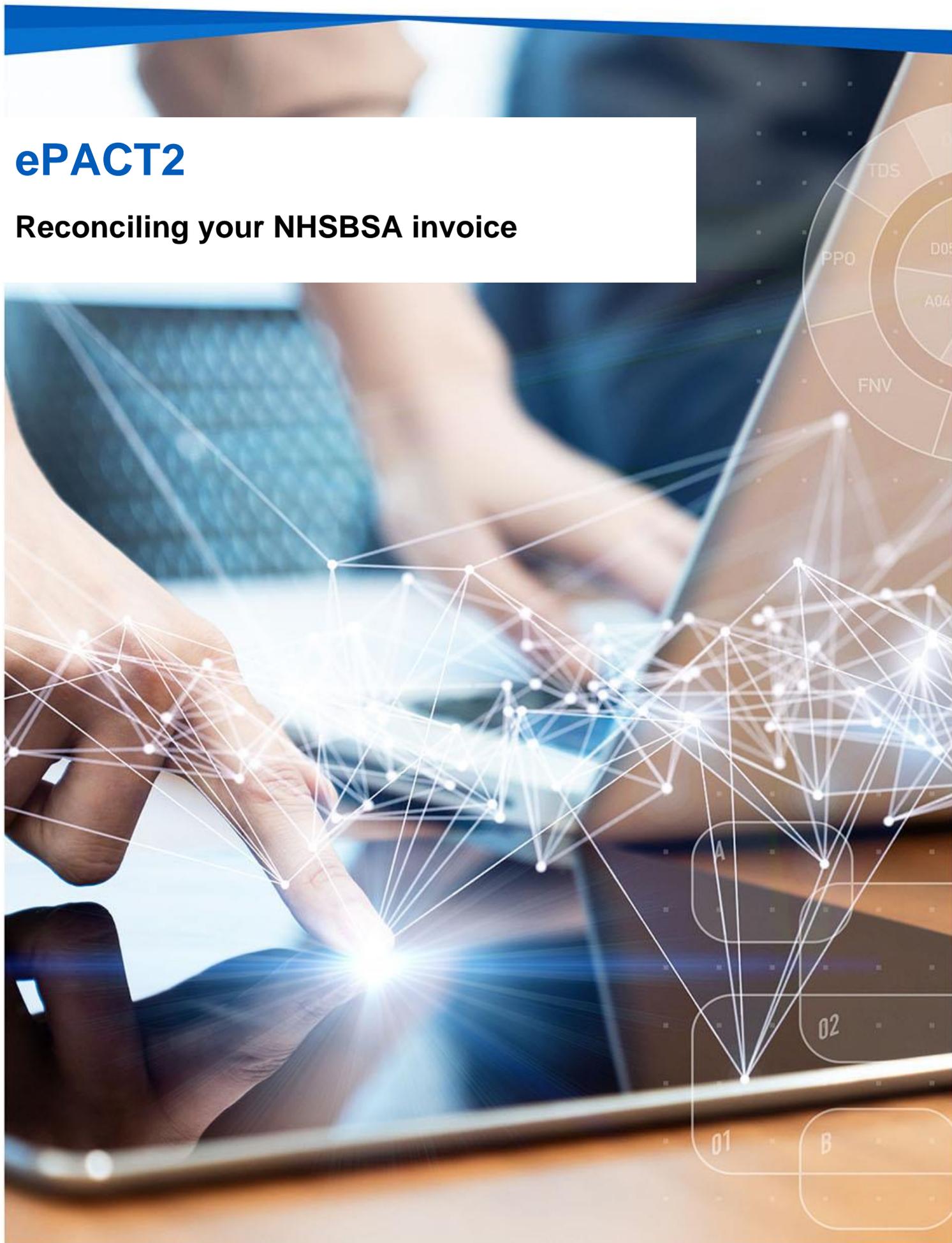


ePACT2

Reconciling your NHSBSA invoice



Interactive Contents

Use this interactive contents list to jump straight to the content you want to see. Just ctrl+click the titles below to go directly to that section:

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Why am I getting an invoice?

On a monthly basis the NHSBSA will recharge provider organisations for the costs of the items that they have prescribed and had dispensed in the community. These costs include both the cost of the items prescribed and the cost of dispensing these items.

The invoice splits these costs into a number of areas which can be reconciled using the information in ePACT2.

In this guide we will give you more information on what the costs relate to and which reports you need to access to reconcile them.

Invoice received

The invoice received from the NHSBSA will be split into 4 different lines.

COPY INVOICE



Business Services Authority

Your NHS Foundation Trust

123 NHS Lane
Bristol
NH12 3SB

INVOICE

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

Pricing Information

RECHARGE FOR MONTH YEAR FP(10)
PRESCRIPTIONS

CUSTOMER REF.	
DOCUMENT NO.	
DATE ISSUED	DD-MMM-YYYY

INVOICE RAISED ON BEHALF OF	REQUESTED BY			DISPATCH REF
Hospital, Provider & Contractor Invoicing				
DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
PRESCRIBING			Zero Rated	2,465.36
RESOURCES RETAINED CENTRALLY			Zero Rated	86.11
DISPENSING FEES-PREVIOUS MONTH			Zero Rated	352.13
CHARGES-PREVIOUS-MONTH			Zero Rated	-131.75

TERMS: PAYMENT IS DUE ON DATE OF INVOICE

SUB TOTAL	2,771.85
TOTAL VAT	0.00
TOTAL AMOUNT	2,771.85

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

Provider practice prescribing – This shows the drug costs of the items prescribed by the organisation.

Resources retained centrally – Shows the cost of the resources retained centrally. This relates to costs which cannot be attributed to a specific organisation, such as nationally unidentified. These costs are collected nationally then fair shared amongst all organisations.

Dispensing fees - Previous month – Shows the dispensing fees associated with the items prescribed, more information on the elements which make up the dispensing fee can be found in the [Remuneration Report Glossary](#). Be aware the dispensing fees shown relate to the month prior to the month the invoice relates to.

Charges - Previous month – Shows the prescription charges that have been collected for items the organisation has prescribed, this is the amount the patient has paid for their prescription. As the dispenser has already taken payments for this, the costs are credited back to your organisation. Be aware the charges shown relate to the month prior to the month on your invoice.

How to reconcile the figures from your invoice with reports from ePACT2

COPY INVOICE **NHS** Business Services Authority

Your NHS Foundation Trust
123 NHS Lane
Bristol
NH12 3SB

INVOICE
RECHARGE FOR
NOVEMBER 2021
FP(10) PRESCRIPTIONS

INVOICE RAISED ON BEHALF OF
Hospital, Provider & Contractor Invoicing

DESCRIPTION	Quantity	Price	VAT Description	AMOUNT
PRESCRIBING			Zero Rated	2,465.36
RESOURCES RETAINED CENTRALLY			Zero Rated	86.11
DISPENSING FEES-PREVIOUS MONTH			Zero Rated	352.13
CHARGES-PREVIOUS-MONTH			Zero Rated	-131.75

TERMS: PAYMENT IS DUE ON DATE OF INVOICE

SUB TOTAL	2,771.85
TOTAL VAT	0.00
TOTAL AMOUNT	2,771.85

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

Itemised Prescribing Payments Remuneration Recharges Remuneration Values

Commissioner/Provider Overview Commissioner/Provider Individual Supporting Information

* MONTH: Nov-21 COUNTRY: 1 REGION: --Select Value ICB: --Select Value Apply Reset

FM2(C3). Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Nov-21

Commissioner/Provider	ICB	Delegated Responsibility	Practice Comm./Prov. prescribing (£)	Unidentified prescribing (£)	Unidentified deputising services (£)	Community prescribing (£)	Adjustments to charge statements (£)	Lost batches of prescriptions (£)	Elements for which resources have been retained centrally (£)	Total reimbursement (£)
			2,465.36	0.00	0.00	0.00	0.00	0.00	86.11	2,551.47
Totals			2,465.36	0.00	0.00	0.00	0.00	0.00	86.11	2,551.47

FM6(C3). Remuneration Values
Provider summary for dispensing month Oct-21 (Information only)

ICB	Provider	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
		-131.75	216.02	1,777.52
	Totals	-131.75	216.02	1,777.52

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next page

FM6(C2). Remuneration Values
Provider itemised for dispensing month Oct-21 (information only)

ICB	Provider		No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
Provider	Remuneration group	Remuneration item				
	Professional Fees	Professional/Actuality Fee	213		274.77	2,217.29
		Extemp Dispensed Preps/Unlicensed Medicines	0		0.00	0.00
		Appliance Fee (Measured and Fitted)	0		0.00	0.00
		Appliance Fee (Home Delivery)	0		0.00	0.00
		Extemp liquids ordered in more than one container	0		0.00	0.00
		Limited stability (<14 days) extra supplies	0		0.00	0.00
		Controlled drug schedules 2 and 3	0		0.00	0.00
		Expensive prescription fees	0		0.00	11.01
		Manually Priced	0		0.00	0.00
		Methadone Payment	0		0.00	0.00
		SSP Remuneration (fee)	0		0.00	0.00
		National Unidentified Prescribers		0.00	-0.16	-1.02
	Professional Fees Total		213		274.61	2,227.28
	Payments for Essential Services	Establishment Payments			0.00	0.00
		Practice Payments			0.00	0.00
		Repeat Dispensing Fee			0.00	0.00
		Transitional Payment		0.00	44.93	323.38
		ETP Allowances		0.00	0.03	0.25
		Appliance Infrastructure Payment		0.00	8.27	67.39
		Pharmacy Access Scheme		0.00	5.01	40.23
		Discharge Medicine Service		0.00	0.63	4.92
	Payments for Essential Services Total				58.87	456.17
	Advanced Services	Medicine Use Reviews			0.00	-2.84
		Appliance Use Reviews			0.00	0.00
		Completed New Medicine Services Monthly Payment		0.00	12.23	65.45
		Stoma Customisation	0		0.00	0.00
		Urgent Medicine Supply			0.00	0.00
		CPCS sign-up fee			0.00	0.00
		CPCS Remuneration payment		0.00	2.05	15.18
		GP Referral Pathway Fee			0.00	5.33
		Hypertension Case-Finding Set Up Fee				0.00
		Hypertension Case-Finding Check And ABPIA Fee				0.00
		Hypertension Case-Finding Incentive				0.00
	Advanced Services Total		0		14.28	85.12
	Hepatitis C Testing Service	Hepatitis C Testing Service		0.00	0.00	0.00
		Hepatitis C Kit				0.00
	Hepatitis C Testing Service Total				0.00	0.00
	Quality Payments Scheme	Quality Payments Scheme			0.00	0.00
		Pharmacy Quality Scheme - Aspirational Payment		0.00	0.07	75.75
	Quality Payments Scheme Total				0.07	75.75
	Essential Small Pharmacy Local Pharmaceutical	Essential Small Pharmacy				0.00
	Essential Small Pharmacy Local Pharmaceutical Total				0.00	0.00
	Local Authorised Payments	Pharmacy Reward Scheme			0.00	0.00
		Other Local Payments				0.00
	Local Authorised Payments Total				0.00	0.00
	Local Pharmaceutical Services	Local Pharmaceutical Services - Debited		0.00	0.00	-0.05
		Local Pharmaceutical Services - Credit				0.00
	Local Pharmaceutical Services Total				0.00	-0.05
	Other Fees	Fine For Breach of Service				0.00
		Lost Batches				0.00
		Fraud Pharmacy Recovery Fees				0.00
		Temporary Safeguarding Payment		0.00	0.09	3.10
	Other Fees Total				0.09	3.10
	Remuneration Adjustments	Adjustments		0.00	-0.15	0.57
	Remuneration Adjustments Total				-0.15	0.57
	Prescription Charges	Charges Collected		0.00	-90.27	-715.52
		Pre-payment Certificates		0.00	-41.87	-336.34
		FP 57 Refunds		0.00	0.39	3.42
		Fraud Pharmacy Recovery Charges				0.00
	Prescription Charges Total				-131.75	-1,048.44
	Total		213		216.02	1,777.52
Totals			213		216.02	1,777.52

Provider practice prescribing – This figure can be found on the [Itemised Prescribing payment report](#), the report is for the same month your invoice relates to and is the total of the ‘Practice Comm/Prov Prescribing (£)’ and ‘Unidentified Prescribing (£)’.

Resources retained centrally – This figure can be found on the [Itemised Prescribing payment report](#), the report is for the same month your invoice relates to and is the ‘Elements for which resource have been retained centrally (£)’.

Dispensing fees - Previous month – This figure is the sum of the totals on the ‘[Remuneration Values](#)’ ‘[Itemised](#)’ report, you will get these figures on the report for the month prior to the month your invoice relates to.

Charges - Previous month – This figure can be found on the ‘[Remuneration Values](#)’ ‘[Summary](#)’ report, you will get this figure under ‘Prescription Charges (£)’ on the report for the month prior to the month your invoice relates to.

Reconciling the Prescribing Costs

There are a range of reports available in ePACT2 which will help you reconcile the prescribing costs and the resource retained centrally shown in the invoice.

It is possible to break the prescribing costs down to individual unit/prescriber or presentation level.

The resources retained centrally can only be accessed at provider organisation level. This is because the costs are not attributed to specific organisations but are an accumulation of all the elements which could not be attributed back to a specific organisation with England such as unidentified prescribing, or VAT which are then fair shared out, according to the percentage of prescribing your organisation has done.

Itemised Prescribing Payment (IPP) Report

The IPP report will show the total prescribing costs and the resources retained centrally which have been attributed to your organisation.

The cost shown in this report should match the cost shown in the first 2 lines of the invoice, Provider practice prescribing, and Resources retained centrally.

FM2(C2). Itemised Prescribing Payments - Prov Only

Prescriptions dispensed by pharmacy and appliance contractors in Nov-21

Provider <input type="text"/>	
	Expenditure for prescriptions based on 100% of dispensing month above (£)
Practice/Comm./Prov. Prescribing	2,465.36
Unidentified Prescribing	0.00
Unidentified Deputising Services Prescribing	0.00
Community Prescribing	0.00
Adjustments to Charge Statements	0.00
Lost Batches of Prescriptions	0.00
Elements for which resources have been retained centrally	86.11
Total reimbursement referable to cost of drugs	2,551.47

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Business Services Authority

The ['Accessing and using the Itemised Prescribing Payment \(IPP\) Report' guide](#) will provide more guidance on how to use the report.

Invoice Reconciliation Report

This report will allow you to break the prescribing costs shown in line 1 of the invoice down to the individual units/cost centres which have prescribed the items. This will be useful if you want to allocate the costs by unit at your Trust.

Two Invoice reconciliation reports are available relating to invoices for time periods pre- or post-April 2018. The appropriate report should be selected depending on the date of the invoice you want to reconcile.

The total figure for this report should match the prescribing costs shown in the invoice.

Invoice Reconciliation Report - Prescribing Costs April 2018 onwards

Month	HS Commissioner / Provider plus Code	HS Practice	HS Practice Code	Items	Actual Cost (£)
Nov-21				144	892.63
Nov-21				82	1,211.35
Nov-21				15	195.69
Nov-21				20	165.69
Grand Total				261	2,465.36

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The [‘Accessing and using the Invoice Reconciliation Report’ guide](#) will provide more guidance on how to use the report.

Hospital Trust Volume & Cost Report

This report will allow you to break the prescribing cost down to the individual drugs prescribed. The information in the report is available at unit/cost centre and presentation level.

The total figure for this report should match the prescribing costs shown in the invoice.

NHS Improvement - Model Hospital Report

Year Month	Commissioner / Provider	Commissioner / Provider Code	Practice	Practice Code	Prescriber	Prescriber Code	BNF Presentation	BNF Presentation Code	Actual Cost (£)	Quantity X Items	Items	Quantity	Pack Size	Pack Size Unit	Supplier Name	Supplier Code
202111							Amiraptyline 10mg tablets	0403010B0AAAAGAG	0.82	28	1	28	28	tablet		
202111							Amoxicillin 250mg/5ml oral suspension sugar free	0501013B0AAATAT	1.39	100	1	100	100	ml		
202111							Amoxicillin 500mg capsules	0501013B0AAABAB	1.88	28	1	28	15	capsule		
202111							Amoxicillin 500mg capsules	0501013B0AAABAB	11.20	168	6	28	21	capsule		
202111							Betamethasone 0.1% ear/eye/nose drops	1104010D0AAAAGAG	15.23	70	7	10	10	ml		
202111							Betamethasone 0.1% ear/eye/nose drops	1104010D0AAAAGAG	4.34	20	1	20	10	ml		
202111							Ciprof 3mg/ml / Fluocin acet 0.25mg/ml ear dps 0.25ml ud PF	1201010AFAAAAAAA	10.69	28	2	14	15	unit dose		
202111							Ciprof 3mg/ml / Fluocin acet 0.25mg/ml ear dps 0.25ml ud PF	1201010AFAAAAAAA	22.47	60	4	15	15	unit dose		
202111							Ciprof 3mg/ml / Fluocin acet 0.25mg/ml ear dps 0.25ml ud PF	1201010AFAAAAAAA	7.96	21	1	21	15	unit dose		

The [‘Accessing and using the Hospital Trust Volume & Cost Report’ guide](#) will provide more guidance on how to use the report.

Reconciling the Dispensing Costs

The dispensing fee and patient charges shown on the invoice can be reconciled using the Remuneration Report.

The remuneration cost covers fees paid to the contractor for the services provided in dispensing the prescription, such as payments for out-of-pocket expenses when they have had to source a product as it isn't something they would commonly keep in stock.

These fees are then charged back to the prescriber organisation, either directly for item level fees, or shared using a specified sharing method for fees which cannot be directly linked to a prescriber or organisation.

The sharing methods used for each element in the Remuneration Report are specified in the [remuneration report glossary](#).

These charges are made in arrears. For example, April remuneration costs will appear on May's invoice, so you'll need to use the report for the month before the one the invoice relates to.

Remuneration Report

The Remuneration Report includes a breakdown of the elements of the dispensing costs attributed to your organisation.

The report is available as both a summary and itemised report.

The summary report will show:

Prescription charges (£)- Shows the prescription charges that have been collected for items the organisation has prescribed for example, in the below image patients have paid £ 131.75.

Remuneration (£) – This will display the value for the month you have selected, for example the below image is showing the value for October 2021 (202110).

Remuneration year to date (£) – This will display the total remuneration value for the financial year up to the date you have selected, for example the below image is showing the value for the time period April 2021 (202104) to October 2021 (202110).

FM6(C3). Remuneration Values
 Provider summary for dispensing month Oct-21 (information only)

ICB			
Provider	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
	-131.75	216.02	1,777.52
Totals	-131.75	216.02	1,777.52

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The itemised report will break these figures down into the individual elements which make up the remuneration.

Provider	Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
	Professional Fees	Professional/Activity Fee	213		274.77	2,217.29
		Extemp Dispensed Preps/Unlicensed Medicines	0		0.00	0.00
		Appliance Fee (Measured and Fitted)	0		0.00	0.00
		Appliance Fee (Home Delivery)	0		0.00	0.00
		Extemp Liquids ordered in more than one container				0.00
		Limited stability (<14 days) extra supplies				0.00
		Controlled drug schedules 2 and 3	0		0.00	0.00
		Expensive prescription fees	0		0.00	11.01
		Manually Priced				0.00
		Methodone Payment	0		0.00	0.00
		SSP Remuneration (fee)	0		0.00	0.00
		National Unidentified Prescribers		0.00		-1.02
	Professional Fees Total		213		274.61	2,227.28
	Payments for Essential Services	Establishment Payments				0.00
		Practice Payments			0.00	0.00
		Repeat Dispensing Fee			0.00	0.00
		Transitional Payment		0.00	44.93	323.38
		ETP Allowances		0.00	0.03	0.25
		Appliance Infrastructure Payment		0.00	8.27	67.39
		Pharmacy Access Scheme		0.00	5.01	40.23
		Discharge Medicine Service		0.00	0.63	4.92
	Payments for Essential Services Total				58.87	436.17
	Advanced Services	Medicine Use Reviews			0.00	-2.84
		Appliance Use Reviews			0.00	0.00
		Completed New Medicine Services Monthly Payment		0.00	12.23	65.45
		Stoma Customisation	0		0.00	0.00
		Urgent Medicine Supply			0.00	0.00
		CPCS sign-up fee			0.00	0.00
		CPCS Remuneration payment		0.00	2.05	15.18
		GP Referral Pathway Fee			0.00	5.33
		Hypertension Case-Finding Set Up Fee				0.00
		Hypertension Case-Finding Check And ABPM Fee				0.00
		Hypertension Case- Finding Incentive				0.00
	Advanced Services Total		0		14.28	83.12
	Hepatitis C Testing Service	Hepatitis C Testing Service		0.00	0.00	0.00
		Hepatitis C Kit				0.00
	Hepatitis C Testing Service Total				0.00	0.00
	Quality Payments Scheme	Quality Payments Scheme			0.00	0.00
		Pharmacy Quality Scheme - Aspirational Payment		0.00	0.07	75.75
	Quality Payments Scheme Total				0.07	75.75
	Essential Small Pharmacy Local Pharmaceutical	Essential Small Pharmacy				0.00
	Essential Small Pharmacy Local Pharmaceutical Total					0.00
	Local Authorised Payments	Pharmacy Reward Scheme			0.00	0.00
		Other Local Payments				0.00
	Local Authorised Payments Total				0.00	0.00
	Local Pharmaceutical Services	Local Pharmaceutical Services - Debited		0.00	0.00	-0.05
		Local Pharmaceutical Services - Credit				0.00
	Local Pharmaceutical Services Total				0.00	-0.05
	Other Fees	Fine For Breach of Service				0.00
		Lost Batches				0.00
		Fraud Pharmacy Recovery Fees				0.00
		Temporary Safeguarding Payment		0.00	0.09	3.10
	Other Fees Total				0.09	3.10
	Remuneration Adjustments	Adjustments		0.00	-0.15	0.57
	Remuneration Adjustments Total				-0.15	0.57
	Prescription Charges	Charges Collected		0.00	-90.27	-715.52
		Pre-payment Certificates		0.00	-41.87	-336.34
		FP 57 Refunds		0.00	0.39	3.42
		Fraud Pharmacy Recovery Charges				0.00
	Prescription Charges Total				-131.75	-1,048.44
Total			213		216.02	1,777.52
Totals			213		216.02	1,777.52

The dispensing fees shown on the invoice will equal the remuneration and prescription charges added together.

The [‘Accessing and using the Remuneration Report’ guide](#) will provide more guidance on how to use the report.

The information can be accessed at either provider organisation level so you can see the total remuneration attributed or can be broken down to the individual units/cost centres under your organisation.

Common Questions

Below we have included some of the frequently asked questions regarding reconciling your invoice which may help if you are having any issues.

Q. The dispensing fees and patient charges shown on the invoice do not reconcile with the Remuneration Report.

Check that you are using the Remuneration Report for the correct month. Dispensing fees and patient charges shown on the invoice relate to the previous months Remuneration Report. Therefore, the invoice for July’s prescriptions will reconcile with June’s Remuneration Report.

Q. Charges are shown on the Itemised Remuneration Report for Appliance Infrastructure Payments, but my organisation has not prescribed any appliances on an FP10 Prescription.

Some of the cost, such as appliance infrastructure payments, are fair shared across all organisations so you may see costs for areas you haven’t done. The elements which are fair shared and how this is done is detailed in the [Remuneration report glossary](#).

Q. When using ePACT2 to split costs between each hospital unit, the total prescribing figure does not add up to the amount invoiced.

If you are creating your own report in ePACT2 to reconcile the prescribing cost on your invoice you may find that the costs don’t match. There are a number of reasons why this may happen.

The cost shown on the invoice is the Actual Cost rather than the Net Ingredient Cost (NIC). When creating your own report make sure you’ve used the Actual Cost field.

Prescriptions that have been dispensed by a GP practice should be excluded from the data as these will have been charged to the SICBL of the GP practice. To

establish where a prescription has been dispensed the dispenser code field should be included in the report.

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 webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. 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 of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

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