Prescription Transparency Standard User Guide

Who is this user guide for?

The standard user guide is designed to assist with contractor analysis of the Prescription Item Report.

What is the Prescription Item Report?

The Prescription Item Report is a data report containing item level payment information only which can be accessed or downloaded through the NHSBSA Portal (authorised users can access and find out more information www.tinyurl.com/bsaportalguide)

What is the FP34 Schedule of Payments?

Before we make your payment, we will send you a schedule to provide confirmation of payments made to your pharmacy. Your schedule records your payments for drugs and appliances dispensed, fees and locally authorised payments from your Area Team.

There is also guidance on understanding the FP34 Schedule of Payment on the NHSBSA website at:

http://www.nhsbsa.nhs.uk/PrescriptionServices/4926.aspx

How to reconcile your Prescription Item Report to the Schedule of Payments

The following tables will help you reconcile values on your Schedule of Payments (FP34) with the Prescription Item Report.

The information to aid reconciliation assumes an understanding of how to filter data in spreadsheet programmes such as Microsoft Excel, Mac OSX Numbers and to use basic spreadsheet functions such as Sum.

Please also use the glossary's (page 13) appropriate Prescription Item Report column headings and associated information in table 1 below to explain how to reach the value in the FP34 – Schedule of Payments.

Only payments associated with individual items are covered by this guidance document, therefore payments such as Establishment payment, Practice payment are not applicable.

1. The first thing to do is check that the OCS code and Dispensing month on the FP34 Schedule of Payments is the same as Column A and Column B in the Prescription Item report. Please refer to the accompanying glossary which will tell you what each column relates to.

FP34 Schedule of Payment – 'Drug and Appliance Costs'			
Prescription Item Report- Column	Prescription Item Report - Column Heading	Information to aid reconciliation	FP34 Schedule of Payment - 'Drug and Appliance Costs' FP34 Value description
R	Basic Price	Total of column R using Sum function (Σ) Go to the following link and look under 'Drug and Appliance Costs' on the first page of the Payment Schedule - http://www.nhsbsa.nhs.uk/PrescriptionServices/Documents/PrescriptionServices/Understanding_your_schedule_of_payments_May_2013.pdf	Sub-total of basic prices i.e. Total of basic prices at standard discount rate (see below) Total of basic prices at zero discount (see below)
Z	EX Value	Total of column Z using Sum function (Σ) Go to the following link and look under 'Drug and Appliance Costs' on the first page of the Payment Schedule - http://www.nhsbsa.nhs.uk/PrescriptionServices/Documents/PrescriptionServices/Understanding_your_schedule_of_payments_May_2013.pdf	Out of Pocket expenses
S	Payment for Consumables	Total of column S using Sum function (Σ) Go to the following link and look under 'Drug and Appliance Costs' on the first page of the Payment	Payment for consumables

		Schedule - http://www.nhsbsa.nhs.uk/PrescriptionServices/Documents/PrescriptionServices/Understanding_your_schedule_of_payments_May_2013.pdf	
T	Payment for Containers	Total of column T using Sum function (Σ) Go to the following link and look under 'Drug and Appliance Costs' on the first page of the Payment Schedule - http://www.nhsbsa.nhs.uk/PrescriptionServices/Documents/PrescriptionServices/Understanding_your_schedule_of_payments_May_2013.pdf	Payment for containers
R filtered to select only those items where a professional fee has been paid at the standard discount rate.	Basic Price	Set filter function to row 1. Go to Column AY - SDR Professional Fee Value. Left click the filter arrow and select only records with a value greater than 0. Now total column R using Sum function (Σ) to give the sub total of basic prices at standard discount rate only	Total of basic prices at standard discount rate only
R filtered to select only those items where a professional fee has been paid at the zero discount rate.	Basic Price	Set filter function to row 1. Go to Column BA - ZDR Professional Fee Value. Left click the filter arrow and select only records with a value greater than 0. Now total column R using Sum function (Σ) to give	Total of basic prices at zero discount

		the sub total of basic prices at standard discount rate only	

FP34 Schedule of Payment – 'Prescription Fees'

Prescription Item Report- Column	Prescription Item Report -Column Heading	Information to aid reconciliation	FP34 Schedule of Payment – 'Prescription Fees' FP34 Value description
AY & BA	SDR Professional Fee Value & ZDR Professional Fee Value	Total of column AY using Sum function (Σ) + Total of column BA using Sum function (Σ)	Professional fee
BC & BD	SP Unlicensed Meds Fee Value & ED Unlicensed Meds Fee Value	Total of column BC using Sum function (Σ) + Total of column BD using Sum function (Σ)	Additional fees 2A unlicensed medicines
BE & BF & BG	MF Hosiery Fee Value & MF Truss Fee Value & MF Belt and Girdle Fee Value	Total of column BE using Sum function (Σ) + Total of column BF using Sum function (Σ) + Total of column BG using Sum function (Σ)	Additional fees 2B appliances – measured and fitted
BJ & BK	Home Del SR Appl Add Fee Value & Home Del HR Appl	Total of column BJ using Sum function (Σ) + Total of column BK using Sum function (Σ)	Additional fees appliances – home delivery

	Add Fee Value		
BN	Expensive Item Fee Value	Total of column BN using Sum function (Σ)	Additional fees - 2F expensive prescription fees
BO	Stoma Customisation Fee Value	Total of column BO using Sum function (Σ)	Additional fees Stoma customization

FP34 Schedule of Payment – 'PRESCRIPTION DATA'			
Prescription Item Report- Column	**Prescription Item Report - Column Heading**	**Information to aid reconciliation**	**FP34 Schedule of Payment – 'PRESCRIPTION DATA'** **FP34 Value description**
D	Form Number	Go to Column E – Item Number. Left click the filter arrow and select '1' only. Total of column D	Total forms received (including electronic prescriptions) **(If they do not match the payment schedule this will be due to forms that have being deleted during processing. If any RA or DA forms have been re-submitted they will be deleted from the prescription item report.)**

			See FAQs
C, D & E	Fragment ID Item Number Form Number	Set filter function to row 1. Go to Column C – Fragment ID. Left click the filter arrow and select 'Z' to select all items for EPS R2 prescriptions. Now Go to column E – Item Number. Left click the filter arrow and select '1' to select the first item for each EPS R2 prescriptions. Now count the number of rows in column D using Count function to give the total of forms for EPS R2 prescriptions. (Remember to deduct an item for the header row)	Total electronic prescription forms received
C	Fragment ID	Set filter function to row 1. Go to Column C – Fragment ID. Left click the filter arrow and select 'Z' to select all items for EPS R2 prescriptions. Go to Column AO - ND. Left click the filter arrow and de-select ND. Press return key	Total electronic prescription items received

		Now count the number of rows in column C using Count function to give the total of items for EPS R2 prescriptions. (Remember to deduct an item for the header row)	
BB	ZDR Professional Fee Number	Total of column BB	Items at zero discount rate, for which a fee is paid
AZ	SDR Professional Fee Number	Total of column AZ	Items at standard discount rate, for which a fee is paid
BB & AZ		Total of column BB + Total of column AZ	Total of items, for which a fee is paid
AP	RB	Set filter function to row 1. Go to Column AP – RB. Left click the filter arrow and select 'RB' select all items which have been referred back to the dispenser for further information before it can be processed and correctly reimbursed.	Referred back items

			FP34 Schedule of Payment – 'ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS
FP34 Schedule of Payment – 'ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS			
Prescription Item Report- Column	**Prescription Item Report - Column Heading**	**Information to aid reconciliation**	**FP34 Schedule of Payment –' ITEMS TRANSFERRED BETWEEN EXEMPT AND CHARGEABLE GROUPS'** **FP34 Value description**
I, J & K	Group Type Declared Charge status Charge Payable	Set filter function to row 1. Go to Column I – Group Type Declared. Left click the filter arrow and select '1' to select all forms submitted as group 1 - exempt. Now Go to column J – Charge Status. Left click the filter arrow and select '2' and '3' (if applicable) to select all forms with Charge Status - Chargeable. Now Go to column K – Charge Payable. Left click the filter arrow and de-select '0' to select only those items where a prescription charge has been deducted under Charge Payable.	Exempt to Chargeable
I, J, K & V	Group Type Declared	Set filter function to row 1. Go to Column I – Group Type Declared. Left	Chargeable to Exempt

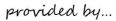| | Charge status
Charge Payable
CC (no charge
contraceptive item) | click the filter arrow and select '2' and '3' (if applicable) to select all forms submitted as group 2 – charge paid.
Now Go to column J – Charge Status. Left click the filter arrow and select '1' to select all forms with Charge Status - Exempt.
Now Go to column K – Charge Payable. Left click the filter arrow and select '0' to select only those items where a prescription charge has not been deducted under Charge Payable.
Finally Go to column V – CC (No charge contraceptive). Left click the filter arrow and de-select 'CC' to exclude items which are no charge contraceptives. | |

FP34 Schedule of Payment –' Summary of Expensive Items'			
Prescription Item Report- Column	**Prescription Item Report -Column Heading**		**FP34 Schedule of Payment –' Summary of Expensive Items'** **FP34 Value description**
R	Basic Price	Filter on values greater than 99.99 and the count will match the totals on the Schedule of payments	Total of items over £100 **The Basic Price value on the FP34 Schedule of Payment is equivalent to the prescribed quantity for the item reimbursed and will not take into account payment adjustments for broken bulk and payments relating to multiple pack items such as ACBS flavoured dietary products. See FAQs**

Prescription Item Report Glossary for Pharmacy Contractors

Column	Column Heading	Definition	Notes
A	OCS Code	The contractor code (beginning F) allocated by NHSBSA which is a unique identifier for a pharmacy contractor account.	
B	Dispensing Month	The month for which the claim for dispensed items has been submitted to NHSBSA. Prescriptions for reimbursement should be despatched to the NHSBSA not later than the fifth day of the month following that in which the supply was made.	

Column	Column Heading	Definition	Notes
C	Fragment Id	When the month's prescriptions are received, they are divided into sections in order depending on the type of prescription or document received. The different sections are given a "Fragment Id" which helps NHSBSA identify how a particular prescription item has been processed. For example 'A'= scanned FP10 or paper document, 'N'= Key from paper fragment (paper document unable to be scanned), and Z= EPS R2 prescription.	
D	Form Number	The form number allocated to a prescription by NHSBSA. This number is for internal purposes and enables a prescription form or EPS message to be identified at any stage of processing. The corresponding number is also sprayed onto each FP10.	

Column	Column Heading	Definition	Notes
E	Item Number	An item is a product (including combination products) on a prescription. The item number identifies the order of the item on the prescription form or within the EPS message.	
G	Form Type	The prescription form type, as printed on the bottom of the form, or derived from an EPS message.

e.g. FP10MDA, FP10SS, FP10NC | |
| H | Prescriber Code | The unique number assigned to a prescriber, or a group of prescribers (e.g. a GP, a nurse prescriber, a pharmacist prescriber, or a hospital unit).   This is the number shown on pre-printed FP10 prescription forms or included in EPS messages. | |

Column	Column Heading	Definition	Notes
I	Group Type Declared	This denotes the group in which the contractor has submitted the prescription form. • Group 1 are prescriptions which have been submitted as being exempt from NHS prescription charge. • Group 2 are prescriptions for which the current NHS charge applies. • Group 3 are prescriptions for which the NHS charge applies at the previous rate. • Group 8 are items which were previously referred back for further information and subsequently resubmitted for payment.	

Column	Column Heading	Definition	Notes
J	Charge Status	This denotes the group, or charge status of the item, as processed: • '1' indicates that the item was exempt from NHS prescription charge, • '2' that the item was subject to the current NHS prescription charge, and • '3' that it is subject to the previous NHS prescription charge.	
K	Charges Payable	This shows the number of NHS prescription charges payable by the patient. This will be '0' if the patient is entitled to exemption from payment, or if the item was not dispensed, or was referred back or disallowed.	See Drug Tariff part XVI

Column	Column Heading	Definition	Notes
L	Product Description	A description of the product for which the contractor has been reimbursed, as defined by the Dictionary of Medicines and Devices (dm+d). Where this is an actual product, the description includes the name of the proprietary or generic item, along with the supplier/manufacturer name. Where the product is a prescribable generic, the description of the generic product without supplier or trade name information is given.	An entry of 'Exception Handler Discount Not Deducted Item' or 'Exception Handler Unspecified Item' indicates that the product prescribed cannot be specified as it is not held by the Dictionary of Medicines and Devices. An entry of 'None' is displayed where the product has not been dispensed, or was referred back or disallowed.
N	Quantity	The quantity of a drug or appliance that has been reimbursed. Where the product is packed in a special container, the quantity may be expressed as the number of special containers dispensed.	e.g. a 30g tube of cream which must be as a special container will have a pack size of 30 and a quantity of 1

Column	Column Heading	Definition	Notes
P	Pack Price	The price of the pack size used to reimburse the quantity of the product prescribed or endorsed. The price is as listed in Parts VIII or IX of the Drug Tariff for the dispensing month for which the prescriptions were submitted. For a drug not listed in Part VIII, the price is normally determined by the list price published by the manufacturer, wholesaler or supplier. Value expressed in Pounds (£)	
Q	Pack Size	The pack size used to reimburse the dispensed quantity of the product prescribed or endorsed.	

Column	Column Heading	Definition	Notes
R	Basic Price	The basic price is the Net Ingredient Cost for the quantity supplied of those drugs, appliances and chemical reagents as listed in Parts VIII or IX of the Drug Tariff. For a drug not listed in Part VIII, the price is normally determined by the list price published by the manufacturer, wholesaler or supplier of the pack size used for a prescription of that quantity. Value expressed in Pounds (£)	See Drug Tariff Part II Clause 8. Please note that there are exceptions to using the price listed in the Drug Tariff i.e. where the Department of Health has agreed that for a particular month, for particular items, the agreed reimbursement will differ from that stated in Part VIII of the Drug Tariff. See Drug Tariff news articles at http://www.nhsbsa.nhs.uk/PrescriptionServices/250.aspx

Column	Column Heading	Definition	Notes
U	NB	Denotes Broken Bulk has been claimed by the dispensing contractor. When the quantity ordered on a prescription form is other than the minimum quantity obtainable, and the contractor cannot readily dispose of any remainder purchased to cover the order, payment will be made for the whole quantity purchased. Prescription forms must be endorsed 'BB' with the pack size supplied.	BB endorsement required. See Drug Tariff Part II Clause 11 and Alphabetical Guide to Prescription Endorsement http://www.nhsbsa.nhs.uk/1119.aspx

Column	Column Heading	Definition	Notes
V	CC	No charge is payable for contraceptive substances and listed contraceptive appliances for women. For other drugs, if the prescription is for contraceptive purposes, the prescriber should mark the item with the symbol ♀, or otherwise make it clear that the item is for contraceptive purposes. A prescription charge should not be levied for these items.	See Drug Tariff Part XVI 10. Contraceptive Services
W	DA	The item has been disallowed as it is not valid to prescribe. No reimbursement has been given.	
X	DA Value	The code denoting the reason for which the item has been disallowed.	See Appendix B

Column	Column Heading	Definition	Notes
Z	EX Value	The full amount of out-of -pocket expenses incurred (if this is over 50p). Value expressed in Pounds (£) The contractor must endorse 'XP' or 'OOP'	XP or OOP endorsement required. See Drug Tariff Part II Clause 12 and Alphabetical Guide to Prescription Endorsement http://www.nhsbsa.nhs.uk/1119.aspx
AC	IP Value	This is the value of the Invoice Price endorsed. The price endorsed should be the price for the pack supplied, with pack size clearly stated. The price reimbursed is calculated from the price per pack and the quantity dispensed. It is assumed that any price endorsed refers to the pack, unless it is clear that the price refers to the quantity dispensed. Value expressed in Pounds (£)	

Column	Column Heading	Definition	Notes
AM	NC	Items which are counted as prescriptions i.e. attract a professional fee, and are submitted within the chargeable group, but are "no charge" items for which the patient does not pay an NHS prescription charge. For example different strengths of the same drug ordered as separate prescriptions items at the same time.	e.g. phenindione 50mg tabs and phenindione 10mg tabs ordered together. The contractor receives two fees, but the patient pays one prescription charge, the second strength being free of prescription charge. See Drug Tariff part XVI
AO	ND	Where an item has not been dispensed, and the dispenser has indicated this by scoring through the prescribed product and endorsed ND immediately adjacent to the product name.	Dispenser requested to score through product and endorse ND

Column	Column Heading	Definition	Notes
AP	RB	The item has been referred back to the dispenser for further information before it can be processed and correctly reimbursed.	
AQ	RB Value	Code denoting the reason for which the item was referred back to the dispenser.	See Appendix A.
AS	SF Value	The number of additional standard fees that apply to the prescription item. This value, applied by NHSBSA, will be one less than the number of instalments/interactions with the patient, as all prescription items automatically receive a standard fee.	e.g. a prescription for oral liquid methadone 140ml is dispensed in 10ml instalments on 14 separate occasions. The 'SF' value will be 13.

Column	Column Heading	Definition	Notes
AT	ZD	This denotes drugs for which discount is not deducted i.e. the prescription price reimbursement will have no discount deduction applied. Contractors need not endorse the prescription. Products are detailed in Part II of the Drug Tariff.	See Drug Tariff Part II
AU	LB	Specially manufactured or imported preparations which are endorsed as such ('SP') attract an additional fee. This is denoted as LB by NHSBSA for internal purposes, ensuring that the correct fee is paid. If the order is made up of more than one pack, the LB endorsement and SP value fee will be added to the last element of the item.	Requires SP endorsement

Column	Column Heading	Definition	Notes
AV	LC	Extemporaneously dispensed preparations which are endorsed as such ('ED' or 'Extemp Disp') attract an additional fee. These items are denoted by LC by NHSBSA for internal purposes, ensuring that the correct fee is paid. If the order is made up of more than one pack, the LC endorsement and ED value fee will be added to the last element of the item.	Requires ED endorsement
AY	SDR Professional Fee Value	This is a Standard Discount Rate prescription item. All prescription items attract a Professional fee: the value is expressed in Pounds (£)	See Drug Tariff Part IIIA/1
AZ	SDR Professional Fee Number	The number of professional fees paid for the Standard Discount Rate prescription item.	See Drug Tariff Part IIIA/1

Column	Column Heading	Definition	Notes
BA	ZDR Professional Fee Value	This item is a Discount Not Deducted prescription item. All prescription items attract a Professional fee: the value is expressed in Pounds (£)	See Drug Tariff Part IIIA/1
BB	ZDR Professional Fee Number	The number of professional fees paid for the Discount Not Deducted prescription item.	See Drug Tariff Part IIIA/1
BC	SP Unlicensed Meds Fee Value	The value of the fee for preparations manufactured under a Medicines and Healthcare Products Regulatory Agency (MHRA) specials licenced or sourced under an MHRA importers licence. Value expressed in Pounds (£). An LB endorsement is added for internal processing purposes.	SP must be endorsed. See Drug Tariff Part IIIA/2/A/a

Column	Column Heading	Definition	Notes
BD	ED Unlicensed Meds Fee Value	The value of the fee for preparations prepared under the Section 10 exemption from the Medicines Act 1968. Value expressed in Pounds (£). An LC endorsement is added for internal processing purposes.	ED must be endorsed. See Drug Tariff Part IIIA/2/A/b
BH	Methadone Fee Value	All prescriptions for oral liquid methadone attract a payment. No endorsement is required by the contractor. Value expressed in Pounds (£)	See Drug Tariff part IIIA/2/C
BI	Methadone Pckgd Dose Fee Value	A fee is paid where the quantity dispensed to the patient for a prescription for oral liquid methadone cover more than one dose and the contractor has packaged each dose separately. Value expressed in Pounds (£)	PDn endorsement required: n = number of doses packaged separately minus the number of times the contractor has dispensed the medicine to the patient. See Drug Tariff part IIIA/2/D

Column	Column Heading	Definition	Notes
BN	Expensive Item Fee Value	A fee equivalent to 2% of the net ingredient cost will be payable on all prescription items over £100.00. Value expressed in Pounds (£)	See Drug Tariff Part IIIA/2/F
BP	Dispensing UUID	This is a unique identifying code for an item which has been dispensed and claimed through the Electronic Prescription Service (EPS). It does not hold any product information: its purpose is to uniquely identify the dispensed item in an EPS message.	
BQ	NHS Patient Number	The patient NHS number captured by NHSBSA from the scanned prescription image or the EPS prescription.	For data security reasons only the final 7 digits of the captured NHS patient number are displayed. Note – if the NHS number has been obscured by pharmacy stamps or other marks then it will not be possible to display this data

Column	Column Heading	Definition	Notes
			field.