

ePACT2

Practice - Accessing and using the Practice Detailed Prescribing Information report



Interactive Contents

Use this interactive content list to jump straight to the content you want to see.

Just click the titles below to go directly to that section:

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[Exporting the data](#)

[Important to know](#)

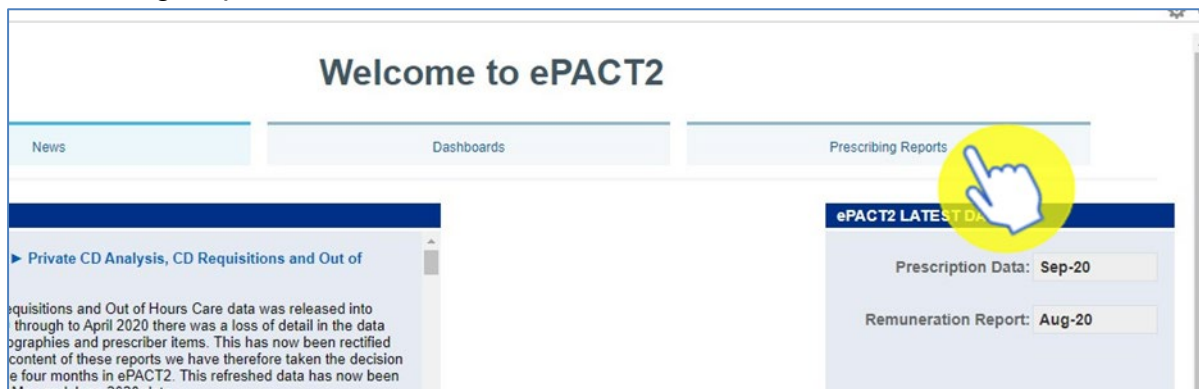
[Payment](#)

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Accessing the report

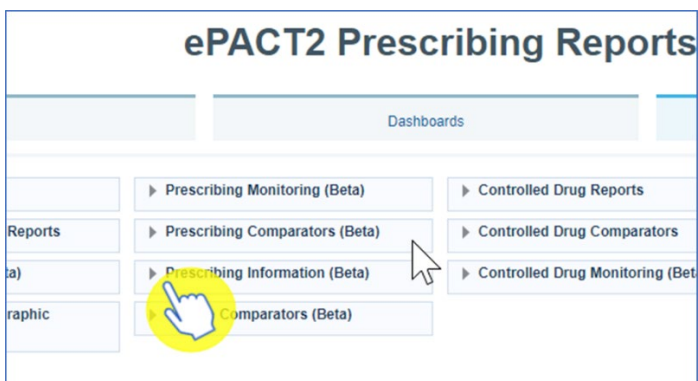
You can access the Practice Detailed Prescribing Information (PDPI) report by the following steps:

1. First access the 'Prescribing Reports' section. from the Landing page select 'Prescribing Reports'

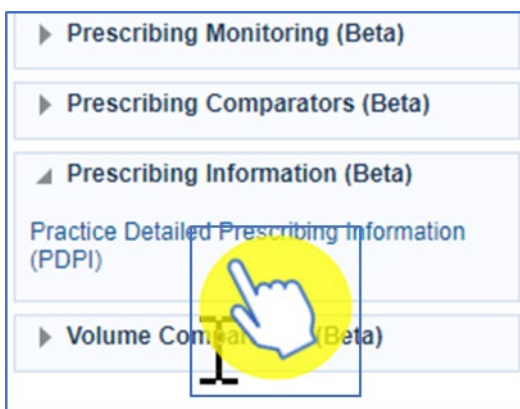


You will be taken to the 'Prescribing Reports' section, all reports are accessed by expanding the report category and selecting the blue link for the report you wish to view:

2. Click on the drop-down arrow for 'Prescribing Information'



3. Select 'Personally Administered Items (PO1)' from the available list



Navigating the report

The report will open and will default to the latest time period available, the organisation the user is registered under and all prescribing;

Practice Detailed Prescribing Information

Pres. Practice Level | Pres. at Prescriber Level | Pres. at Prescriber Level by Prescriber | Disp. at Practice Level | Disp. at Prescriber Level | Disp. at Prescriber Level by Prescriber | Summarised Pres. Info

Total BNF | Chapter | Section | Paragraph | Sub-Paragraph | Chemical Substance | Product | Presentation | Presentation by Quantity

* BNF CHAPTER (All Column Values) | * PERIOD 202009 | REGION --Select Value | STP | COMM./PROV. --Select Value | * PRACTICE | Apply | Reset

PD1(T) Prescribing Practice Level for [redacted]
BNF Level - Total BNF; Chapters - (All Column Values)

| Total BNF | Items | NIC (£) | Actual Cost (£) | OOPPE (£) | Payment for Containers (£) |
|---------------|--------------|------------------|------------------|-------------|----------------------------|
| Total BNF | 7,122 | 64,497.85 | 60,284.54 | 0.00 | 303.50 |
| Totals | 7,122 | 64,497.85 | 60,284.54 | 0.00 | 303.50 |

Print - Export

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Switch between Prescribing and Dispensing information

Select the appropriate page to access information on the items prescribing or dispensed by the practice

Practice Detailed Prescribing Information

Pres. Practice Level | Pres. at Prescriber Level | Pres. at Prescriber Level by Prescriber | Disp. at Practice Level | Disp. at Prescriber Level | Disp. at Prescriber Level by Prescriber | Summarised Pres. Info

Total BNF | Chapter | Section | Paragraph | Sub-Paragraph | Chemical Substance | Product | Presentation | Presentation by Quantity

* BNF CHAPTER (All Column Values) | * PERIOD 202009 | REGION --Select Value | STP | COMM./PROV. --Select Value | * PRACTICE | Apply | Reset

PD1(T) Prescribing Practice Level for [redacted]
BNF Level - Total BNF; Chapters - (All Column Values)

Switch between Practice and Prescribing level information

Select the appropriate page to access information on the items prescribing or dispensed by the practice

Practice Detailed Prescribing Information

Pres. Practice Level | Pres. at Prescriber Level | Pres. at Prescriber Level by Prescriber | Disp. at Practice Level | Disp. at Prescriber Level | Disp. at Prescriber Level by Prescriber | Summarised Pres. Info

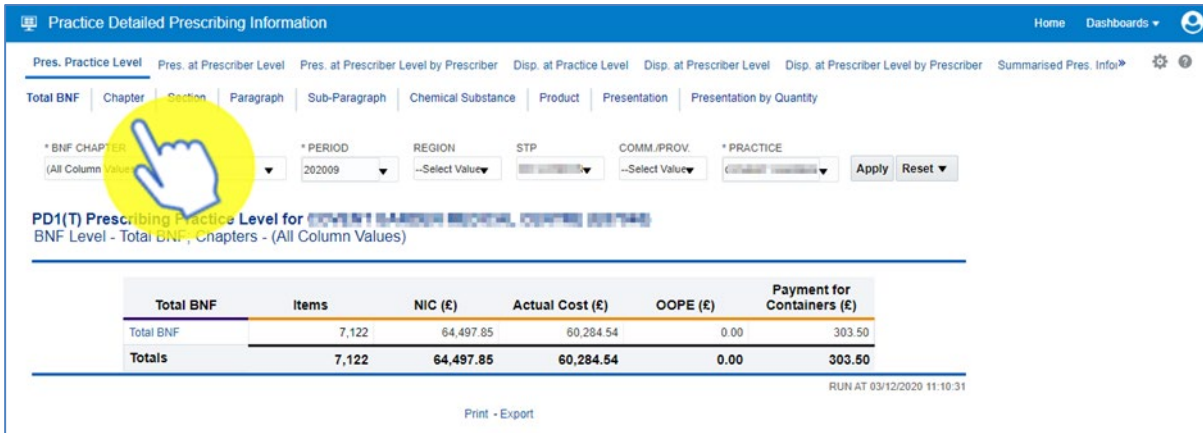
Total BNF | Chapter | Section | Paragraph | Sub-Paragraph | Chemical Substance | Product | Presentation | Presentation by Quantity

* BNF CHAPTER (All Column Values) | * PERIOD 202009 | REGION --Select Value | STP | COMM./PROV. --Select Value | * PRACTICE | Apply | Reset

PD1(T) Prescribing Practice Level for [redacted]
BNF Level - Total BNF; Chapters - (All Column Values)

Select a BNF level

The data can be displayed at all BNF levels by selecting the appropriate page



Practice Detailed Prescribing Information

Home Dashboards

Pres. Practice Level Pres. at Prescriber Level Pres. at Prescriber Level by Prescriber Disp. at Practice Level Disp. at Prescriber Level Disp. at Prescriber Level by Prescriber Summarised Pres. Info

Total BNF Chapter Section Paragraph Sub-Paragraph Chemical Substance Product Presentation Presentation by Quantity

* BNF CHAPTER (All Column Values) * PERIOD 202009 REGION --Select Value STP --Select Value COMM./PROV. --Select Value * PRACTICE --Select Value Apply Reset

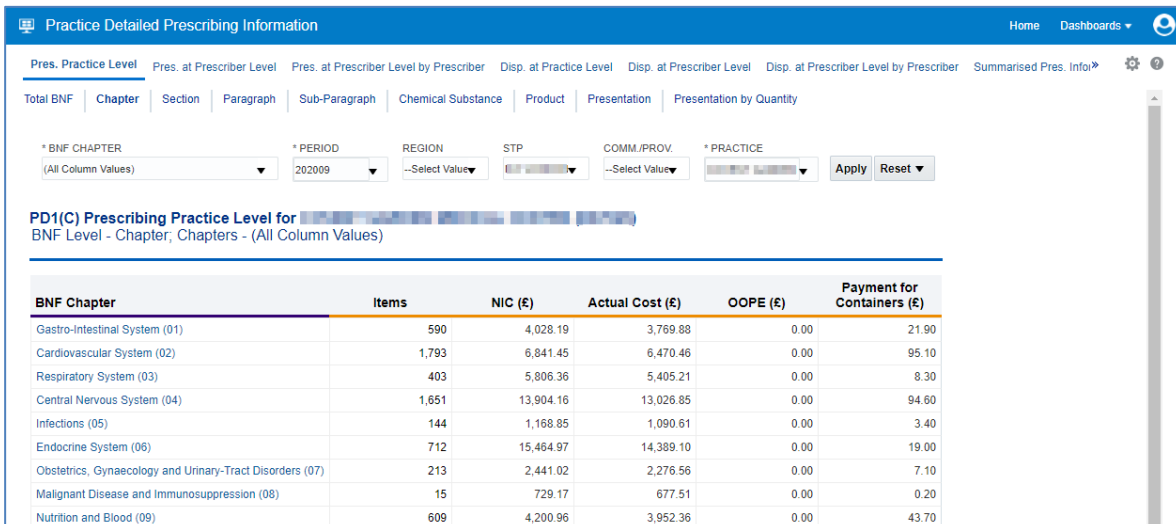
PD1(T) Prescribing Practice Level for [REDACTED]
BNF Level - Total BNF, Chapters - (All Column Values)

| Total BNF | Items | NIC (£) | Actual Cost (£) | OOPE (£) | Payment for Containers (£) |
|---------------|--------------|------------------|------------------|-------------|----------------------------|
| Total BNF | 7,122 | 64,497.85 | 60,284.54 | 0.00 | 303.50 |
| Totals | 7,122 | 64,497.85 | 60,284.54 | 0.00 | 303.50 |

RUN AT 03/12/2020 11:10:31

Print - Export

The data will then be displayed at the BNF level selected



Practice Detailed Prescribing Information

Home Dashboards

Pres. Practice Level Pres. at Prescriber Level Pres. at Prescriber Level by Prescriber Disp. at Practice Level Disp. at Prescriber Level Disp. at Prescriber Level by Prescriber Summarised Pres. Info

Total BNF Chapter Section Paragraph Sub-Paragraph Chemical Substance Product Presentation Presentation by Quantity

* BNF CHAPTER (All Column Values) * PERIOD 202009 REGION --Select Value STP --Select Value COMM./PROV. --Select Value * PRACTICE --Select Value Apply Reset

PD1(C) Prescribing Practice Level for [REDACTED]
BNF Level - Chapter, Chapters - (All Column Values)

| BNF Chapter | Items | NIC (£) | Actual Cost (£) | OOPE (£) | Payment for Containers (£) |
|--|-------|-----------|-----------------|----------|----------------------------|
| Gastro-intestinal System (01) | 590 | 4,028.19 | 3,769.88 | 0.00 | 21.90 |
| Cardiovascular System (02) | 1,793 | 6,841.45 | 6,470.46 | 0.00 | 95.10 |
| Respiratory System (03) | 403 | 5,806.36 | 5,405.21 | 0.00 | 8.30 |
| Central Nervous System (04) | 1,651 | 13,904.16 | 13,026.85 | 0.00 | 94.60 |
| Infections (05) | 144 | 1,168.85 | 1,090.61 | 0.00 | 3.40 |
| Endocrine System (06) | 712 | 15,464.97 | 14,389.10 | 0.00 | 19.00 |
| Obstetrics, Gynaecology and Urinary-Tract Disorders (07) | 213 | 2,441.02 | 2,276.56 | 0.00 | 7.10 |
| Malignant Disease and Immunosuppression (08) | 15 | 729.17 | 677.51 | 0.00 | 0.20 |
| Nutrition and Blood (09) | 609 | 4,200.96 | 3,952.36 | 0.00 | 43.70 |

Change the data displayed

Use the prompts on the report to select the time period and organisation required. for example, if you would like to see the data for a specific month

1. Click on the Month prompt dropdown

Practice Detailed Prescribing Information

Home Dashboards

Pres. Practice Level Pres. at Prescriber Level Pres. at Prescriber Level by Prescriber Disp. at Practice Level Disp. at Prescriber Level Disp. at Prescriber Level by Prescriber Summarised Pres. Info

Total BNF Chapter Section Paragraph Sub-Paragraph Chemical Substance Product Presentation Presentation by Quantity

* BNF CHAPTER (All Column Values) * PERIOD 202009 REGION --Select Value STP --Select Value COMM./PROV. --Select Value * PRACTICE --Select Value Apply Reset

PD1(T) Prescribing Practice Level for COVENT GARDEN MEDICAL CENTRE (SEPHS)
BNF Level - Total BNF; Chapters - (All Column Values)

| Total BNF | Items | NIC (£) | Actual Cost (£) | OOPE (£) | Payment for Containers (£) |
|---------------|--------------|------------------|------------------|-------------|----------------------------|
| Total BNF | 7,122 | 64,497.85 | 60,284.54 | 0.00 | 303.50 |
| Totals | 7,122 | 64,497.85 | 60,284.54 | 0.00 | 303.50 |

RUN AT 03/12/2020 11:10:31

Print - Export

2. Select the month required, data can only be run for a single month at a time

* BNF CHAPTER (All Column Values) * PERIOD 202009 REGION --Select Value ST NV

PD1(T) Prescribing Practice Level for COVENT GARDEN MEDICAL CENTRE (SEPHS)
BNF Level - Total BNF; Chapters - (All Column Values)

| Total BNF | Items | NIC (£) | Actual Cost (£) |
|---------------|--------------|------------------|-----------------|
| Total BNF | | | 64,497.85 |
| Totals | 7,122 | 64,497.85 | |

3. Click 'Apply'

* BNF CHAPTER (All Column Values) * PERIOD 202009 REGION --Select Value STP --Select Value COMM./PROV. --Select Value * PRACTICE --Select Value Apply Reset

PD1(T) Prescribing Practice Level for COVENT GARDEN MEDICAL CENTRE (SEPHS)
BNF Level - Total BNF; Chapters - (All Column Values)

The report will update to show you data for the month selected

Exporting the data

1. Select the 'Export' option below the report required.


| | | | | | |
|-----------------------------------|--------------|------------------|------------------|-------------|---------------|
| Anaesthesia (15) | 7 | 185.83 | 172.65 | 0.00 | 0.00 |
| Other Drugs and Preparations (19) | 11 | 87.08 | 81.80 | 0.00 | 0.80 |
| Dressings (20) | 30 | 525.96 | 488.70 | 0.00 | 0.00 |
| Appliances (21) | 208 | 2,154.55 | 2,003.39 | 0.00 | 0.10 |
| Incontinence Appliances (22) | 5 | 145.20 | 134.85 | 0.00 | 0.00 |
| Stoma Appliances (23) | 24 | 1,100.28 | 1,021.81 | 0.00 | 0.00 |
| Totals | 7,122 | 64,497.85 | 60,284.54 | 0.00 | 303.50 |

RUN AT 04/12/2020 08:43:18

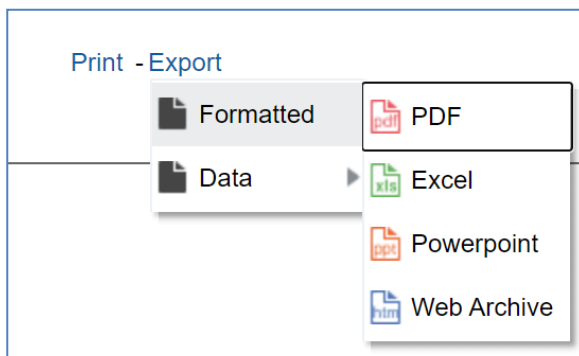
Print - Export

Your feedback is valued and will help us to improve our system
Email us at: nhsbsa.informationssystem@nhs.net

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2. A drop-down list with the formats available to export in will be displayed



3. Select the format required from the list presented

Important to know

When analysing and Dispensing data once you have looked at your report if there are any discrepancies with what the data is showing as to what you have submitted you can then contact Prescription Services team at nhsbsa.prescriptionservices@nhsbsa.nhs.uk or 0300 330 1349.

Payment

If the data matches and the payments for dispensing items are not what you expected the payments are made by Open Exeter not the NHSBSA. The information on our reports is what is passed on to the team at Open Exeter, the Exeter help desk will be able to advise regarding any differences between the reports and what appears on their statement. They can be contacted at exeter.helpdesk@nhs.net or by calling 0300 303 4034.

Getting more help



Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our [ePACT2 user guides page](#)

Webinar sessions

We offer a free, personalised webinar training service to all our users and you can book as many as you need.

Our webinar sessions are booked as 1.5-hour slots and are delivered just to you or your invited colleagues. Our experienced trainers deliver these sessions using MS Teams.

You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour. You can take part wherever you are as long as you can get online.

You can find our more and book you webinar by going to our [ePACT2 training page](#)