

ePACT2 User Guide

Accessing Financial Management Reports – IPP and Remuneration

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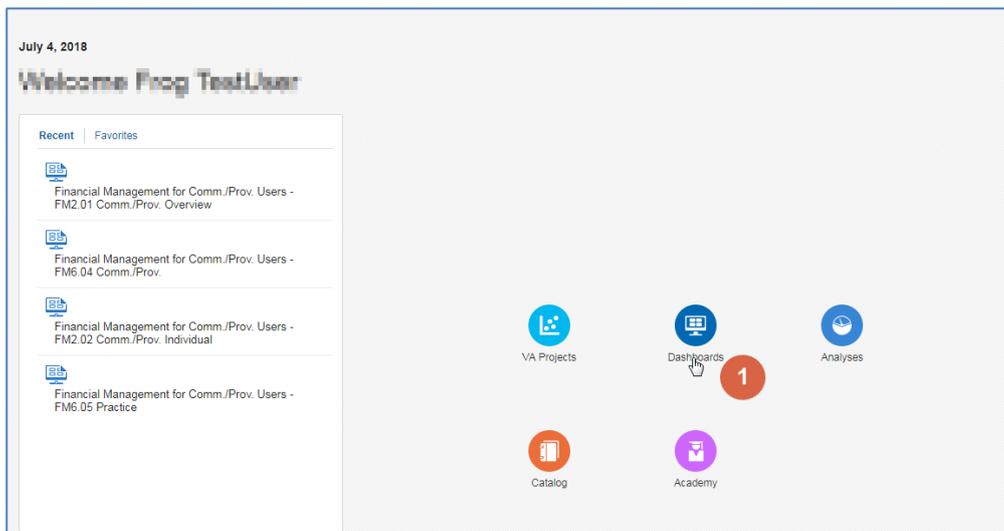
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Finding the IPP and Remuneration Reports

Log-in to ePACT2 using the user ID registered for the system and your password associated with the user ID.

Once you have signed in the system 'Home' page will be displayed.

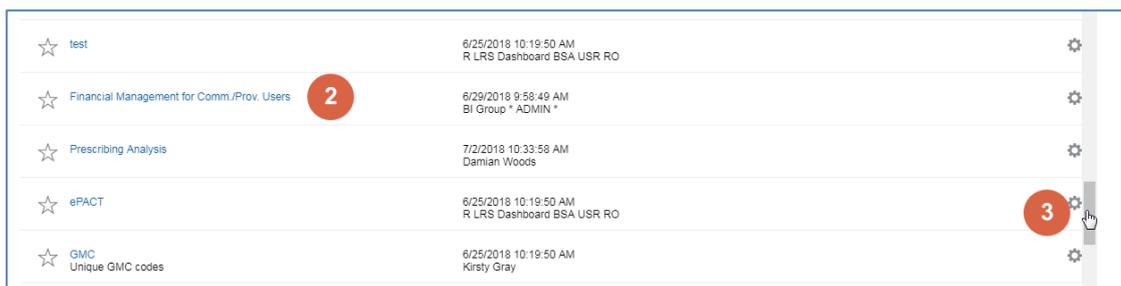
The Financial Management Reports are located within the Dashboards area of ePACT2. To access the Dashboard list:



1. From the system 'Home' page select the Dashboards icon.
2. Select the link for 'Finance Management for Comm./Prov. Users from the list available.



3. It may be necessary to scroll through the list of dashboards available to view the link for 'Finance Management'.



Finding the IPP and Remuneration Reports

The 'Finance Management' dashboard will open:

For Comm. /Prov. Users the report page will be displayed as:

Financial Management for Comm./Prov. Users

Itemised Prescribing Payments | Remuneration Values

Commissioner/Provider Overview | Commissioner/Provider Individual

* MONTH: Apr 18 | COUNTRY: ENGLAND | REGION: --Select Value | LOCAL OFFICE: --Select Value | AREA: --Select Value | **Apply** **Reset**

FM2(C4). Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Apr 18

Commissioner/Provider	Area	Practice Comm./Prov. prescribing (£)	Unidentified prescribing (£)	Unidentified deputising services (£)	Community prescribing (£)	Adjustments to charge statements (£)	Lost batches of prescriptions (£)	Elements for which resources have been retained centrally (£)	Total reimbursement (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)	14,807.00	0.00	0.00	0.00	0.00	0.00	0.00	14,807.00
Totals		14,807.00	0.00	0.00	0.00	0.00	0.00	0.00	14,807.00

For Area Team Users the report page will be displayed as:

Financial Management for Area Users

Itemised Prescribing Payments | Remuneration Recharges | Remuneration Values

Commissioner/Provider Overview | Commissioner/Provider Individual

* MONTH: Apr 18 | COUNTRY: ENGLAND | REGION: --Select Value | LOCAL OFFICE: --Select Value | AREA: --Select Value | **Apply** **Reset**

FM2(C3). Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Apr 18

Commissioner/Provider	Area	Practice Comm./Prov. prescribing (£)	Unidentified prescribing (£)	Unidentified deputising services (£)	Community prescribing (£)	Adjustments to charge statements (£)	Lost batches of prescriptions (£)	Elements for which resources have been retained centrally (£)	Total reimbursement (£)
CORNWALL P'SHIP NHS FOUNDATION TRUST (RJ800)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)	1,567.00	0.00	0.00	0.00	0.00	0.00	0.00	1,567.00
DEVON PARTNERSHIP NHS TRUST (RWV00)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)	1,242.00	0.00	0.00	0.00	0.00	0.00	0.00	1,242.00
DEVON,CORNWALL&ISLES OF SCILLY AREA TEAM (Q6600)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KERNOW CCG (11N00)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
LIVEWELL SOUTHWEST	DEVON,CORNWALL&ISLES	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

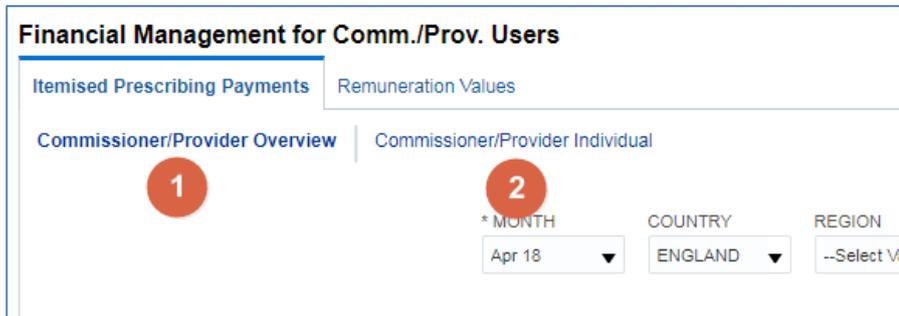
Using the Itemised Prescribing Report (IPP)

The Itemised Prescribing Report tab will be opened by default.



The IPP reports are split into 2 sections:

1. Comm./Prov. Overview – which is an overview of all organisations that the user has access rights to view
2. Comm./Prov. Individual – shows individual reports for each organisation



Comm. /Prov. Overview

Within the Comm. /Prov. Overview report a selection of prompts will allow the user to change or limit the data displayed within the Overview.

Financial Management for Comm./Prov. Users

Itemised Prescribing Payments | Remuneration Values

Commissioner/Provider Overview | Commissioner/Provider Individual

* MONTH: Apr 18 | COUNTRY: ENGLAND | REGION: --Select Value | LOCAL OFFICE: --Select Value | AREA: --Select Value | Apply | Reset

FM2(C4). Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Apr 18

Commissioner/Provider	Area	Practice Comm./Prov. prescribing (£)	Unidentified prescribing (£)	Unidentified deputising services (£)	Community prescribing (£)	Adjustments to charge statements (£)	Lost batches of prescriptions (£)	Elements for which resources have been retained centrally (£)	Total reimbursement (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)	DEVON,CORNWALL&ISLES OF SCILLY AREA (Q86)								
Totals									

Print - Export

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1. Month – Allows the user to select the time period the wish to view data for. Data will be available from April 2018 onwards, if a time period earlier than this is selected the report will return a message of ‘No Results’.
2. Country – Allows the user to limit information to a selected Country, data is only available for ‘England’.
3. Region – Allows the user to limit information to a selected Region. If a Region is selected which the user does not have access rights to the system will return a message of ‘No Results’.
4. Local Office - Allows the user to limit information to a selected Local Office. If a Local Office is selected which the user does not have access rights to the system will return a message of ‘No Results’.
5. Area - Allows the user to limit information to a selected Area. If an Area is selected which the user does not have access rights to the system will return a message of ‘No Results’.
6. Apply – Confirms the selections made and regenerates the report to display the selected information.
7. Reset – Will reset any selections made to the default settings.

Comm. / Prov. Individual

A selection of prompts will be displayed within the report to allow the user to select the report required.

1. Month - Allows the user to select the time period the wish to view data for.

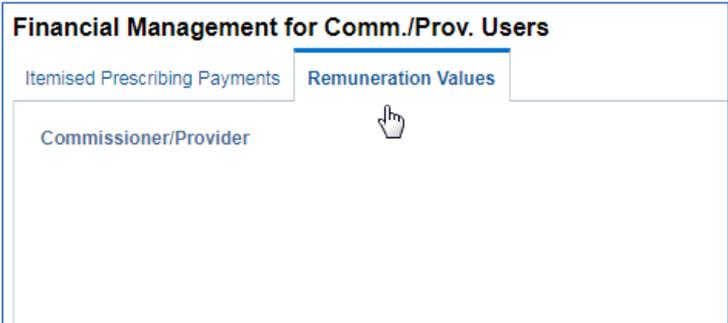


Data will be available from April 2018 onwards, if a time period earlier than this is selected the report will return a message of 'No Results'.

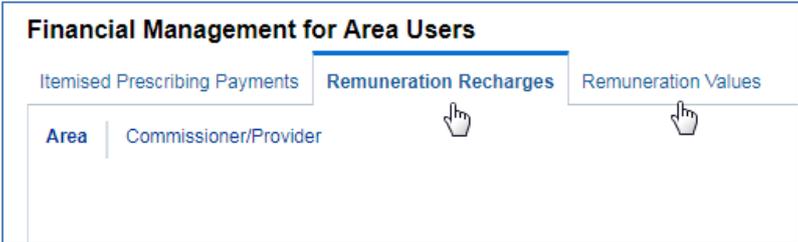
2. Commissioner/Provider – Allows the user to select the organisation they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.
3. Apply – Confirms the selections made and regenerates the report to display the selected information.
4. Reset – Will reset any selections made to the default settings.
5. Print – Will display the available formats the report can printed in.
6. Export – Will display the available formats the report can be exported in.

Using the Remuneration Reports

Commissioner / Providers Users will have access to Remuneration Values Reports which can be accessed by choosing the Remuneration Values tab within the Financial Management dashboard:



Area Level users will have both the Remuneration Values and Remuneration Recharges tab:



Remuneration Values

Remuneration Recharges report will show:

- A summary for a dispensing month
- An itemised listing for a dispensing month

Summary

A selection of prompts will be displayed within the report to allow the user to select the report required.

Commissioner/Provider

* MONTH
Mar 18 Apply Reset

1 3 4

FM6(C4). Remuneration Values
Commissioner/Provider summary for dispensing month Mar 18

Area DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66) 2

Commissioner/Provider	Remuneration (£)	Remuneration year to date (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)		
Totals		

5 Print - Export 6

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1. Month - Allows the user to select the time period they wish to view data for.
2. Area – Allows the user to select the Area they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.
3. Apply – Confirms the selections made and regenerates the report to display the selected information.
4. Reset – Will reset any selections made to the default settings.
5. Print – Will display the available formats the report can be printed in.
6. Export – Will display the available formats the report can be exported in.

Itemised Listing

All of the prompts from the Summary apply to the Itemised Listing along with 2 additional prompts:

Month - Allows the user to select the time period they wish to view data for.

Apply – Confirms the selections made and regenerates the report to display the selected information.

Reset – Will reset any selections made to the default settings.

Print – Will display the available formats the report can be printed in.

Export – Will display the available formats the report can be exported in.

FM6(C2). Remuneration Values					
Commissioner/Provider itemised listing for dispensing month Mar 18					
Area DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66) ▼ 1		Commissioner/Provider UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK300) ▼ 2			
Remuneration group	Remuneration Item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
Professional Fees	Professional/Activity Fee	1000		1000.00	10,000.00
	Extemp Dispensed Preps/Unlicensed Medicines	1		1000.00	1,000.00
	Appliance Fee (Measured and Fitted)	1		0.00	0.00
	Appliance Fee (Home Delivery)	1		0.00	0.00
	Extemp liquids ordered in more than one container				0.00
	Limited stability (<14 days) extra supplies				0.00
	Controlled drug schedules 2 and 3	10		10.00	100.00
	Expensive prescription fees	10		100.00	1,000.00
	Manually Priced				0.00
	Methadone Payment	1		0.00	0.00
	National Unidentified Prescribers			0.00	0.00
	Professional Fees Total				1000.00
Payments for Essential Services	Establishment Payments			0.00	0.00
	Practice Payments			0.00	0.00
	Repeat Dispensing Fee			0.00	0.00
	Transitional Payment			0.00	0.00
	ETP Allowances			0.00	0.00
	Appliance Infrastructure Payment			0.00	0.00
	Pharmacy Access Scheme			0.00	0.00
Payments for Essential Services Total				0.00	0.00
Advanced Services	Medicine Use Reviews			0.00	0.00
	Appliance Use Reviews			0.00	0.00

1. Area – Allows the user to select the Area they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.
2. Commissioner/Provider – Allows the user to select the organisation they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.

Practice Level

To view the Remuneration Values summary and itemised report down to practice or unit level:

Select the CCG or Trust that you want to see in detail from the Remuneration Values summary

FM6(C4). Remuneration Values
Commissioner/Provider summary for dispensing month Mar 18

Area: DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)

Commissioner/Provider	Remuneration (£)	Remuneration year to date (£)
UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900)	1,000,000	1,000,000
Totals	1,000,000	1,000,000

Print - Export

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A Practice summary and Practice itemised listing will be displayed:

Practice Summary:

* MONTH
Mar 18 Apply Reset

FM6(P1). Remuneration Values
Practice summary for UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900) in dispensing month Mar 18

Practice	Remuneration (£)	Remuneration year to date (£)
CARDIOLOGY DERRIFORD (RK92A)	0.00	0.00
CHILD DEVELOPMENT CENTRE (RK98A)	0.00	0.00
CHILD HEALTH LAUNCESTON (RK94A)	0.00	0.00
CHILD HEALTH LISKEARD (RK95A)	0.00	0.00
CHILD HEALTH SOUTH HAMS (RK99A)	0.00	0.00
COLORECTAL CLINIC (RK9C1)	0.00	0.00
DERMATOLOGY CUMBERLAND (RK93A)	0.00	0.00
DERMATOLOGY DERRIFORD (RK91D)	0.00	0.00
DIABETES/ENDOCRINOLOGY (RK91E)	0.00	0.00
EMERGENCY DEPARTMENT (RK91A)	0.00	0.00

Rows 1 - 10

Print - Export

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Practice Itemised Listing:

FM6(P2). Remuneration Values
Practice itemised listing for UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (RK900) in dispensing month Mar 18

Practice: CARDIOLOGY DERRIFORD (RK92A)

Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
Professional Fees	Professional/Activity Fee				
	Extemp Dispensed Preps/Unlicenced Medicines				
	Appliance Fee (Measured and Fitted)				
	Appliance Fee (Home Delivery)				
	Extemp liquids ordered in more than one container				
	Limited stability (<14 days) extra supplies				
	Controlled drug schedules 2 and 3				
	Expensive prescription fees				
	Manually Priced				
	Methadone Payment				
	National Unidentified Prescribers				
	Professional Fees Total				
Payments for Essential Services	Establishment Payments				
	Practice Payments				
	Repeat Dispensing Fee				
	Transitional Payment				
	ETP Allowances				
	Appliance Infrastructure Payment				
	Pharmacy Access Scheme				
Payments for Essential Services Total					
Advanced Services	Medicine Use Reviews				
	Appliance Use Reviews				
	Completed New Medicine Services Monthly Payment				
	Stoma Customisation				
	Flu Reimbursement Payment				

A selection of prompts will be displayed within the report to allow the user to select the report required.

Month - Allows the user to select the time period they wish to view data for.

Practice – Allows the user to select the practice they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.

Apply – Confirms the selections made and regenerates the report to display the selected information.

Reset – Will reset any selections made to the default settings.

Print – Will display the available formats the report can be printed in.

Export – Will display the available formats the report can be exported in.

Remuneration Recharges

Area Level users also have access to the Remuneration Recharges report:

Remuneration Recharges report will show:

- A summary for a dispensing month
- An itemised listing for a dispensing month

Summary

A selection of prompts will be displayed within the report to allow the user to select the report required.

The screenshot shows the 'Remuneration Recharges' report interface. At the top, there are navigation tabs: 'Itemised Prescribing Payments', 'Remuneration Recharges', and 'Remuneration Values'. Below the tabs, there is a dropdown menu for '* MONTH' set to 'Mar 18', and buttons for 'Apply' and 'Reset'. A table displays data for 'DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66)' with columns for 'Area', 'Remuneration (£)', and 'Remuneration year to date (£)'. At the bottom, there are buttons for 'Print - Export' and 'Export'. Red circles with numbers 1 through 5 highlight these key UI elements.

1. Month - Allows the user to select the time period the wish to view data for.
2. Apply – Confirms the selections made and regenerates the report to display the selected information.
3. Reset – Will reset any selections made to the default settings.
4. Print – Will display the available formats the report can printed in.
5. Export – Will display the available formats the report can be exported in.

Itemised Listing

All of the prompts from the Summary apply to the Itemised Listing along with 1 additional prompts.

Month - Allows the user to select the time period they wish to view data for.

Apply – Confirms the selections made and regenerates the report to display the selected information.

Reset – Will reset any selections made to the default settings.

Print – Will display the available formats the report can be printed in.

Export – Will display the available formats the report can be exported in

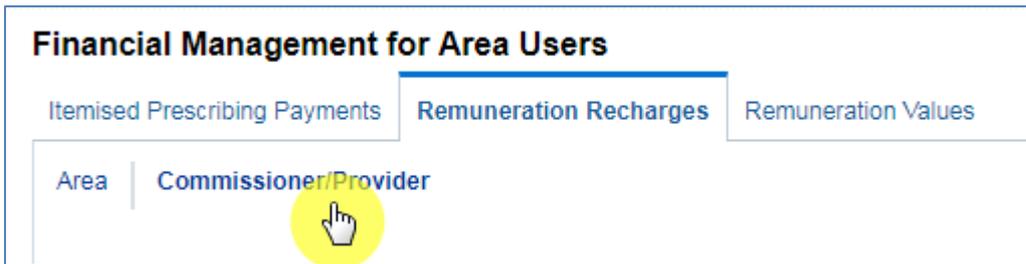
Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
Professional Fees	Professional/Activity Fee	12,345	100%	12,345	12,345
	Extemp Dispensed Preps/Unlicensed Medicines	5,678	100%	5,678	5,678
	Appliance Fee (Measured and Fitted)	1,234	100%	1,234	1,234
	Appliance Fee (Home Delivery)	1,234	100%	1,234	1,234
	Extemp liquids ordered in more than one container	1,234	100%	1,234	1,234
	Limited stability (<14 days) extra supplies	1,234	100%	1,234	1,234
	Controlled drug schedules 2 and 3	1,234	100%	1,234	1,234
	Expensive prescription fees	1,234	100%	1,234	1,234
	Manually Priced	1,234	100%	1,234	1,234
	Methadone Payment	1,234	100%	1,234	1,234
	National Unidentified Prescribers	1,234	100%	1,234	1,234
Professional Fees Total					
Payments for Essential Services	Establishment Payments	1,234	100%	1,234	1,234
	Practice Payments	1,234	100%	1,234	1,234
	Repeat Dispensing Fee	1,234	100%	1,234	1,234
	Transitional Payment	1,234	100%	1,234	1,234
	ETP Allowances	1,234	100%	1,234	1,234
	Appliance Infrastructure Payment	1,234	100%	1,234	1,234
	Pharmacy Access Scheme	1,234	100%	1,234	1,234
Payments for Essential Services Total					
Advanced Services	Medicine Use Reviews	1,234	100%	1,234	1,234
	Appliance Use Reviews	1,234	100%	1,234	1,234
	Completed New Medicine Services Monthly Payment	1,234	100%	1,234	1,234

1. Area – Allows the user to select the Area they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.

Commissioner / Provider level

To view both summary and itemised Remuneration Recharges reports for CCG or Area Teams:

Click the Commissioner / Provider option:



This will display the Commissioner/Provider Remuneration Recharges Summary and the Commissioner / Provider Remuneration Recharges Itemised Listings

Commissioner/Provider Remuneration Recharges Summary:

Itemised Prescribing Payments | **Remuneration Recharges** | Remuneration Values

Area | **Commissioner/Provider**

* MONTH
Mar 18 | Apply | Reset

FM5(C3). Remuneration Recharges
Commissioner/Provider summary for dispensing month Mar 18

Area: DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66) ▼

Commissioner/Provider	Remuneration (£)	Remuneration year to date (£)
DEVON,CORNWALL&ISLES OF SCILLY AREA TEAM (Q6600)	4,195,294.79	42,492,715.38
KERNOW CCG (11N00)	562,279.00	5,998,824.18
NORTH, EAST, WEST DEVON CCG (99P00)	1,879,889.00	19,128,294.98
SOUTH DEVON AND TORBAY CCG (99Q00)	2,662,725.49	27,354,791.38
Totals	9,299,788.28	94,974,625.92

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Commissioner / Provider Remuneration Recharges Itemised Listings

Itemised Prescribing Payments | **Remuneration Recharges** | Remuneration Values

FM5(C2). Remuneration Recharges
Commissioner/Provider itemised listing for dispensing month Mar 18

Area: DEVON,CORNWALL&ISLES OF SCILLY AREA (Q66) ▼ | Commissioner/Provider: DEVON,CORNWALL&ISLES OF SCILLY AREA TEAM (Q6600) ▼

Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
Professional Fees	Professional/Activity Fee			10.00	
	Extemp Dispensed Preps/Unlicenced Medicines			10.00	
	Appliance Fee (Measured and Fitted)			10.00	
	Appliance Fee (Home Delivery)			10.00	
	Extemp liquids ordered in more than one container			10.00	
	Limited stability (<14 days) extra supplies			10.00	
	Controlled drug schedules 2 and 3			10.00	
	Expensive prescription fees			10.00	
	Manually Priced			10.00	
	Methadone Payment			10.00	
	National Unidentified Prescribers			10.00	
Professional Fees Total				10.00	10.00
Payments for Essential Services	Establishment Payments			10,000,000.00	10,000,000.00
	Practice Payments			10.00	10.00
	Repeat Dispensing Fee			10.00	10.00
	Transitional Payment			10.00	10.00
	ETP Allowances			10.00	10.00
	Appliance Infrastructure Payment			10.00	10.00
	Pharmacy Access Scheme			10.00	10.00
Payments for Essential Services Total				10,000,000.00	10,000,000.00
Advanced Services	Medicine Use Reviews			10.00	10.00

A selection of prompts will be displayed within the report to allow the user to select the report required.

Month - Allows the user to select the time period they wish to view data for.

Practice – Allows the user to select the practice they wish to view the report for. Only those organisations the user has access rights to view data for will be displayed within the drop down list.

Apply – Confirms the selections made and regenerates the report to display the selected information.

Reset – Will reset any selections made to the default settings.

Print – Will display the available formats the report can be printed in.

Export – Will display the available formats the report can be exported in.

Further Information

Further information regarding the information contained within the reports can be accessed at <https://www.nhsbsa.nhs.uk/information-services-portal-isp/isp-report-information>

Getting Help



Additional training material and user guides

The NHSBSA has developed a number of how to guides to help you get the best out of ePACT2. These can be found at: [Additional User Guides](#)

WebEx sessions

WebEx will be provided on a number of different topics and features. More information about these can be found here: [WebEx Training](#)