Local Authority and Provider welcome pack

Contents

Introduction

If you work for a new organisation providing a service which involves the supply of medicines and appliances using NHS pharmacy services, this guide will provide you with all the information you need to:

- obtain and maintain prescribing codes for your organisation and prescribers

- order prescription forms (FP10)

- reconcile your invoices

- access data about your prescribers and services.

Patients present a prescription form (FP10) to a pharmacy or appliance dispensing contractor to access the medicines or appliances they need. The cost of providing these NHS pharmacy services to patients is recharged to the organisations who provide them. The NHS Business Services Authority (NHSBSA) invoices either the service provider or local authority for the prescription costs incurred by this service on a monthly basis.

Setting up an Organisational Data Service (ODS) code for your prescribing service

To use NHS FP10 prescription forms, an organisation needs an ODS code to link their prescribers to. ODS codes can be issued to either the commissioner or the provider of the prescribing service, depending on who has responsibility for managing the costs of the service. However the costs cannot be split and remain the responsibility of the parent organisation only.

Where the commissioner prefers to manage the prescription costs directly:

The commissioner will become the 'parent organisation' of the provider, which will be added as a cost centre. In this case, the commissioner needs to request a new cost centre code and notifications relating to the prescribers within the new cost centre:
https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes

If you are a new commissioner who does not have or is unsure of your ODS code, contact the Organisational Data Service on:

01392 251289 or *exeter.helpdesk@nhs.net*

Where it has been decided that the provider organisation will be responsible for the costs:

The provider organisation will become the 'parent organisation' of one or more cost centres. In this case, the provider organisation needs to obtain a three digit organisation code from the Organisational Data Service.

If you work for a provider organisation which has not been issued with a code, or you are unsure of its code, contact ODS on their National Helpdesk Exeter: 01392 251289 or
exeter.helpdesk@nhs.net.uk

If your organisation wants to set up cost centres once an ODS code has been issued, you will need to follow the steps set out overleaf.

Setting up new cost centres for a local authority

If you're an authorised signatory for your organisation and want to set up a new cost centre for a local authority, you need to complete a 'Notification of a new cost centre' form which can be found at *https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/local-authorities* plus one or more of the following forms:

Doctor joining a cost centre, which can be found here:
https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/local-authorities

Non-medical prescriber joining a cost centre, which can be found here:
https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/local-authorities

Spurious code request, which can be found here:
https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/local-authorities

(A spurious code is needed where:

- a hospital doctor does not have a Doctor Index Number (DIN)

- an additional prescribing code is needed for a GP working in more than one practice/cost centre (so that prescribing in each practice/cost centre can be monitored)

- a generic prescribing code is sufficient because prescribing data is not required at individual prescriber level.)

Setting up new cost centres for an independent sector healthcare provider (ISHP)

Setting up a new cost centre for an ISHP is a two-step process.

Step 1

- If you are an authorised signatory in the commissioning organisation (e.g. a Clinical Commissioning Group), you need to complete a 'Notification of provider authorisation' form *https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/independent-sector* and send it to *nhsbsa.prescriptioninformation@nhs.net* to confirm the arrangements that have been made between the commissioner and the ISHP regarding prescription costs etc.

Step 2

- You then need to complete a 'Notification of a new cost centre' form: *https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/independent-sector* plus one or more of the following forms:

- Doctor joining a cost centre, which can be found here: *https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/independent-sector*

- Non-medical prescriber joining a cost centre, which can be found here: *https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/independent-sector*

- Spurious code request, which can be found here: *https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/independent-sector*

  (A spurious code is needed where:

  - a hospital doctor does not have a Doctor Index Number (DIN)

  - an additional prescribing code is needed for a GP working in more than one practice/cost centre (so that prescribing in each practice/cost centre can be monitored)

  - a generic prescribing code is sufficient because prescribing data is not required at individual prescriber level.)

Additions, deletions or changes to cost centre or prescriber

If you are an authorised signatory within a parent organisation, it is your responsibility to notify the NHSBSA of any changes to your organisation, cost centres or prescribers.

You need to do this as soon as possible, ideally one month prior to the change taking place. The types of changes you need to notify the NHSBSA about include:

- Prescriber joining/leaving
- Prescriber changing name/title (non-medical prescribers only)
- Prescriber changing qualification (nurse prescribers only)
- Cost centre opening/closing/moving address
- Cost centre moving to a new provider organisation

Further information can be found here: *https://www.nhsbsa.nhs.uk/ccgs-area-teams-and-other-providers/organisation-and-prescriber-changes/independent-sector*

Sending completed forms to the NHSBSA

All completed forms should be returned via email to: *nhsbsa.prescriptioninformation@nhs.net*

If the NHSBSA needs to query the information submitted, we will send an email to the original sender of the notification. Please note we are unable to make any changes to NHS Prescription Services systems until any queries are resolved. More complex queries can be discussed over the telephone, but this always needs to be followed by written confirmation of the action agreed.

Only authorised signatories can submit notifications to the NHSBSA; notifications from anyone who is not a nominated authorised signatory will not be accepted. The senior authorised signatory within your organisation can authorise additional signatories if necessary.

Once your organisation has had an ODS code issued and your cost centres and prescriber codes have been assigned, you will be able to order FP10 prescriptions. This is detailed in the next section of this guide.

FP10 prescription ordering and the security of prescription forms

A prescription form is an NHS asset which has a financial cost attached, so access to ordering these forms is restricted and subject to verification.

FP10 prescription forms (and other secure and non-secure items in the NHS print contract) can only be ordered through the company contracted for this purpose, currently Xerox (UK) Ltd. To be able to order forms, your organisation needs to nominate an individual to be registered and verified by the NHS Print Contract Management Team. Any changes to this nomination, for example if an employee leaves, must be notified to the NHS Print Contract Management Team as soon as possible.

Once your organisation is registered with the NHSBSA Organisational Data Team, you need to complete an online 'Registration Template' to request authorisation to order secure or non-secure forms. This template is hosted on the *www.nhsforms.co.uk* website.

When you complete the template please make sure you complete the delivery and invoice address fields fully, then send the completed template to the Contract Management Team at *nhs.print@nhs.net* for verification.

A senior person within your organisation, for example the Chief Pharmacist or Head of Procurement, also needs to authorise your registration by emailing the Contract Management Team at *nhs.print@nhs.net*

When your completed registration template and confirmation of authorisation are received, you will be sent confirmation of the completed registration and details on how to log into the online ordering system.

For further advice on security of prescription forms for both NHS and private providers who will be ordering prescription form stock, please see the 'Security of prescription forms guidance' available here: *https://cfa.nhs.uk/fraud-prevention/fraud-guidance*

If you have any further enquiries, please contact the Contract Management Team at *nhs.print@nhs.net*.

Once you have your FP10 prescriptions and are prescribing, you will be able to view prescribing data. This will usually be available two months after the prescribing date due to the processing cycle. The next section of this guide tells you how to register for access to this data.

Registering for access to ePACT2

NHS Information Services provides the ePACT2 system which allows organisations to monitor prescribing, benchmark performance and to evaluate prescribing and dispensing costs. If access to this system is required you will need to register for access.

Details on how to register for access to ePACT2 can be accessed *here.*

ePACT2

ePACT2 is an online application which gives authorised users access to prescription data. Data is currently available from January 2014 onwards, and will build up to a rolling 60 months of data being available in the system. You can access online analyses of prescribing data held by NHS Prescription Services. Data is available six weeks after the dispensing month.

ePACT2 has high level functionality including the ability to:

- Interrogate prescription data in ways that have not been possible before.
- Easily create data visualisation using interactive reports and dashboards.
- Look at high level data summaries down to individual prescription item detail.
- Schedule queries to be pre-run so the results are available when the user opens a dashboard.
- Export the data from reports and dashboards.
- Access to whole country data.
- View patterns of prescribing at patient level.

ePACT2 provides easy-to-use analysis, reports and dashboards. A N3 connection is not required to access ePACT2.

Our website contains useful information about understanding ePACT2 data, dashboard specifications and getting more training support access *here.*

There are three levels of access available within ePACT2

- Prescriber level
- National Level – Practice Level data for all organisations
- Financial – Itemised Prescribing Payment Report (IPP)/Remuneration Reports and Practice Level data for all organisations
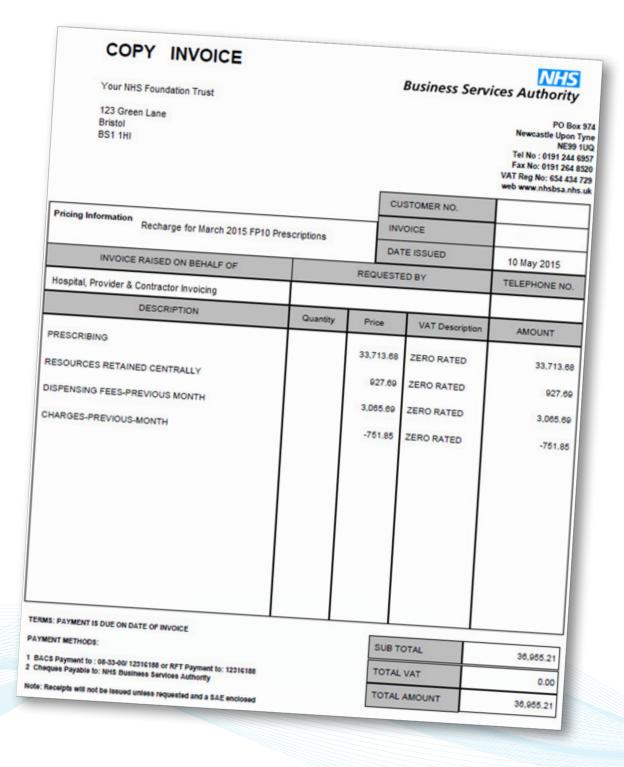
Financial level access is required to reconcile any invoice received.

Invoicing

As the parent organisation of a prescribing service you will be invoiced by NHS Business Services Authority to recharge you for the drug costs, remuneration and associated fees of prescribing activity. It is your responsibility to pay these charges.

We are unable to split your invoice to separately recharge for drugs and fees, or itemise the summary of charges to that per cost centre/prescribing facility. However, itemised information is available through the information system detailed on *page 8*.

Invoices are sent to your nominated contact either by post or email. An example of an invoice showing a selection of costs you may incur is shown below:

COPY INVOICE

Your NHS Foundation Trust

123 Green Lane
Bristol
BS1 1HI

Business Services Authority NHS

PO Box 974
Newcastle Upon Tyne
NE99 1UQ
Tel No : 0191 244 6957
Fax No: 0191 264 8520
VAT Reg No: 654 434 729
web www.nhsbsa.nhs.uk

	CUSTOMER NO.	
Pricing Information Recharge for March 2015 FP10 Prescriptions	INVOICE	
INVOICE RAISED ON BEHALF OF	DATE ISSUED	10 May 2015
Hospital, Provider & Contractor Invoicing	REQUESTED BY	TELEPHONE NO.

DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
PRESCRIBING		33,713.68	ZERO RATED	33,713.68
RESOURCES RETAINED CENTRALLY		927.69	ZERO RATED	927.69
DISPENSING FEES-PREVIOUS MONTH		3,065.69	ZERO RATED	3,065.69
CHARGES-PREVIOUS-MONTH		-751.85	ZERO RATED	-751.85

TERMS: PAYMENT IS DUE ON DATE OF INVOICE

PAYMENT METHODS:

1 BACS Payment to : 08-33-00/ 12316188 or RFT Payment to: 12316188
2 Cheques Payable to: NHS Business Services Authority

Note: Receipts will not be issued unless requested and a SAE enclosed

SUB TOTAL	36,955.21
TOTAL VAT	0.00
TOTAL AMOUNT	36,955.21

The invoice is composed of four elements:

- Prescribing
- Resources retained centrally
- Dispensing fees – Previous month
- Charges – Previous month

As the dispensing fees and charges are for the previous month they will not feature on your first invoice.

The prescribing and resources retained centrally costs can be found on the Itemised Prescribing Payment (IPP) Report.

The prescribing cost is the actual cost of prescribing in your organisation by identified practice prescribers and employed prescribers (i.e. GP, nurse, and supplementary prescribers) for the named dispensing month which has been dispensed in primary care.

Actual cost consists of:

- the basic reimbursement price of the drug

- less the National Average Discount Percentage (a discount is applied to the basic reimbursement price for pharmacy contractors depending on the pharmacy's total of basic reimbursement - this discount is averaged across all products)

- plus payment for consumables and containers (see Drug Tariff Part IV)

- plus Out of Pocket Expenses.

The resources retained centrally is the proportional share per primary care organisation for costs which are not prescription specific. These costs are apportioned across all organisations who use NHS pharmacy services, including provider organisations. They include VAT, adjustments made to pharmacy or appliance contractors' payment relating to reimbursement where the prescriber/commissioner cannot be identified, nationally unidentified prescribing, broken bulk, out of pocket expenses and payments for containers for national unidentified prescribers. The share an organisation has to pay is calculated based on their proportion of prescribing.

Your invoice may have other lines included if any further charges appear on your IPP report. For example, any prescribing which has been dispensed in primary care that cannot be linked to a specific prescriber but can be linked to your organisation will show on your IPP report and would then appear on your invoice.

To reconcile these costs to your individual cost centres and prescribers you will need to use the information systems (details on). Details of how to do this can be found in the next section.

Reconciling your invoice

To reconcile your invoice you will need access to the two reports below:

- Itemised Prescribing Payment (IPP) Report
- Remuneration Report

These reports can be accessed on ePACT2; individual drug prescribing information can also be accessed via ePACT2. Details of how to register to access ePACT2 are available on page 8 of this welcome pack.

The prescribing and resources retained centrally costs can be found on the Itemised Prescribing Payment (IPP) Report. Details of the other lines of the IPP report and what is included in them can be found here: *https://www.nhsbsa.nhs.uk/epact2/report-information*

The dispensing fees and prescription charges are taken from the Remuneration Report. Dispensing Fees are the fees and charges paid to dispensing contractors by the NHSBSA on behalf of organisations whose prescribing has attracted those charges. Additionally, some fees and charges are fair shared amongst all primary care organisations and aren't directly attributable to any specific prescribing organisation.

The prescription charges figure is a credit and is an apportioned share of any prescription charges paid, payments for prescription prepayment certificates, and revenue from fraud pharmacy recovery, minus a share of any FP57 refunds.

To calculate dispensing fees you need to add the prescription charges total to the total remuneration figure. The prescription charges are then credited to your invoice separately. You can find further information about the Remuneration Report and the charges included in it on the following webpage: *https://www.nhsbsa.nhs.uk/epact2/report-information*

You can find an illustrated guide to reconciling your invoice here: *https://www.nhsbsa.nhs.uk/prescription-data/understanding-our-data/invoice-reconciliation-data*

Useful contacts

Organisational Data Team

For support and guidance on setting up your organisation on NHSBSA systems and registering, removing or making changes to prescribers or cost centres, please contact the Organisational Data Team on:

0191 2035112 or *nhsbsa.prescriptioninformation@nhs.net*

Contract Management Team

For support and guidance on ordering prescriptions, please contact the Contract Management Team at: *nhs.print@nhs.net*

Information Services Team

For support and guidance on accessing Information Systems to monitor prescribing and costs and to reconcile invoices, please contact the Information Services Support Team on:

0191 2035050 or *nhsbsa.help@nhs.net*

Accounts Receivable Team

For support and guidance relating to how your invoices are received or for queries relating to how to pay your invoice, please contact the Accounts Receivable Team on:

0191 2446957 or *nhsbsa.accountsreceivable@nhs.net*