

Electronic submission of prescriptions for reimbursement

Release 2 will support the electronic submission of reimbursement for prescriptions from a patient's nominated dispensing contractor to the NHS Prescription Services (NHSRxS).

Endorsement

The process for endorsing and submitting paper prescriptions for reimbursement continues and is unchanged. Guidance on this available on the NHSRxS website <http://www.nhsbsa.nhs.uk/PrescriptionServices/1119.aspx> .

For EPS Release 2 the endorsement guidance is exactly the same as for paper prescriptions but the endorsement is entered and submitted electronically.

EPS Release 2 month end process

With EPS Release 2 the submission for reimbursement is significantly simpler and quicker. Most contractors submitting EPS Release 2 prescription messages will however, also continue to submit their paper prescriptions for reimbursement in the usual way.

The FP34

The FP34 Submission Document will continue to be the official means of claiming payment and contractors should complete the document as follows:

At the end of the month, pharmacy contractors must use this form to declare the combined total of paper and electronic prescriptions, for both messages and items, being submitted to the NHSRxS for reimbursement.

The pharmacy contractor must also tick the Electronic Prescriptions box to confirm that EPS Release 2 prescription messages have been included within the monthly submission.

The FP34 document and the month end process

Paper prescriptions.

(FP10s with or without a barcode)

EPS Release 2

Endorse the paper prescriptions.

Guidance is on the [NHSRxS website](#).

Endorse electronically.

Endorsement requirements for EPS are the same as for paper.

Sort paper prescriptions by patient charge group. Segregate according to the guidance on the FP34 form and on the [NHSRXS website](#).

Isolate RA (repeat authorisation) forms and FP57 forms.

Submit claim messages electronically.

Bundle all paper prescriptions following the guidance on the FP34 form.

Bundle unsorted EPS tokens that are required by the NHSRxS. (See notes)

Completing the FP34 document

Complete Part 1 of the FP34 form with:

- numbers of prescriptions
- number of items
- total of items
- total of prescriptions
- the number of FP57 forms submitted
- the FP57 total amount submitted
- the FP57 total amount refunded

Complete Part 1 of the FP34 form with:

- The number of EPS Release 2 prescription reimbursement messages and items submitted online **added to** the number of paper FP10 prescriptions and items. Enter the combined figure for each in the appropriate box.

Tick the box in the Part 1 to show:

- if Repeat Authorisation forms are being sent

Tick the appropriate boxes in Part 1 to show:

- if EPS tokens for non-payment are being sent (See notes)
- that EPS Release 2 reimbursement messages have been submitted and included in the Part 1 totals of prescriptions and items submitted.

Complete the Part 2 Declarations

Dispatch within five days of the end of the month with sorted prescription bundles and unsorted EPS tokens.

FP34C		Submission Document		REV'D April 2010	
Part 1		Submissions			
<u>FP10/Electronic Prescription Claims</u>		<u>Prescriptions</u>		<u>Items</u>	
Exempt from patient charge		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Patient charge paid		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Patient charge paid at old rate		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total - All Prescriptions		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ETP Tokens for non-payment	<input type="checkbox"/>	Repeat Authorising forms		<input type="checkbox"/>	
Electronic Prescriptions	<input type="checkbox"/>	Tick box if any submitted			
No. of FP57 forms submitted		<input type="text"/>	<input type="text"/>		
FP57 total amount refunded		£	<input type="text"/>	<input type="text"/>	pence

The number of EPS Release 2 prescription reimbursement messages and items submitted online **added to** the number of paper FP10 prescriptions and items. Enter the combined figure for each in the appropriate box.

Tick if EPS tokens for non-payment are being sent (See notes)

Tick if EPS Release 2 prescription reimbursement messages have been submitted and included in the Part 1 totals of prescriptions and items submitted.

Notes: Where a prescription token or a dispensing token has been used to record a signature for a non-age related exemption or the patient has signed the token and paid for the items the dispensing contractors must submit these to the NHSRxS monthly along with the FP34 Submission document. These tokens, which are required for audit purposes, do not need to be sorted. They must be bundled separately from the paper FP10 prescriptions. Paper FP10 prescriptions must continue to be sorted according to the guidance on the FP34 form.

Resolving issues

Initially it will not be possible for the NHSRxS to electronically return prescriptions submitted this way. Issues will either be resolved using either a paper representation of the claim as usual or by phone call. Ultimately the transfer of electronic prescriptions will become all encompassing.

Schedule of payments

The Schedule will provide information on the number of prescription forms and items received electronically for each month. The numbers provided will relate to the physical receipt of the paper and electronic forms and items before the calculation of any additional fees. This figure will exclude any paper tokens for non-payment received by the NHSRxS for audit purposes as outlined in the notes above.

19th April 2012