

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 quaterly data submission contractual requirement</i> | Monthly | FP34C | |
| Pharmacy First | Monthly | All payments must be claimed via the <u>NHSBSA Manage Your Service (MYS) portal</u> ; | |
| Discharge Medicine Service (DMS) | Monthly | All claims should be made via <u>NHSBSA Manage Your Service (MYS) portal</u> . | |
| 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 | Monthly | All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal | |
| NHS LFD Service | Monthly | All payments must be claimed via the NHSBSA Manage Your Service (MYS) portal | |
| All Public Health commisioned services via Surrey County Council | By 5 th of every month | All claims to be made via <u>PharmOutcomes</u> | |

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| Emergency Hormonal Contraception, Chlamydia treatment & screening, NHS Healthchecks All Substance misuse service commissioned: Take Home Naloxone, Supervised Consumption and Needle Exchange. <i>Good Practice to enter each consultation onto PharmOutcomes during the appointment</i> | | | |
| Palliative Care Service <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Good practice to keep the Palliative Care stock separated in the CD cabinet as the out of date drugs are claimed under this service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 | |
| 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](https://twitter.com/CPSS_LPCs)

Or visit our website 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.