to select all items for EPS R2 prescriptions. Go to Column AO - ND. Left click the filter arrow and de-select ND. Press return key Now count the number of rows in column C using Count function to give the total of items for EPS R2 prescriptions. (Remember to deduct an item for the header row)</p>	Total electronic prescription items received
BB	ZDR Professional Fee Number	Total of column BB	Items at zero discount rate, for which a fee is paid
AZ	SDR Professional Fee Number	Total of column AZ	Items at standard discount rate, for which a fee is paid

BB & AZ		Total of column BB + Total of column AZ	Total of items, for which a fee is paid
AP & W	RB & DA	<p>Set filter function to row 1. Go to 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.</p> <p>If the above does not match then remove the filter and go to Column W – DA. Left click the filter arrow and select 'DA' select all items which have been disallowed. Add the total of DA's to RB's.</p>	Referred back items & Disallowed items
FP34 Schedule of Payment – 'ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS			
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
I, J & K	Group Type Declared Charge status	<p>Set filter function to row 1. Go to Column I – Group Type Declared. Left click the filter arrow and select '1' to select all</p>	Exempt to Chargeable

	Charge Payable	<p>forms submitted as group 1 - exempt. Now Go to column J – Charge Status. Left click the filter arrow and select ‘2’ and ‘3’ (if applicable) to select all forms with Charge Status - Chargeable. Now Go to column K – Charge Payable. Left click the filter arrow and de-select ‘0’ to select only those items where a prescription charge has been deducted under Charge Payable.</p>	
I, J, K & V	<p>Group Type Declared Charge status Charge Payable CC (no charge contraceptive item)</p>	<p>Set filter function to row 1. Go to 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. Now Go to column J – Charge Status. Left click the filter arrow and select ‘1’ to select all forms with Charge Status - Exempt. Now Go to column K – Charge 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. Finally Go to column V – CC (No charge contraceptive). Left click the filter arrow and de-select ‘CC’ to exclude items which are no</p>	Chargeable to Exempt

		charge contraceptives.	
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FP34 Schedule of Payment – ‘ Summary of Expensive Items’			
Prescription Item Report- Column	Prescription Item Report -Column Heading		FP34 Schedule of Payment – ‘ Summary of Expensive Items’ FP34 Value description
R	Basic Price	Filter on values greater than 99.99 and the count will match the totals on the Schedule of payments	Total of items over £100 The Basic Price value on the FP34 Schedule of Payment is equivalent to the prescribed quantity for the item reimbursed and will not take into account payment adjustments for broken bulk and payments relating to multiple pack items such as ACBS flavoured dietary products. See FAQs