

## Pharmacy Service Claiming Checklist Surrey

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 <b><u>NHSBSA Manage Your Service (MYS) portal;</u></b>	
Discharge Medicine Service (DMS)	Monthly	All claims should be made via <b><u>NHSBSA Manage Your Service (MYS) portal.</u></b>	
NHS Flu (service normally runs September to March)	Monthly	Community pharmacy contractors must claim payment monthly, via the <u>NHS Business Services Authority (NHSBSA) Manage Your Service (MYS) application.</u> Paper claim forms will not be accepted.	
Smoking Cessation Service (SCS)	Monthly	All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal.	
Hypertensive Case Finding Service	Monthly	All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal.	
NHS Pharmacy Contraception Service Tier 1 - Ongoing supply of oral contraception	Monthly	All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal.	
All Public Health commissioned services via Surrey County Council Emergency Hormonal Contraception, Chlamydia treatment & screening, NHS Healthchecks. All Substance misuse service commissioned: Take Home Naloxone, Supervised Consumption and Needle Exchange.	By 5 <sup>th</sup> of every month	All claims to be made via <u>PharmOutcomes.</u>	

<i>Good Practice to enter each consultation onto PharmOutcomes during the appointment.</i>			
<b>Palliative Care Service</b> <i>Good practice to keep the Palliative Care stock separated in the CD cabinet as the out of date drugs are claimed under this service.</i>	Annually	All paper work to be sent as detailed in service specification.	
<b>Specials &amp; Unlicensed Medicines Records.</b>		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.	
<b>Private Controlled Drug Prescriptions</b> It is good practice to keep a copy of prescription in store as a record of dispensing.	Monthly	FP34PCD <a href="https://www.nhsbsa.nhs.uk/sites/default/files/2017-03/FP34PCDv6.pdf">https://www.nhsbsa.nhs.uk/sites/default/files/2017-03/FP34PCDv6.pdf</a>	

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

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Call us on **01372 417726**

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

Or visit our website [www.communitypharmacyss.co.uk](http://www.communitypharmacyss.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.