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

The Prescription Item Report is a data report containing item level payment information only. The following tables will help you reconcile values on your FP34 – Schedule of Payments with the Prescription Item Report that you have accessed or downloaded through the NHSBSA Portal. Please note the payment date on the portal of 30 Oct 15 will relate to your August 2015 payment and not September 2015. The portal will be one month behind so when you are reconciling the latest month on the portal you will need to use your previous schedule instead of your current schedule,

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

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

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

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 use the glossary and the appropriate Prescription Item Report column heading and associated information in the table below to explain how to reach the value in the FP34 – Schedule of Payments.

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.

To start with it will be helpful to select Row 1 in the Prescription Item report and set the filter function for each column so that specific data can be selected.

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 - 'Appliance Costs and Fees' FP34 Value description
R	Basic Price	Total of column R using Sum function (Σ)	Sub-total of basic prices
Z	EX Value	Total of column Z using Sum function (Σ)	Out of Pocket expenses
AY	SDR Professional Fee Value	Total of column AY using Sum function (Σ)	Professional fee
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 2A appliances – measured and fitted
BJ & BK	Home Del SR Appl Add Fee Value & Home Del HR Appl Add Fee Value	Total of column BJ using Sum function (Σ) + Total of column BK using Sum function (Σ)	Additional fees appliances – home delivery

BN filtered to select only those items where an expensive item fee has been paid	Expensive Item Fee Count	Set filter function to row 1. Go to Column BN - Expensive Item Fee Value. Left click the filter arrow and select only records with a value greater than 0. Now count the number of rows in column BN using Count function to give the total of Expensive Item Fees paid (Remember to deduct an item for the header row)	Additional fees – 2B expensive prescription fees (count of fees)
BN	Expensive Item Fee Value	Total of column BN using Sum function (Σ)	Additional fees – 2B expensive prescription fees
BO	Stoma Customisation Fee Value	Total of column BO using Sum function (Σ)	Additional fees Stoma customization

FP34 Schedule of Payment – 'Charges'			
Prescription Item Report- Column	**Prescription Item Report - Column Heading**	**Information to aid reconciliation**	**FP34 Schedule of Payment –' Charges'** **FP34 Value description**
K - filtered to select hosiery prescriptions at charge rate	Charges Payable	**Warning very complicated** Set filter function to row 1. Go to Column J - Charge Status. Left click the filter arrow and de-select '1' to select all items with a prescription charge. Go to Column L - Product Description. Left click the filter arrow and select text filter 'contains' and type hosiery. Press return key Now count the number of charges in column K using Count function to give the total of items where a charge was paid. Now determine the total quantity of hosiery supply as Sub-Total of column N using Sum function. **Collected elastic hosiery = number of charges x quantity of hosiery items supplied x prescription charge value. Make adjustment for any old charge rate prescriptions. Charge status = 3.**	Collected elastic hosiery **(* note only applicable if Collected elastic hosiery are shown on the payment schedule)**
K - filtered to select	Charges Payable	Set filter function to row 1.	Charges collected excluding elastic

prescriptions at current charge rate		Go to Column J - Charge Status. Left click the filter arrow and select '2' to select all items with a current prescription charge. Go to Column L - Product Description. Left click the filter arrow and select text filter 'does not contain' and type hosiery. Press return key Now count the number of charges in column K using Count function to give the total of items where a charge was paid. **Charges collected excluding elastic hosiery Collected elastic hosiery = number of charges x current prescription charge rate.**	hosiery (If the figure does not match then add the - Collected elastic hosiery number of charges to the value)
K - filtered to select prescriptions at old (previous) charge rate		Set filter function to row 1. Go to Column J - Charge Status. Left click the filter arrow and select '3' to select all items with a current prescription charge. Go to Column L - Product Description. Left click the filter arrow and select text filter 'does not contain' and type hosiery. Press return key Now count the number of charges in column K using Count function to give the total of items where a charge was paid. Charges collected excluding elastic hosiery Collected elastic hosiery = number of charges x current prescription charge rate.	Charges collected at the old (previous) charge rate excluding elastic hosiery **(* note only applicable if Colum J indicates any items with a value of '3' that it is subject to the previous NHS prescription charge)**

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	Total electronic prescription forms received

		using Count function to give the total of forms for EPS R2 prescriptions. (Remember to deduct an item for the header row)	
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 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)	Total electronic prescription items received
AZ	SDR Professional Fee Number	Total of column AZ	Items at standard discount rate, for which a fee is paid
AP & W	RB & DA	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. If the above does not match then remove the filter and go to Column W – DA. Left click the filter arrow and select 'DA' select all items which have been disallowed. Add the total of DA's to	Referred back items & Disallowed items

| | | RB's. | |
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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 Charge status	Set filter function to row 1. Go to Column I – Group Type Declared. Left click the filter arrow and select '2' and '3' (if	Chargeable to Exempt

| | Charge Payable CC (no charge contraceptive item) | 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. | |