**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 01 Feb 17 will relate to your November 2016 payment and not December 2016. 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.

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| 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 | Highlight column R (Basic Price) Value will be next to Sum at the bottom right of the screen. | Total of basic prices |
| Z | EX Value | Highlight column Z (Ex Value) Value will be next to Sum at the bottom right of the screen. | Out of Pocket expenses |
| AY | SDR Professional Fee Value | Highlight column AY (SDR Professional Fee Value) Value will be next to Sum at the bottom right of the screen. | Professional fee |
| BE & BF & BG | MF Hosiery Fee Value &MF Truss Fee Value & MF Belt and Girdle Fee Value | Highlight column BE (MF Hosiery Fee Value), BF (MF Truss Fee Value) & BG (MF Belt and Girdle Fee Value) Value will be next to Sum at the bottom right of the screen. | Additional fees 2A appliances – measured and fitted |
| BJ & BK | Home Del SR Appl Add Fee Value &Home Del HR Appl Add Fee Value | Highlight column BJ (Home Del SR Appl Add Fee Value) & BK (Home Del HR Appl Add Fee Value) Value will be next to Sum at the bottom right of the screen. | Additional fees appliances – home delivery |
| BN filtered to select only those items where an expensive item fee has been paid | Expensive Item Fee Count | Highlight column BN (Expensive Item Fee Value) Left click the filter arrow and de-select zero. Value will be next to Count at the bottom right of the screen. (Remember to deduct an item for the header row) | Additional fees – 2B expensive prescription fees (count of fees) |
| BN | Expensive Item Fee Value | Highlight column BN (Expensive Item Fee Value) Value will be next to Sum at the bottom right of the screen. | Additional fees – 2B expensive prescription fees |
| BO | Stoma Customisation Fee Value | Highlight column BO (Stoma Customisation Fee Value) Value will be next to Sum at the bottom right of the screen. | Additional fees Stoma customization |

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| 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 |
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| K - filtered to select prescriptions at current charge rate | Charges Payable | Highlight column J (Charge Status) Left click the filter arrow and de-select ‘1’ to select all items with a prescription charge.Highlight column K (Charges Payable) Value will be next to Sum at the bottom right of the screen. If the value is more than shown on the Schedule of Payments then please refer to the FAQ’s. | Charges collected excluding elastic 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 |  | Highlight column J (Charge Status) Left click the filter arrow and select ‘3’ to select all items with a previous prescription charge. Value will be next to Sum at the bottom right of the screen. | 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 | Highlight column E (Item Number).Left click the filter arrow and select ‘1’ only.Highlight column D (Form Number) Value will be next to Count at the bottom right of the screen. | 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 IDItem NumberForm Number | Highlight column C (Fragment ID) Left click the filter arrow and select ‘Z’ to select all items for EPS R2 prescriptions.Highlight column E (Item Number) Left click the filter arrow and select ‘1’ to select the first item for each EPS R2 prescriptions. Value will be next to Sum at the bottom right of the screen. | Total electronic prescription forms received |
| C | Fragment ID | Highlight column C (Fragment ID) Left click the filter arrow and select ‘Z’ to select all items for EPS R2 prescriptions.Highlight column AO (ND) Left click the filter arrow and de-select ND.Highlight column C (Fragment ID) to give the total of items for EPS R2 prescriptions. Value will be next to Count at the bottom right of the screen. (Remember to deduct an item for the header row) | Total electronic prescription items received |
| AZ | SDR Professional Fee Number | Highlight column AZ (SDR Professional Fee Number) Value will be next to Sum at the bottom right of the screen. | Items at standard discount rate, for which a fee is paid |
| AP & W | RB & DA | Highlight 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. Value will be next to Count at the bottom right of the screen. (Remember to deduct an item for the header row) If value does not match then highlight column W (DA) Left click the filter arrow and select ‘DA’ select all items which have been disallowed. Value will be next to Count at the bottom right of the screen. (Remember to deduct an item for the header row) Add both figures together. | Referred back items & Disallowed items |
|  |  |  |  |
| 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 DeclaredCharge statusCharge Payable | Highlight column I (Group Type Declared) Left click the filter arrow and select ‘1’ to select all forms submitted as group 1 - exempt.Highlight column J (Charge Status).Left click the filter arrow and select ‘2’ and ‘3’ (if applicable) to select all forms with Charge Status - Chargeable.Highlight column K (Charges Payable) Left click the filter arrow and de-select ‘0’ (if applicable) to select only those items where a prescription charge has been deducted under Charge Payable. Highlight column K (Charges Payable) Value will be next to Sum at the bottom right of the screen. | Exempt to Chargeable |
| I, J, K & V | Group Type DeclaredCharge statusCharge PayableCC (no charge contraceptive item) | Highlight column I (Group Type Declared) Left click the filter arrow and select ‘2’ and ‘3’ (if applicable) to select all forms submitted as group 2 – charge paid.Highlight column J (Charge Status) Left click the filter arrow and select ‘1’ to select all forms with Charge Status - Exempt.(If there is not a ‘1’ then there is nothing switched, no need to carry on).Highlight column K (Charges 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.Highlight column V (CC) (No charge contraceptive). Left click the filter arrow and de-select ‘CC’ to exclude items which are no charge contraceptives. | Chargeable to Exempt |