

Schedule Reprints

If you have not received your Schedule of Payments by the payment date you must contact the NHSBSA as there may be a charge for reprints. The Information section of the Schedule of Payments confirms the dispensing month and the payment date of the following month's schedule.

The NHSBSA can supply schedule reprints provided that the relevant form is completed and appropriately authorised. Further information can be provided by calling 0300 3301349.

Schedule reprints are charged on a sliding scale as outlined in the table below.

Number of Copies	Charge per copy
1 to 5	£10 each
6 to 12	£5 each
13 to 24	£2 each
Over 24	£1 each

If you have an active account the charge can usually be deducted from your next payment on receipt of the completed form. If you have ceased trading please contact 0300 3301349 for further information. Please note that it takes a minimum of 24 hours for a reprint to be produced.

If you are registered for the Information Services Portal you can view your Schedule of Payments online and may have access to historical information. Further information on how to register can be found <https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/payment-information>