



Business Services Authority

NHS Prescription Services
Understanding your Schedule of Payments

For Appliance Contractors paid by the NHS Business Services Authority

Your payments

At the beginning of each month, appliance contractors send all of the prescription forms for items dispensed the previous month to NHS Prescription Services.

NHS Business Services Authority then calculates the reimbursement and remuneration fees you are due based on the information on the forms and according to the reimbursement and remuneration rules set out in the NHS England and Wales Drug Tariff here:

<http://www.nhsbsa.nhs.uk/prescriptions/drugtariff>

Once we have processed all contractors accounts we then arrange for a payment to be made directly into your bank account.

Your Schedule of Payments

Before we make your payment, we will send you a schedule to provide confirmation of payments made to your account. Your schedule records your payments for appliances dispensed, fees and locally authorised payments from your NHS England STP.

The following pages explain key sections of your schedule.

The example Schedule of Payments we have included in this booklet is for December 2021 dispensed prescriptions which we would have processed in January 2022 and sent you a schedule in January 2022 for payment on 1 February 2022. The appliance contractor name and account used is a fictitious one.

Schedule of Payments

For: 6666 AC LIMITED	66 ANY STREET
T/A:	ANY TOWN
OCS code: F6666	ANY CITY
	ANY COUNTY
Dispensing Month: Dec 2021	AN66 6AN

Net Payment made by NHSBSA 01 Feb 2022 by BACS £ 216,321.02

SUMMARY OF PAYMENT AMOUNTS		£
Total of appliance costs and fees	A breakdown for "Total of appliance costs and fees" can be found below under "Appliance costs and fees"	180,817.68
VAT allowance		36,163.54
Total of appliance costs plus fees including VAT	The VAT amount is calculated by taking the total of appliance costs and fees multiplied by the current rate of VAT.	216,981.22
Total of charges		-860.20
Total of account	A breakdown for "Total of charges" can be found below under Charges.	216,121.02
Total of other amounts authorised		0.00
Total amount authorised by LPP	A breakdown for "Total of other amounts authorised" & "Total amount authorised by LPP" can be found below under "Details of other amounts authorised" and "Details of local amounts authorised by your STP".	200.00
Net payment made by NHSBSA		216,321.02

APPLIANCE COSTS AND FEES		£	£
Total Basic Price	Payment as set out in Drug Tariff Part II Clause 12. This is based on the claim endorsed on the prescription form where the total is greater than 50p. The total amount of the claim will be made.		152,355.65
Out of Pocket expenses			0.00
Professional fee	1715 @ 90.00 p	1,543.50	Professional Fee payment is paid per prescription item.
Infrastructure payment		15,330.00	
Additional fees		0.00	
2A appliances - measured and fitted	Banded payment paid in accordance with stated rates in the Drug Tariff Part VIB.	6,624.20	
appliance - home delivery		2,260.01	
2B expensive prescription fees		561	
Sub total of prescription fees			25,757.71
Other fees			2,704.32
Stoma Customisation			0.00
Appliance use reviews carried out at patients home	Additional Fees under Part IIIB of the Drug Tariff will appear in these lines.		0.00
Appliance use reviews carried out at premises			0.00
Total of appliance costs and fees	The number of charges should be compared to the figure declared on your submission document for the relevant dispensing month. These figures should be similar.		180,817.68

CHARGES		£
Collected excluding elastic hosiery	92 @ 9.35	-860.20
Collected elastic hosiery	0 @ 9.15	0.00
Total of charges	If you have requested your payment to be checked any adjustment will appear in this section.	-860.20

DETAILS OF OTHER AMOUNTS AUTHORISED		£
Total of other amounts authorised		0.00

DETAILS OF LOCAL AMOUNTS AUTHORISED BY ANY STP		£
ETP Allowance	Payments made or amounts deducted as authorised by your NHS England STP will appear in this section.	200.00
Total amount authorised by LPP		200.00

PRESCRIPTION DATA

Total forms received (including electronic prescriptions)	1061	EPS messages received and processed will appear here.
Total electronic prescription forms received	1050	
Total electronic prescription items received	1694	
Total of items, for which a fee is paid	1715	
Referred back items	0	
VAT Registered	Yes	Information declared on your submission document for the relevant dispensing month.
Appliance use reviews in patients home declared	0	
Appliance use reviews at premises declared	0	

Prescription Charge Deductions and Switching

Before you send in your prescription forms you must sort them in to different piles, including one for forms where patients paid a prescription charge and one for forms where patients were exempt from charges. It is important to make sure that if patients are exempt that they (or their representative) have ticked and signed the declaration of exemption when required, as set out in the NHS England and Wales Drug Tariff, otherwise we may deduct prescription charges from your payment.

For further information about how to sort your forms, please see the 'Prescription Charges and Your Reimbursement' section on our website here:

<https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/submitted-prescriptions/patient-prescription>

The following two sections relate to financial data

Charges

This is the most important section of the two that you should look at. The 'Charges' section, in the middle of page 1 of your Schedule of Payments, tells you how many charges we have deducted from your payment. The number of chargeable items shown should be similar to the number of chargeable items which you declared on your submission document (FP34A) for the dispensing month the Schedule of Payments relates to.

For the example schedule we have included in this booklet (December 2021 dispensed) you would need to look at your December 2021 FP34A.

Items transferred between exempt and chargeable groups

We transfer or 'switch' items between both exempt and chargeable groups when we identify that they are not in their correct group. The figure shown tells you how many items we needed to transfer but does not always mean that we have deducted a charge from your payment. You should always check the numbers and values in the 'Charges' section. Switched items will not include those which are EPS. EPS items are processed as declared.

How we calculate your Essential and Advances Services Payments

Note: The examples below are based on the example schedule included in this document.

The Infrastructure Payment is calculated using the relevant payment bands in the Drug Tariff Part VIB and is dependent upon the number of items processed.

The example shown is for 1715 items.

No of Items:	1,715
Payment Value:	£15,330.00

Band Identifier	Number of Part IX prescription items dispensed in one month	Infrastructure payment	Payment Value	Lower Limit	Upper Limit	Items in Range	Payment Calculation
A	1-10	£150.00 fixed	£150.00	1	10	10	£150.00
B	11 - 1,000	£13.60 per item	£13.60	11	1,000	990	£13,464.00
C	1,001 - 35,000	£2.40 per item	£2.40	1,001	35,000	34,000	£1,716.00
D	35,000 +	£2.30 per item	£2.30	35,001	n/a	n/a	£0.00
Total							£15,330.00

Infrastructure payment does not have to be claimed and will be paid automatically each month.

Advanced Services are paid in accordance to the rules set out in the Drug Tariff Part VIC.

Stoma Customisation

A fee of £4.32 is payable for every prescription item in Drug Tariff Part IXC which can be customised. The fee does not have to be claimed and will be paid automatically to those contractors who in England have informed NHSBSA of their intention to provide stoma appliance customisation services as an advanced service by the end of the month before they start providing the service.

Appliance Use Review

A fee of £28.00 is payable for an Appliance Use Review conducted at premises or by telephone or video link managed by the appliance contractor. A fee of £54.00 is payable for a review conducted at the user's home. If, within a 24 hour period, reviews are conducted for several users living at the same location, the contractor may claim £54.00 for the first review and £28.00 for each subsequent review.

Local amounts authorised by the STP

NHS Business Services Authority makes payments and deductions on behalf of your NHS England STP for services you have provided in your local area. For payments described on your Schedule of Payments as 'Local Schemes', you will have been notified separately by your NHS England STP which payment categories these relate to.

Need more information?

Our website has lots of useful information about how we calculate payments, when payments are made and how to endorse correctly. You can also find an electronic version of the drug tariff here:

<https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/drug-tariff>

You can also access our knowledge base from this link here:

<https://nhsbsa-live.powerappsportals.com/knowledgebase/category/?id=CAT-01002>

Speak to one of our advisors on **0300 330 1349 (local call rate)**.

Did you know..... ?

You can now access your Schedule of Payments and the Prescription Item Report via the Information Services Portal.

Further information is available here:

<https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/payment-information>