

Hints & Tips

Prescription Information Services

Gateway: 001/NHSBSA/RxS/04/15

Issue 19



Subscribe to Hints & Tips

If any you would like to receive Hints & Tips by email, please let us know and we'll add you to the distribution list.

Please email:

nhsbsa.communicationsteam@nhs.net

and put 'Subscribe to Hints & Tips – Information Services' in your subject line

Include the following:

- Name
- Job role e.g. prescribing advisor, medicines manager)
- Organisation name

If you've got a hint or tip that you would like us to write about in a future edition, please email it to nhsbsa.communicationsteam@nhs.net

Welcome to the April 2015 issue of Hints & Tips!

If you've got a hint or tip that you would like us to write about in a future edition, please email it to:

nhsbsa.communicationsteam@nhs.net

Contents

<u><i>New controlled drugs reports available via the Information Services Portal (ISP)</i></u>	3
<u><i>Remuneration Report and Itemised Prescribing Payment (IPP) Report changes</i></u>	4
<u><i>What guidance is available to users of the Information Services Portal (ISP)?</i></u>	5
<u><i>Are you making use of the Information Services Portal (ISP) broadcast messages?</i></u>	6
<u><i>Access to FP10 prescription forms and dispensing data</i></u>	7
<u><i>New web pages for the NHS dictionary of medicines and devices (dm+d)</i></u>	8
<u><i>2015/16 Quality Premium</i></u>	9
<u><i>Transparency of payment information</i></u>	10
<u><i>Centrally purchased vaccines</i></u>	11
<u><i>FP34 submission documents</i></u>	12
<u><i>Your dedicated helpline</i></u>	13

Welcome to the April 2015 issue of Hints & Tips, your regular newsletter full of updates and information. In this issue we'll be looking at recent changes to the Information Services Portal (ISP), access to FP10 prescription forms and dispensing data and the new location and web pages for the NHS dictionary of medicines and devices (dm+d).

We've also included advice on how to use the ISP to its full advantage, claiming reimbursement for vaccines administered to patients, the correct use of FP34 submission documents and lots more which we hope you'll find useful.

If you have any suggestions for topics you'd like to see included in a future edition, please contact us at:

nhsbsa.communicationsteam@nhs.net

+ Report

+ Data

Enter Search Criteria

Search

Broadcasts

20
Nov

Updated Forecast Out-turn 2014-15

The PMD profile for 2014-15 which takes ...

[Forecast Out-turn](#)

NHS Registered Users Login

E-mail

Password

* Your password will expire after 28 days

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

18
Nov

Your data request has been submitted successfully

We will notify you as soon as it is ready to download

Your request number is: **REQ0003173**

Close

Access to your most frequently used reports by listing them in one place. Click on the star ☆.

Please select the report criteria

Date View

How often prescribing compared: [national](#)

Period

Selection: [FY 2014-15](#) + [Q1 2014-15](#) - [JUN 14](#)

Q1 2014-15 - [JUN 14](#)

Organisation

[ALL - ENGLAND](#)

Get Report

New controlled drugs reports available via the Information Services Portal (ISP)

The NHS Business Services Authority (NHSBSA) has recently updated the ISP to include two new controlled drugs reports. The Controlled Drug Requisition report and the Private Controlled Drug Prescription report are now included in the suite of controlled drug reports. The controlled drug comparator charts, providing a high level view of controlled drug prescribing at Regional Office, Area Team and PCO level, are now also available via the ISP.

You need to be a registered user of the ISP to be able to access these reports. You can find information on registering for and accessing the ISP here: <http://www.nhsbsa.nhs.uk/3607.aspx>



Remuneration Report and Itemised Prescribing Payment (IPP) Report changes

The NHS Business Services Authority (NHSBSA) is continually looking to develop and improve its information systems. As part of this development, the current Remuneration Report has been migrated into the Information Services Portal (ISP) from March 2015. If you currently use this report, you'll either have access automatically added to your existing ISP account or will have an ISP account created for you so you can continue to access the report. The content of the Remuneration Report remains the same; the only change is to the method of access.

NHS England Area Team users will continue to receive remuneration report data in the Area Team structure pre April 2015. If you're a user in a newly merged Area and need access to remuneration data for your organisation, you'll therefore need to apply for access for each of the Area Teams that form part of the merged organisation.

The NHSBSA has also made changes to the Itemised Prescribing Payment (IPP) report from March 2015. The report now also includes additional information regarding prescribing in hospital units. This change will result in increased values at National, Area Team and Hospital Trust level reports.

What guidance is available to users of the Information Services Portal (ISP)?

To help new users of the ISP, the NHS Business Services Authority (NHSBSA) has included guidance and help on how to access and navigate the system on its website. This guidance is available as downloadable user guides at: <http://www.nhsbsa.nhs.uk/3607.aspx>. If you prefer a more interactive method of learning, WebEx sessions are also held regularly. You can find details of these sessions and how to register at the same location.

The user guides include information on a variety of subjects, including logging into the system, how to search for a report, bookmarking a report, how to request a new profile and downloading and printing reports.

The WebEx sessions provide a general overview of the ISP, offering guidance on how to navigate around the system and demonstrating various functions and features of the portal. There are two types of sessions, designed for practice users and PCO/Area Team users:

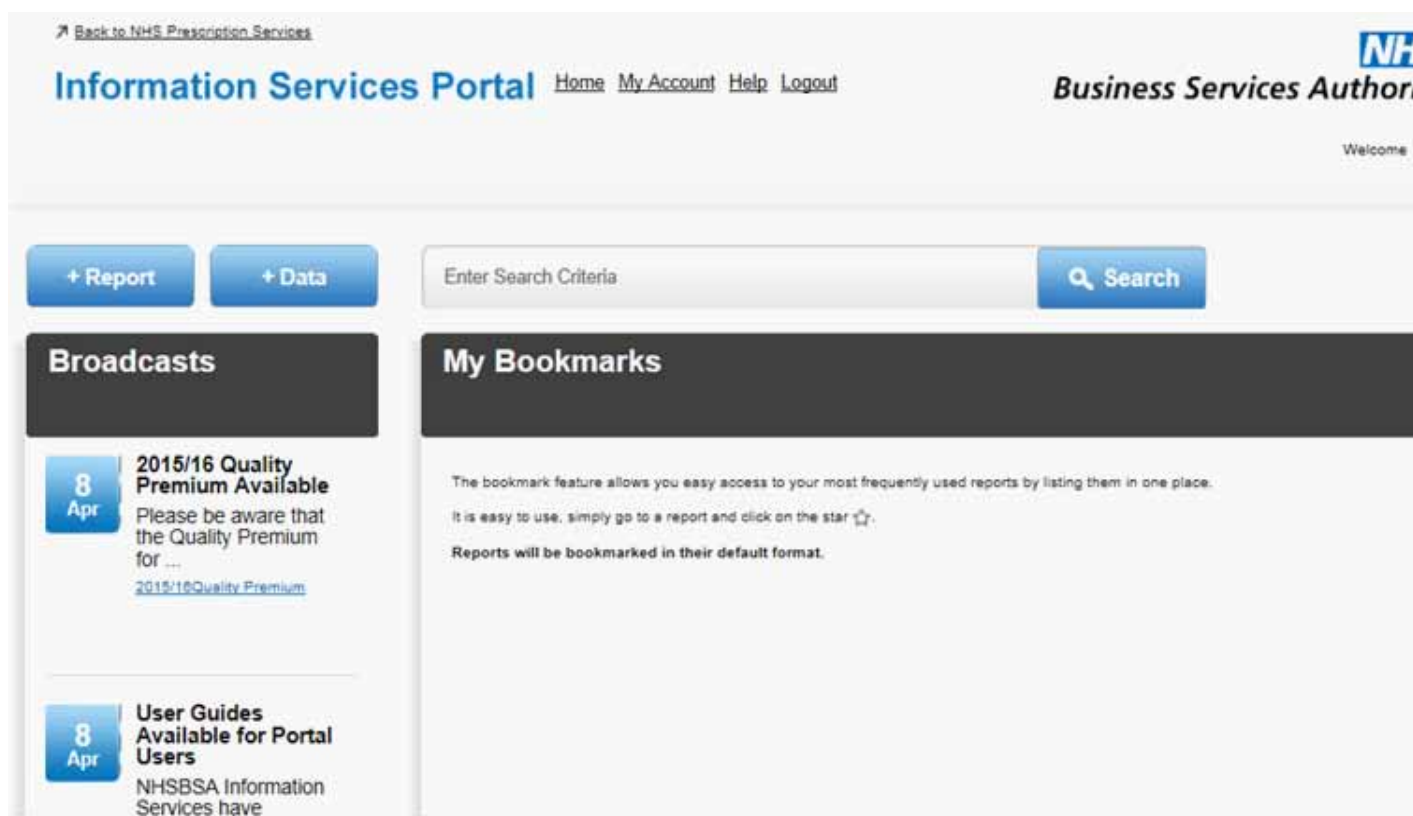
- Sessions designed for practice users provide guidance on how to view Personally Administered Items and the Practice Detailed Prescribing Information.
- Sessions designed for PCO/Area Team Users provide guidance on accessing the QIPP and Prescribing Comparators as well as Financial Management reports.

WebEx sessions are also available for Controlled Drug Accountable Officers offering an overview of the Controlled Drug Monitoring reports as well as an overview of the Information Services Portal.



Are you making use of the Information Services Portal (ISP) broadcast messages?

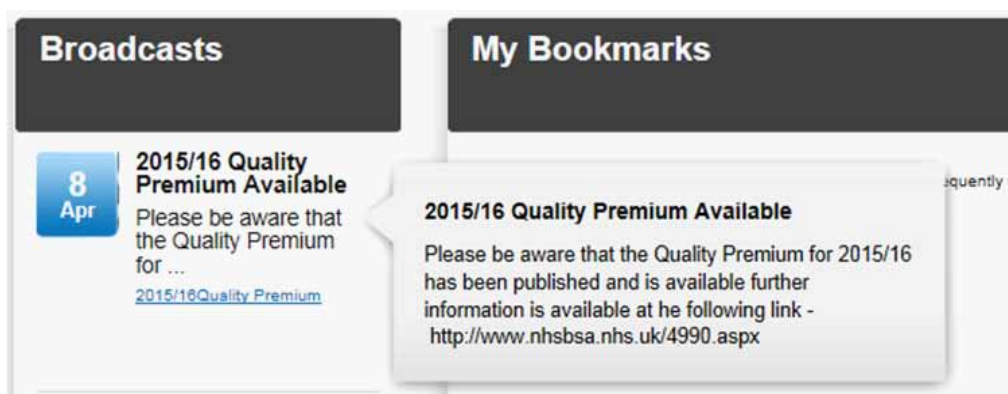
The NHS Business Services Authority uses the broadcast message facility in the ISP to make useful information available to users. Examples of the kinds of information you'll find in these messages are when new reports are available, updates to the system, promotion of WebEx sessions and signposting information available on other related websites. Broadcast messages appear on the home screen when you log on to the portal:



The home screen displays the latest four messages and more messages can be accessed by clicking on the arrow at the bottom of the broadcasts box. The next set of messages will be displayed in date order:



To view the full message simply hover over the message description:



Access to FP10 prescription forms and dispensing data

Before 1 April 2013 PCTs were responsible for the commissioning of pharmaceutical services, but since this date NHS England has responsibility for these contracts.

On 1 April 2013 The Pharmaceutical and Local Pharmaceutical Services (Prescriptions, Payments and Listings) Directions 2013 regulations came into force. Section 7 of these Directions (Examination of prescription forms and payment data by representative bodies) specifies who has the authority to request copies of NHS prescription forms:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/193213/2013-03-27 - Prescriptions Payments and Listings Directions 2013 e signature.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/193213/2013-03-27_-_Prescriptions_Payments_and_Listings_Directions_2013_e_signature.pdf)

The NHS Business Services Authority has included [information](#) on the current position based on these regulations on its website. This document explains the process for requesting dispensing data and access to NHS prescription forms that have been dispensed and submitted for payment to NHSBSA by all types of dispensing contractor. It also includes a Frequently Asked Questions section.

If you work in a Clinical Commissioning Group (CCG) or other provider organisation and want to request prescriptions, you should contact your Area Team. However, if you believe any prescribing has been incorrectly processed or attributed to your organisation, you can initiate a prescriber query. To do this you need to email details of the prescribing query in question (along with any background information to support the belief that the prescribing has been incorrectly attributed, for example a Prescriber Dispenser Report from ePACT.net) to:

nhsbsa.prescribingqueries@nhs.net



New web pages for the NHS dictionary of medicines and devices (dm+d)

The NHS dm+d web pages have moved to:

<http://www.nhsbsa.nhs.uk/1121.aspx>. From 31

March 2015 the former website:

www.dmd.nhs.uk is no longer being

maintained and you will be automatically redirected from it to the new web pages. The content of the old NHS dm+d web pages has been reviewed and the essential information transferred to the new web pages.

dm+d is a dictionary of descriptions and codes which represent medicines and devices in use across the NHS. It is delivered through a partnership between the Health and Social Care Information Centre and the NHS Business Services Authority (NHSBSA) and provides the recognised NHS Standard for uniquely identifying medicines and medical devices used in patient care. Where information about medicines used in the care of an NHS patient needs to be transferred electronically from one system to another, those systems must be able to output and receive dm+d codes. The systems must be able to 'translate' the code and display the associated written description.

You can view the contents of dm+d using the NHSBSA browser. It contains a huge variety of information, for example whether a product will be reimbursed by the NHSBSA if submitted for reimbursement by a dispensing contractor and the indicative price of each pack of a product (where a price is maintained by the NHSBSA). The data also shows current and discontinued products and packs available from manufacturers and suppliers.



2015/16 Quality Premium

NHS England's Quality Premium for CCGs 2015/16 has been published and is available here:

<http://www.england.nhs.uk/ccg-ois/qual-prem/>

The NHS Business Services Authority has included a new broad spectrum antibiotic comparator (Co-Amoxiclav, Cephalosporins and Quinolones % items) on the Information Services Portal (ISP) to support Quality Premium activity. You can access the ISP at:

<http://www.nhsbsa.nhs.uk/3607.aspx>

Public Health England have published the Antimicrobial consumption data: validation protocol for NHS acute trusts protocol which can be found here:

<https://www.gov.uk/government/publications/antimicrobial-consumption-data-validation-protocol-for-nhs-acute-trusts>

The Antimicrobial Stewardship Guidelines for secondary care have also been updated and can be found at:

<https://www.gov.uk/government/publications/antimicrobial-stewardship-start-smart-then-focus>

Colecalciferol capsules

Did
you
know?

There are now two licensed products available when Colecalciferol 20,000unit capsules are prescribed. These are Fultium-D3 20,000unit capsules and Aviticol 20,000unit capsules. There is also a licensed product called Plenachol 40,000unit capsules available when Colecalciferol 40,000unit capsules is prescribed. Prescribers do not therefore need to indicate these items as 'special' or 'imported', unless there is a specific clinical need for a special/imported item to be supplied.

Both Colecalciferol 20,000unit capsules and Colecalciferol 40,000unit capsules will be included in Drug Tariff Part VIIIA from 1 May 2015.

Transparency of payment information

The NHS Business Services Authority (NHSBSA) works constantly with its clients and customers to improve the services we provide, and to make payment information more transparent to Pharmacy and Appliance contractors we've made the FP34 Schedule of Payments available through an online portal. Pharmacy and Appliance contractors can now access an electronic version of the schedule on the same day as the paper version is posted out, allowing them to view their payment information sooner.

Development of a new detailed monthly information report is also underway. When complete this report will also be available online, enabling Pharmacy and Appliance contractors to view their monthly dispensing activity and related payments online.



Centrally purchased vaccines

We have recently identified an increase in the number of FP34D/FP34PD Appendix forms and FP10 prescription forms claiming payment for vaccines where practices have later identified these as having been 'centrally purchased'.

In England 'centrally purchased vaccines' are those vaccines used for routine immunisation programmes. They are ordered and delivered from a specialist pharmaceutical distribution company via the Department of Health's ImmForm website.

Centrally purchased vaccines should only be used for purposes approved by the Department of Health. The 'Green Book' reminds healthcare professionals that if centrally purchased vaccines are knowingly used for non-approved circumstances this may be considered fraudulent.

- Only submit an FP34D/FP34PD Appendix form or FP10 prescription form for payment to cover the 'dispensing' of a vaccine for personal administration where the vaccine has been purchased by the practice.
- Practices who have incorrectly submitted forms for centrally procured vaccines to NHSBSA Prescription Services for reimbursement should contact nhsbsa.repricingrequest@nhs.net

for a payment adjustment.

To date we have been contacted by approximately 700 practices who have incorrectly submitted claims for centrally procured vaccines. The value of the money recovered as a result of this is approximately £1million.



FP34 submission documents

A contractor providing services under a GMS or equivalent GP contract may be entitled to make a claim to the NHS Business Services Authority for personally administered drugs on forms FP34D Appendix or FP34PD Appendix. They can do this whether or not they are authorised or required to provide dispensing services to specific patients. However, a contractor providing services under another contract (for example the NHS standard contract) is not authorised to claim payment.

GP practices using these forms to claim for personally administering drugs must submit them to NHS Prescription Services by no later than the fifth day of the month. The forms need to be submitted together with the correct FP34 submission document (FP34D for dispensing doctors, FP34PD for all other GPs).

NHS Prescription Services sends an FP34 submission document each month to all GP practices and some cost centres who are registered with us, unless they have opted out of receiving one. If more than one practice or cost centre code is allocated to the same practice's address, the practice might receive more than one FP34 submission document. It is very important that practices use the correct FP34 submission document to submit personally administered claims to ensure that reimbursement for the cost of the drugs is paid correctly to the practice. Using the incorrect FP34 submission document could result in incorrect payment information being sent to the National Health Applications and Infrastructure Services Registration and Payment System payment site.

Practices should always use the form sent out for a particular month rather than using a copy of a previous month's form, because the new form contains the most up to date information. If they need an additional copy, they should contact our helpdesk on 0300 330 1349.

Registered Information Services Portal users can access information each month giving a breakdown of personally administered items prescribed by each GP in the practice. Access to the Information Services Portal and information

on how to register is available at:

<http://www.nhsbsa.nhs.uk/3607.aspx>.

Practices or cost centres that do not submit personally administered claims and want to opt out of receiving the FP34 submission document can do this by contacting our helpdesk on 0300 330 1349 or emailing nhsbsa.prescriptionservices@nhs.net and requesting a copy of the opt out form.



Dexamethasone 20mg/5ml oral

Did
you
know?

Dexamethasone 20mg/5ml oral solution is commonly prescribed as a special order product, however a sugar free licensed product is available from Focus Pharmaceuticals.

Your dedicated helpline



For further information
please contact the Information
Services
Support Team:

0191 2035050

or email:

nhsbsa.help@nhs.net