

Checklist for Claiming Commissioned Pharmacy Services – October 2022

Service to be Claimed	When to Claim	Where to Claim	Tick when Completed
Advanced Services (Nationally Commissioned)			
Appliance Use Reviews (AURs)	Monthly	FP34c (submission via MYS)	
New Medicines Service (NMS)	Monthly	FP34c (submission via MYS)	
NHS Flu Service (September to March)	<i>Claims will be accepted within 3 months of administration of the vaccination or by 30th June 2023, whichever date is earlier, in accordance with the usual Drug Tariff claims process.</i>	Via MYS . See here for more info.	
NHS Community Pharmacist Consultation Service (CPCS)	Monthly (by 5th of every month) <i>Note – although claims will be accepted within 6 months of a completed consultation it is good practice to submit claims as soon as possible to reduce chances of error.</i>	Via MYS See here for more info on funding and claiming payment. The FP10DT EPS dispensing tokens should be sent to NHSBSA as part of the month end submission, clearly separated within the batch.	
Hepatitis C Testing Service	Monthly (by 5th of the following month after completion of a test)	Via MYS . See here for more information.	
NHS Community Pharmacy Hypertension Case-Finding Service	Monthly (by 5th of the following month after completed service provision)	Via MYS . See here for more information.	
NHS Smoking Cessation Service	Monthly (by 5th of every month)	Via MYS . Further information about this service available here .	

Service to be Claimed	When to Claim	How to Claim	Tick when Completed
Essential Services – MUST BE PROVIDED BY ALL CONTRACTORS			
Discharge Medicines Service (DMS)	Monthly (by 5th of the following month after DMS completed).	Via MYS . Claims must be made no later than the 5 th day of the month following that in which the DMS was completed. Claims should be made once the service has been fully completed (stages 1,2 & 3) or when it has been partially completed and no further stages of the service can be provided, e.g. because the patient has been readmitted to hospital. See here for more info.	
<i>To check payment refer to your FP34c statement and see “Discharge Medicine Review Fee” under the section “details of other amounts authorised”.</i>			

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Locally Commissioned Services				
EHC Service <i>Good practice to enter each consultation onto PharmOutcomes during the appointment or immediately after</i>	Bradford	By 5 th of every month	PharmOutcomes	
	Calderdale	By 5 th of every month	PharmOutcomes	
	Kirklees	By 5 th of every month	PharmOutcomes	
	Leeds	Monthly	PharmOutcomes	
	Wakefield	By 5 th of every month	PharmOutcomes	
Inhaler Check-Up Service <i>It is a requirement of the service specification that consultations are recorded onto PharmOutcomes within 48 hours.</i>	Leeds	By 5 th of every month	PharmOutcomes	
Needle Exchange <i>Good practice to record during the appointment or immediately after</i>	Bradford	Daily activity to be recorded	Needle Exchange Database	
	Calderdale	By 5 th of every month	PharmOutcomes	
	Kirklees	By 5 th of every month	Neo (payment made quarterly)	
	Leeds	By 5 th of every month	PharmOutcomes	
	Wakefield	By 5 th of every month	PharmOutcomes	
Pharmacy First <i>Consultations must be recorded onto PharmOutcomes within 48 hours.</i>	Leeds	By 5 th of every month	PharmOutcomes	
Stop Smoking	Bradford	Level 1 Service: Monthly	Quit Manager	
		Level 2 Service: Quarterly	Quit Manager	
	Calderdale	Level 1 Service: Monthly	Quit Manager	
		Level 2 Service: Quarterly	Quit Manager	
	Kirklees	Level 1 Service: Monthly	Quit Manager	
		Level 2 Service: Quarterly	Quit Manager	
	Wakefield	Level 2 Service: Within 10 days of 4-week assessment.	Quit Manager	

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Supervised Consumption <i>Good practice to record at the end of each FP10 MDA script (Kirklees requires daily record)</i>	Bradford	By 5 th of every month	PharmOutcomes	
	Calderdale	By 5 th of every month	PharmOutcomes	
	Kirklees	Daily activity to be recorded	Neo (payment made quarterly)	
	Leeds	By 5 th of every month	PharmOutcomes	
	Wakefield	By 5 th of every month	PharmOutcomes	
Weight Management <i>It is a requirement of the service specification that interventions are recorded onto PharmOutcomes within 7 days</i>	Wakefield	By 5 th of every month	PharmOutcomes	
ENT Assessment Service <i>Consultations to be recorded at time of consultation (recommended) or by the following working day.</i>	Leeds (Restricted to specific areas)	By 5 th of every month	PharmOutcomes	
Translation Service (Telephone Interpreting Service Pilot)	Bradford, Kirklees & Leeds (Restricted to specific areas)	By 5 th of every month	PharmOutcomes (Complete Translation Services – Monthly Claim to trigger the monthly participation fee)	

Service to be Claimed	Area	When to Claim	Where to Claim	Tick when Completed
Enhanced Services (Commissioned by NHS England Local Area Team)				
Care Homes (Advice to Care Homes)	Calderdale ONLY	Monthly	Submission of visit report & MGSCG summary/follow up form. See service spec here .	
		<i>To check payment refer to your FP34c statement and see “advice to care homes” under the section “details of local amount authorised by any area team”.</i>		
Head-Lice (Local Scheme 4)	Calderdale & Kirklees ONLY	Monthly	Submission of paper-based claim forms (links below) to england.wyat-phes@nhs.net . Calderdale claim form Kirklees claim form	
		<i>To check payment refer to your FP34c statement under the section “details of local amount authorised by any area team”. Payment for the head-lice service will be shown under Local Scheme 4.</i>		

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Enhanced Services (Commissioned by NHS England Local Area Team)				
Minor Ailments (Local Scheme 1)	Calderdale, Leeds and Parts of Kirklees (HD1/HD2)	Monthly	Submission of paper-based claim forms (links below) to england.wyat-phes@nhs.net . Claim forms for each of the 3 services, (Calderdale, Leeds & Kirklees), can be downloaded from the CPWY website here .	
			To check payment refer to your FP34c statement under the section “details of local amount authorised by any area team”. Payment for the Minor Ailments service will be shown under Local Scheme 1	
Palliative Care (Local Scheme 7)	All Areas	Quarterly Audit/claims to be completed at the end of each quarter:- Qtr 1 – 30 June Qtr 2 – 30 September Qtr 3 – 31 December Qtr 4 – 31 March Audit/claims must be submitted within 2 months of the end of the quarter	PharmOutcomes	
			To check payment refer to your FP34c statement under the section “details of local amount authorised by any area team”. Payment for the Palliative Care service will be shown under Local Scheme 7.	

Disclaimer: This guidance has been produced by Community Pharmacy West Yorkshire after reviewing all the information available to us. Every care has been taken in completion of the information, but no responsibility can be accepted for any error or consequence of such an error. For further advice and support from Community Pharmacy West Yorkshire, please contact us by email info@cpwy.org, call us on 0113 272 7560 or visit our website www.cpwy.org.