

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 payments must be claimed via the 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.	
Smoking Cessation Service (SCS)	Monthly	From 10 March 2022, pharmacy contractors who have registered for the service will be able to submit a claim for the reimbursement of products supplied and fees for consultations provided. Moving forward, these claims will be submitted on the Manage Your Service (MYS) system, but while work is conducted to finalise this, there will be an interim process that contractors should follow. Contractors should download and complete the Smoking	

		<p>Cessation Service claim form (Excel: 38KB). They should send it to nhsbsa.mys@nhs.net by the 5th day of the month following the month the claim was made for. For example, claims in March 2022 should be submitted by 5 April 2022.</p> <p>Reimbursement for products supplied and consultations provided will take place in the prescription month of when the claims were submitted. For example, claims in March 2022 will be reimbursed alongside the March 2022 prescription month.</p>	
Hypertensive Case Finding Service	Monthly	All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal	
<p>All Public Health commissioned services via Surrey County Council Emergency Hormonal Contraception, Chlamydia Treatment, NHS Healthchecks, Needle Exchange, Supervised Consumption and Take Home Naloxone Kits. <i>Good Practice to enter each consultation onto PharmOutcomes during the appointment</i></p>	By 5 th of every month	PharmOutcomes	
H.pylori Service (East Surrey CCG Area Only)	By 7 th of every month	All paper work to be send to the CCG.	
<p>Palliative Care <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></p>	Annually	All paper work to be send to the CCG	
<p>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></p>	Monthly	Local NHS England Team	
<p>Private Controlled Drug Prescriptions It is good practice to keep a copy of prescription in store as a record of dispensing</p>	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](#)

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.