



Prescription Services

How to Reconcile your Hospital Trust Invoice

Supporting the NHS, supplying the NHS, protecting the NHS

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

August 2012 Invoice Received



Prescription Services

COPY INVOICE

NHS
Business Services Authority

PO Box 374
Newcastle Upon Tyne
NE99 1UQ
Tel No: 0191 244 0957
Fax No: 0191 264 8520
VAT Reg No: 654 434 29
web www.nhsbsa.nhs.uk

Pricing Information		CUSTOMER NO.		
RECHARGE FOR August 2FP(10) HOSPITAL PRES		INVOICE		
		DATE ISSUED		19/10/2012
INVOICE RAISED ON BEHALF OF		REQUESTED BY		TELEPHONE NO.
HOSPITAL AND CONTRACTOR INVOICING				
DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
BASIC PRICE-CURRENT MONTH		61,723.64	ZERO RATED	61,723.64
DISCOUNT-CURRENT-MONTH		-4,950.23	ZERO RATED	-4,950.23
DISPENSING FEES-PREVIOUS MONTH		5,137.05	ZERO RATED	5,137.05
PAYMENT FOR CONTAINERS		81.40	ZERO RATED	81.40
CHARGES-PREVIOUS-MONTH		-1,041.27	ZERO RATED	-1,041.27
OUT OF POCKET EXPENSES		20.24	ZERO RATED	20.24
PAYMENT FOR CONSUMABLES-CURREN		65.64	ZERO RATED	65.64

PAYMENT METHODS
TERMS : PAYMENT IS DUE ON DATE OF INVOICE

- 1 BACS Payment to : 08-33-00/ 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	61,036.47
TOTAL VAT	0.00
TOTAL AMOUNT	61,036.47

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
19/10/2012			61,036.47	

Go to epact.net
http://www.epact.ppa.nhs.uk/systems/sys_main_epact.htm



Prescription Services

<p>ePACT.net for PCTs, Community Trusts, StHAs, National users and Hospitals. Available 09:00 - 20:00 Monday - Sunday excluding Bank Holidays and maintenance. Information Services Support is available 08:30 - 16:30 Monday to Friday</p>	
<p>Status: Available</p>	
<p>Quick links to ePACT news reports</p> <ul style="list-style-type: none"> • Forecast Out-turn Issue • Amended Forecast Out-turn Profile • Hospital ePACT.net - Trust Level Analysis Template Updated • NEW ePACT report fields • Correction to Laxatives ADQ/STAR-PU QIPP prescribing comparator • Two additional QIPP prescribing comparators to be added to Information Services Portal • ePACT TAGS • Information Services Portal 	

Run a Trust Level Analysis Report from ePACT for August 2012



Prescription Services

The screenshot shows the ePACT.net application window. The interface includes a menu bar (File, Component, Options, Help) and a toolbar with icons for file operations, navigation, and search. On the left, there are three filter panels: 'Financial Year' (set to 'All Periods'), 'Hospital Trust' (set to 'A Hospital Trust'), and 'BNF (System Tag)' (set to 'BNF'). The main area is titled 'Report_1' and shows a list of 'Selected Fields' including 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, and Total Payment for Containers. The 'Record Limit' is set to 0 and the 'Template' is 'Trust Level Analysis'. On the right, there are checkboxes for 'Suppress Zeros' (checked) and 'Data Export' (unchecked), and a checkbox for 'Show Fee Values for Local Pharmacy Service? (when requested)'. At the bottom, there are buttons for 'Add', 'Edit', 'Delete', 'Run Now', and 'Cancel', along with dropdown menus for 'Month', 'Selected Organisations', and 'Selected Drugs'.

The Trust Level Analysis Report will provide the following data



Prescription Services

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
A	AA1	BNF	Aug-12	89	£199.23	8.02%	£2.88	£0.00	£6.50
B	AA2	BNF	Aug-12	32	£567.41	8.02%	£1.00	£0.00	£1.70
C	AA3	BNF	Aug-12	10	£509.00	8.02%	£0.32	£0.00	£0.30
D	AA4	BNF	Aug-12	209	£3,705.30	8.02%	£6.74	£20.24	£6.70
E	AA5	BNF	Aug-12	75	£653.47	8.02%	£2.43	£0.00	£1.90
F	AA6	BNF	Aug-12	10	£63.08	8.02%	£0.32	£0.00	£0.10
G	AA7	BNF	Aug-12	109	£2,108.17	8.02%	£3.40	£0.00	£2.30
H	AA8	BNF	Aug-12	58	£2,148.22	8.02%	£1.88	£0.00	£2.00
I	AA9	BNF	Aug-12	22	£681.52	8.02%	£0.71	£0.00	£1.60
EE	AA31	BNF	Aug-12	4	£445.36	8.02%	£0.13	£0.00	£0.10
FF	AA32	BNF	Aug-12	15	£65.18	8.02%	£0.49	£0.00	£0.60
GG	AA33	BNF	Aug-12	1	£1,609.43	8.02%	£0.03	£0.00	£0.10
HH	AA34	BNF	Aug-12	7	£253.01	8.02%	£0.23	£0.00	£0.30
II	AA35	BNF	Aug-12	35	£283.77	8.02%	£1.13	£0.00	£1.80
JJ	AA36	BNF	Aug-12	9	£64.76	8.02%	£0.29	£0.00	£0.10
KK	AA37	BNF	Aug-12	6	£35.21	8.02%	£0.19	£0.00	£0.30
LL	AA38	BNF	Aug-12	18	£427.62	8.02%	£0.58	£0.00	£0.70
MM	AA39	BNF	Aug-12	23	£695.46	8.02%	£0.75	£0.00	£0.60
NN	AA40	BNF	Aug-12	56	£477.40	8.02%	£1.78	£0.00	£3.70
OO	AA41	BNF	Aug-12	22	£324.05	8.02%	£0.75	£0.00	£1.80
PP	AA42	BNF	Aug-12	133	£1,492.67	8.02%	£4.31	£0.00	£7.40
QQ	AA43	BNF	Aug-12	41	£1,096.99	8.02%	£1.33	£0.00	£1.80
RR	AA44	BNF	Aug-12	13	£47.07	8.02%	£0.42	£0.00	£0.90
SS	AA45	BNF	Aug-12	44	£472.87	8.02%	£1.36	£0.00	£2.90
				2,040	£61,723.64		£65.64	£20.24	£81.40

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 Hospital Invoice



Prescription Services

Remuneration Reports

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

<p>Remuneration Reports</p> <p>Available: 09:00 - 17:00 Monday - Friday excluding Bank Holidays.</p> <p>Status: Report Available.</p>	<p>enter</p> <p>✓</p>
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Itemised Remuneration Report will provide the following data



Prescription Services

Dispensing Month: July 2012					
Hospital Trust Code: ????					
Hospital Trust: ????					
		Number Of Fees	% Share Paid	Remuneration	Year To Date
Professional Fees Total					
Professional Fee		2,129	-	£1,916.10	£7,160.40
Extemp Dispensed Preps/Unlicensed Medicines		13	-	£260.00	£1,120.00
Appliance Fee (Measured and Fitted)		-	-	£0.00	£0.00
Appliance Fee (Home Delivery)		2	-	£6.80	£6.80
Extemp liquids ordered in more than one container		-	-	£0.00	£0.00
Limited stability (<14 days) extra supplies		-	-	£0.00	£0.00
Controlled drug schedules 2 and 3		14	-	£12.82	£33.77
Expensive prescription fees		86	-	£947.58	£3,419.28
Manually Priced		-	-	£0.00	£0.00
Methadone Payment		-	-	£0.00	£0.00
National Unidentified Primary Care Prescribers		-	-	£0.00	£0.00
National Unidentified Secondary Care Prescribers		-	-	£10.37	£31.83
Professional Fees Total		2,244		£3,153.67	£11,772.08
Payments for Essential Services Total					
Establishment Payments		-	-	£0.00	£0.00
Practice Payments		-	0.00%	£1,550.42	£5,801.35
Repeat Dispensing Fee		-	0.00%	£38.59	£145.18
Transitional Payment		-	-	£0.00	£0.00
ETP Allowances		-	0.00%	£72.79	£262.86
Appliance Infrastructure Payment		-	0.00%	£62.84	£232.32
Payments for Essential Services Total				£1,724.64	£6,441.71
Advanced Services Total					
Medicine Use Reviews		-	0.00%	£174.24	£646.20
Appliance Use Reviews		-	0.00%	£0.38	£0.38
New Medicine Service Implementation Payment		-	-	£0.00	£0.00
Completed New Medicine Services Monthly Payment		-	0.00%	£32.53	£157.11
Stoma Customisation		-	-	£0.00	-£0.01
Advanced Services Total				£207.15	£803.68
Essential Small Pharmacy Local Pharmaceutical Services Total					
Essential Small Pharmacy		-	-	£0.00	£0.00
Essential Small Pharmacy Local Pharmaceutical Services Total				£0.00	£0.00
Local Authorised Payments Total					
Pre-registration Trainee		-	0.00%	£49.60	£231.14
Pharmacy Reward Scheme		-	0.00%	£0.03	£0.08
Other Local Payments		-	-	£0.00	£0.00
Local Authorised Payments Total				£49.63	£231.22
Local Pharmaceutical Services Total					
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					
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					
Adjustments		-	0.00%	£1.94	£5.12
Remuneration Adjustments Total				£1.94	£5.12
Prescription Charges Total					
Charges Collected		-	0.00%	-£844.48	-£3,062.64
Pre-payment Certificates		-	0.00%	-£203.38	-£799.72
FP 57 Refunds		-	0.00%	£6.59	£24.47
Fraud Pharmacy Recovery Charges		-	-	£0.00	£0.00
Prescription Charges Total				-£1,041.27	-£3,837.89
Total Remuneration		2,244		£4,095.78	£15,415.92



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 Newcastle Upon Tyne
 NE99 1UQ
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DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
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DISCOUNT-CURRENT-MONTH		-4,950.23	ZERO RATED	-4,950.23
DISPENSING FEES-PREVIOUS MONTH		5,137.05	ZERO RATED	5,137.05
PAYMENT FOR CONTAINERS		81.40	ZERO RATED	81.40
CHARGES-PREVIOUS-MONTH		-1,041.27	ZERO RATED	-1,041.27
OUT OF POCKET EXPENSES		20.24	ZERO RATED	20.24
PAYMENT FOR CONSUMABLES-CURREN		65.64	ZERO RATED	65.64

Use epact data for Aug 2012

Use epact data for Aug 2012

Use epact data for Aug 2012

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PAYMENT METHODS
 TERMS : PAYMENT IS DUE ON DATE OF INVOICE
 1 BACS Payment to : 08-33-00/ 12316188 or RFT Payment to: 12316188
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SUB TOTAL	61,036.47
TOTAL VAT	0.00
TOTAL AMOUNT	61,036.47

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
19/10/2012			61,036.47	

ePACT Trust Level Analysis Report August 2012



Prescription Services

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
A	AA1	BNF	Aug-12	89	£199.23	8.02%	£2.88	£0.00	£6.50
B	AA2	BNF	Aug-12	32	£567.41	8.02%	£1.00	£0.00	£1.70
C	AA3	BNF	Aug-12	10	£509.00	8.02%	£0.32	£0.00	£0.30
D	AA4	BNF	Aug-12	209	£3,705.30	8.02%	£6.74	£20.24	£6.70
E	AA5	BNF	Aug-12	75	£653.47	8.02%	£2.43	£0.00	£1.90
F	AA6	BNF	Aug-12	10	£63.08	8.02%	£0.32	£0.00	£0.10
G	AA7	BNF	Aug-12	109	£2,108.17	8.02%	£3.40	£0.00	£2.30
H	AA8	BNF	Aug-12	58	£2,148.22	8.02%	£1.88	£0.00	£2.00
I	AA9	BNF	Aug-12	22	£681.52	8.02%	£0.71	£0.00	£1.60
J	AA10	BNF	Aug-12	144	£764.04	8.02%	£4.67	£0.00	£2.40
EE	AA31	BNF	Aug-12	4	£445.36	8.02%	£0.13	£0.00	£0.10
FF	AA32	BNF	Aug-12	15	£65.18	8.02%	£0.49	£0.00	£0.60
GG	AA33	BNF	Aug-12	1	£65.18	8.02%	£0.00	£0.00	£0.10
HH	AA34	BNF	Aug-12	1	£65.18	8.02%	£0.00	£0.00	£0.30
II	AA35	BNF	Aug-12	3	£65.18	8.02%	£0.00	£0.00	£1.80
JJ	AA36	BNF	Aug-12	3	£65.18	8.02%	£0.00	£0.00	£0.10
KK	AA37	BNF	Aug-12	6	£65.18	8.02%	£0.19	£0.00	£0.30
LL	AA38	BNF	Aug-12	18	£42.10	8.02%	£0.58	£0.00	£0.70
MM	AA39	BNF	Aug-12	23	£695.22	8.02%	£0.75	£0.00	£0.60
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QQ	AA43	BNF	Aug-12	41	£1,096.99	8.02%	£1.33	£0.00	£1.80
RR	AA44	BNF	Aug-12	13	£47.07	8.02%	£0.42	£0.00	£0.90
SS	AA45	BNF	Aug-12	44	£472.87	8.02%	£1.36	£0.00	£2.90
				2,040	£61,723.64		£65.64	£20.24	£81.40

Discount is calculated by $\text{Multiplying Total NIC} * \% \text{ On Cost Discount} - 61723.64 * 8.02\% = 4950.23$

Basic Price – Current Month

Payment for Consumables - Current

Out of Pocket Expenses

Payment for Containers



Prescription Services

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TOTAL AMOUNT	61,036.47

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
19/10/2012			61,036.47	

Use Itemised Remuneration Report for July 2012 Add Prescription Charges Total to the Total Remuneration

Use Itemised Remuneration Report for July 2012 Prescription Charges Total

Itemised Remuneration Report for July 2012



Prescription Services

Dispensing Month: July 2012					
Hospital Trust Code: ????					
Hospital Trust: ????					
		Number Of Fees	% Share Paid	Remuneration	Year To Date
Professional Fees Total					
Professional Fee		2,129	-	£1,916.10	£7,160.40
Extemp Dispensed Preps/Unlicensed Medicines		13	-	£260.00	£1,120.00
Appliance Fee (Measured and Fitted)		-	-	£0.00	£0.00
Appliance Fee (Home Delivery)		2	-	£6.80	£6.80
Extemp liquids ordered in more than one container		-	-	£0.00	£0.00
Limited stability (<14 days) extra supplies		-	-	£0.00	£0.00
Controlled drug schedules 2 and 3		14	-	£12.82	£33.77
Expensive prescription fees		86	-	£947.58	£3,419.28
Manually Priced		-	-	£0.00	£0.00
Methadone Payment		-	-	£0.00	£0.00
National Unidentified Primary Care Prescribers		-	-	£0.00	£0.00
National Unidentified Secondary Care Prescribers		-	-	£10.37	£31.83
Professional Fees Total		2,244		£3,153.67	£11,772.08
Payments for Essential Services Total					
Establishment Payments		-	-	£0.00	£0.00
Practice Payments		-	0.00%	£1,550.42	£5,801.35
Repeat Dispensing Fee		-	0.00%	£38.59	£145.18
Transitional Payment		-	-	£0.00	£0.00
ETP Allowances		-	0.00%	£72.79	£262.86
Appliance Infrastructure Payment		-	0.00%	£62.84	£232.32
Payments for Essential Services Total				£1,724.64	£6,441.71
Advanced Services Total					
Medicine Use Reviews		-	0.00%	£174.24	£646.20
Appliance Use Reviews		-	0.00%	£0.38	£0.38
New Medicine Service Implementation Payment		-	-	£0.00	£0.00
Completed New Medicine Services Monthly Payment		-	0.00%	£32.53	£157.11
Stoma Customisation		-	-	£0.00	-£0.01
Advanced Services Total				£207.15	£803.68
Essential Small Pharmacy Local Pharmaceutical Services Total					
Essential Small Pharmacy		-	-	£0.00	£0.00
Essential Small Pharmacy Local Pharmaceutical Services Total				£0.00	£0.00
Local Authorised Payments Total					
Pre-registration Trainee		-	0.00%	£49.60	£231.14
Pharmacy Reward Scheme		-	0.00%	£0.03	£0.08
Other Local Payments		-	-	£0.00	£0.00
Local Authorised Payments Total				£49.63	£231.22
Local Pharmaceutical Services Total					
Local Pharmaceutical Services - Debited		-	-	£0.00	
Local Pharmaceutical Services - Credit		-	-	£0.00	
Local Pharmaceutical Services Total				£0.00	
Other Fees Total					
Fine For Breach of Service		-	-	£0.00	
Lost Batches		-	-	£0.00	
Fraud Pharmacy Recovery Fees		-	-	£0.00	
Other Fees Total				£0.00	
Remuneration Adjustments Total					
Adjustments		-	0.00%	£1.94	
Remuneration Adjustments Total				£1.94	
Prescription Charges Total					
Charges Collected		-	0.00%	-£844.48	-£,062.64
Pre-payment Certificates		-	0.00%	-£203.38	-£799.72
FP 57 Refunds		-	0.00%	£6.59	£24.47
Fraud Pharmacy Recovery Charges		-	-	£0.00	£0.00
Prescription Charges Total				-£1,041.27	-£3,837.89
Total Remuneration		2,244		£4,095.78	£15,415.92

Dispensing fees are calculated by adding the Prescription Charge Total to the Total Remuneration £1041.27 + £4095.78 = £5137.05

Itemised Remuneration Report for July 2012



Prescription Services

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Hospital Trust:	????				
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Essential Small Pharmacy Local Pharmaceutical Services Total					
Essential Small Pharmacy		-	-	£0.00	£0.00
Essential Small Pharmacy Local Pharmaceutical Services Total		-	-	£0.00	£0.00
Local Authorised Payments Total					
Pre-registration Trainee		-	0.00%	£49.60	£231.14
Pharmacy Reward Scheme		-	0.00%	£0.03	£0.08
Other Local Payments		-	-	£0.00	£0.00
Local Authorised Payments Total		-	-	£49.63	£231.22
Local Pharmaceutical Services Total					
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					
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					
Adjustments		-	0.00%	£1.94	
Remuneration Adjustments Total		-	-	£1.94	
Prescription Charges Total					
Charges Collected		-	0.00%	-£844.48	
Pre-payment Certificates		-	0.00%	-£203.38	-£799.72
FP 57 Refunds		-	0.00%	£6.59	£24.47
Fraud Pharmacy Recovery Charges		-	-	£0.00	£0.00
Prescription Charges Total		-	-	-£1,041.27	-£3,837.89
Total Remuneration		2,244		£4,095.78	£15,415.92

Charges –
Previous
month

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 hospital invoice relate to the previous months Remuneration Report. Therefore for Julys hospital invoice will reconcile with Junes Remuneration Report.

Charges are shown on the Itemised Remuneration Report for Appliance Infrastructure Payments but the hospital 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 PCTs and Hospital Trusts.

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 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

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

I can not access the Remuneration Reports

If you have a User ID and Password for the Remuneration Reports please complete the hospital registration form and follow the instructions at

<http://www.nhsbsa.nhs.uk/PrescriptionServices/3091.aspx>

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