

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 <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 NHSBSA Manage Your Service (MYS) portal	
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	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 West Sussex County Council	By 5 th of every month	All claims to be made via PharmOutcomes	

<p>Emergency Hormonal Contraception, Chlamydia treatment & screening, NHS Healthchecks, Smoking Cessation, alcohol brief intervention.</p> <p>All Substance misuse service commissioned by CGL: Take Home Naloxone, MAT Core Supervised Consumption and Needle Exchange.</p> <p><i>Good Practice to enter each consultation onto PharmOutcomes during the appointment</i></p>			
<p>Services commissioned by NHS Sussex</p> <p>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Good practice to keep the Palliative Care stock separated in the CD cabinet as the out of date drugs are claimed under this service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></p> <p><i>MAR Chart service</i></p> <p><i>H Pylori</i></p>	<p>As detailed in the service specifications</p>	<p>All claims to be sent to NHS Sussex</p> <p>Step 1</p> <p>If the Community Pharmacy is <u>not</u> yet set up on SBS (this is to set up bank account details for payment) you will need to complete a 'Procurement Form' and email as a PDF on company headed/stamped paper back to scwcsu.QNXfs@nhs.net, and then submit an invoice as in Step 2.</p> <p>Step 2</p> <p>If the Community Pharmacy <u>is</u> set up on SBS, then submit an invoice via the Excel sheet as per specification, ensuring it is saved on company headed paper as a PDF, and email this to sbs.apinvoicing@nhs.net for payment.</p>	
<p>Specials & Unlicensed Medicines Records</p>		<p>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.</p>	

		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	

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.