

ePACT2

Accessing and using the Itemised Prescribing Payment (IPP) Report



Interactive Contents

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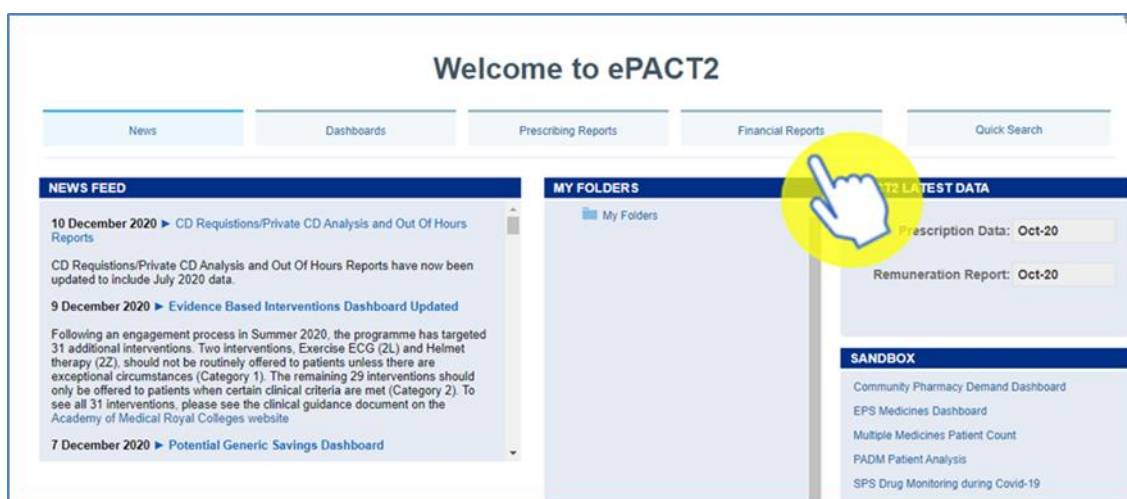
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Accessing the report

Specific access to financial reports is required to be able to access the Itemised Prescribing Payment (IPP) report. If you would like to access these reports and you don't have financial access contact our registration team at nhsbsa.registration@nhs.net

If you have access you can access the IPP report by the following steps:

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



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

2. Select 'Itemised Prescribing Payments (FM2) Report' from the available list.



Navigating the report

The report will open and will default to the latest time period available.

As this is a financial report you will only be able to access information for the organisations you are registered to access financial data for.

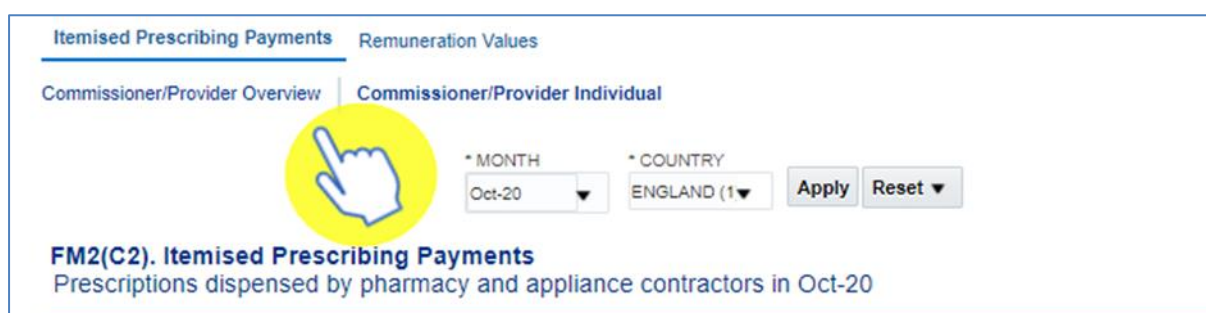
The report will be split into 2 separate reports:

Commissioner/Provider Overview – Gives an overview of the IPP report for all organisations you are registered to access

Commissioner/Provider Individual – Show the IPP report for the selected organisation

Navigating between reports

The tabs displayed in the top left-hand corner of the screen can be used to switch between the 2 reports.

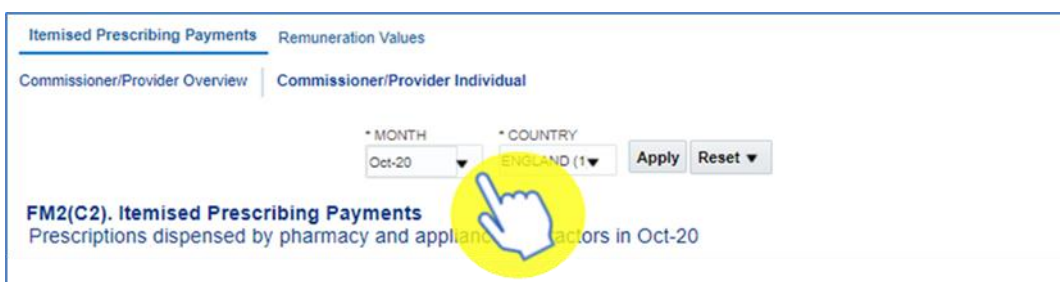


Change the data displayed

Use the prompts available to select the time period and organisation required, you will only be able to select an alternative organisation if you have registered to access their financial data.

For example, if you would like to see the data for a specific month:

1. Click on the Month prompt dropdown



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

The screenshot shows the 'Itemised Prescribing Payments' interface. At the top, there are tabs for 'Itemised Prescribing Payments' and 'Remuneration Values'. Below this, there are two sub-tabs: 'Commissioner/Provider Overview' and 'Commissioner/Provider Individual'. The main content area displays a dropdown menu for the month selection, currently set to 'Oct-20'. The dropdown menu is open, showing options for 'May-20', 'Jun-20', 'Jul-20', 'Aug-20', 'Sep-20', and 'Oct-20'. A yellow circle with a hand icon is pointing to the 'Oct-20' option. To the right of the dropdown menu, there is a 'COUNTRY' dropdown menu set to 'ENGLAND (1)' and two buttons: 'Apply' and 'Reset'. Below the dropdown menu, there is a search bar labeled 'Search...'. The main content area also displays the text 'FM2(C2). Itemised Prescribing Payments' and 'Prescriptions dispensed by pharmacy'.

1. Click 'Apply' to update the report

The screenshot shows the 'Itemised Prescribing Payments' interface. At the top, there are tabs for 'Itemised Prescribing Payments' and 'Remuneration Values'. Below this, there are two sub-tabs: 'Commissioner/Provider Overview' and 'Commissioner/Provider Individual'. The main content area displays a dropdown menu for the month selection, currently set to 'Oct-20'. To the right of the dropdown menu, there is a 'COUNTRY' dropdown menu set to 'ENGLAND (1)' and two buttons: 'Apply' and 'Reset'. A yellow circle with a hand icon is pointing to the 'Apply' button. Below the dropdown menu, there is a search bar labeled 'Search...'. The main content area also displays the text 'FM2(C2). Itemised Prescribing Payments' and 'Prescriptions dispensed by pharmacy'.

The report will return data for the month selected

Exporting the data

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


Adjustments to Charge Statements		0.00
Lost Batches of Prescriptions		0.00
Elements for which resources have been retained centrally		1,160.15
Total reimbursement referable to cost of drugs		35,977.71

Print - Export

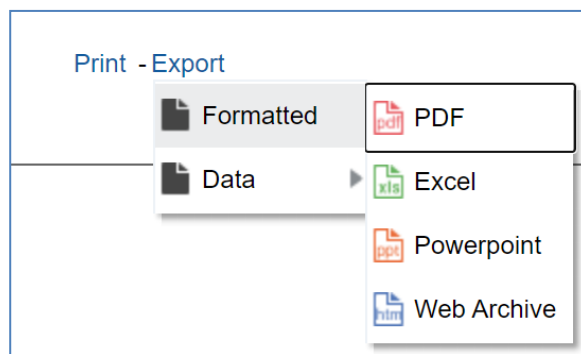
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Your feedback is valued and will help us to improve our system
Email us at: nhsbsa.informationssystem@nhs.net

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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

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 session 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](#)