Community Pharmacy
Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs

Pharmacy Service Claiming Checklist
West Sussex

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 *It's a good practice to keep Monthly data for NMS undertaken to meet the quaterly data submission contractual requirement*	Monthly	FP34C	
Community Pharmacist Consulation 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	
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	

		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. 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.	
Hypertensive Case Finding Service	Monthly	All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal	
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 commisioned services via West Sussex County Council **Stop Smoking Service, Varenicline PGD, Emergency Hormonal Contraception, Alcohol Brief Advice and Intervention Service and NHS healthchecks** **All Substance misuse service commissioned by CGL: Take Home Naloxone, Supervised Consumption and Needle Exchange.** *Good Practice to enter each consulation onto PharmOutcomes during the appointment*	By 5th of every month	All claims to be made via PharmOutcomes	
Palliative Care Service *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*	Annually	All paper work to be send to the CCG	
Specials & Unlicensed Medicines Records		Pharmacies are no longer required to submit copies of the COA and COC to the local NHS England and NHS Improvement (NHSE&I) team after dispensing unlicensed specials or imports not listed in the Drug Tariff. Pharmacies are required to keep the necessary records of unlicensed specials or imports they dispense for a period of five years, any COAs and COCs obtained should be retained by the pharmacy for this purpose.	
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@communitypharmacyss.co.uk**
Call us on **01372 417726**
Direct Message us on Twitter **@CPSS_LPCs**
Or visit our website **www.communitypharmacyss.co.uk**

Disclaimer: This guidance has been porduced 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 responsibilty can be accepted for any error or consequence of such an error.