

On behalf of East Sussex, West Sussex and Surrey LPCs

Services to be claimed	When to claim	Where to claim	Tick when completed
Number of Appliance Use Reviews	Monthly	FP34C	
Number of Appliance Use Reviews conducted at the users home	Monthly	FP34C	
Number of completed New Medicine Service undertaken <i>It's a good practice to keep Monthly data for NMS undertaken to meet the quarterly data submission contractual requirement</i>	Monthly	FP34C	
Community Pharmacist Consultation Service (CPCS)	Monthly	All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal ; no paper-based claims process is available for the service. The CPCS IT system (PharmOutcomes) will be able to pre-populate claim information in MYS each month, so that the contractor then just needs to login to MYS at the start of the following month to confirm that the information is correct and to submit the claim.	
Discharge Medicine Service (DMS)	Monthly	All claims should be made via NHSBSA Manage Your Service (MYS) portal .	
NHS Flu (service normally runs September to March)	Monthly	Community pharmacy contractors must claim payment monthly, via the NHS Business Services Authority (NHSBSA) Manage Your Service (MYS) application . Paper claim forms will not be accepted	
Hepatitis C Antibody Testing Service	Monthly	Community pharmacy contractors must claim payment monthly, via the NHS Business Services Authority (NHSBSA) Manage Your Service (MYS) application .	
All Public Health commissioned services via Brighton and Hove City Council Stop Smoking Service, Varenicline PGD, Emergency Hormonal Contraception, Chlamydia treatment & HLP Level -2 Programme All Substance misuse service commissioned by CGL via Lloyds pharmacy: Take Home Naloxone, Supervised Consumption and Needle Exchange.	By 5 th of every month	All claims to be made via PharmOutcomes	

<i>Good Practice to enter each consultation onto PharmOutcomes during the appointment</i>			
Palliative Care Service (Brighton and Hove CCG area) <i>Good practice to keep the Palliative Care stock separated in the CD cabinet as the out of date drugs are claimed via CCG under this service</i>	Annually	All paper work to be send to the CCG	
Specials & Unlicensed Medicines Records <i>Contractor shall send a copy of the appropriately endorsed COA/COC/invoice to the local NHS England team of the prescriber allowing the local NHS England team to match expenditure to the special supplied. All patient identifiable data to be removed prior to sending to NHS England team. This is a contractual requirement.</i>	Monthly	Local NHS England Team	
Private Controlled Drug Prescriptions It is good practice to keep a copy of prescription in store as a record of dispensing	Monthly	FP34PCD https://www.nhsbsa.nhs.uk/sites/default/files/2017-03/FP34PCDv6.pdf	

For further advice and support from Community Pharmacy Surrey & Sussex Team, please contact us by:

Email to LPC@communitypharmacys.co.uk

Call us on **01372 417726**

Direct Message us on Twitter [@CPSS_LPCs](https://twitter.com/CPSS_LPCs)

Or visit our website www.communitypharmacys.co.uk

Disclaimer: This guidance has been produced by Community Pharmacy Surrey and Sussex after reviewing all the information available to us concerning pharmacy services and claiming. Every care has been taken in completion of the Pharmacy Checklist- no responsibility can be accepted for any error or consequence of such an error.