

Information Services Portal

MIS User Guide

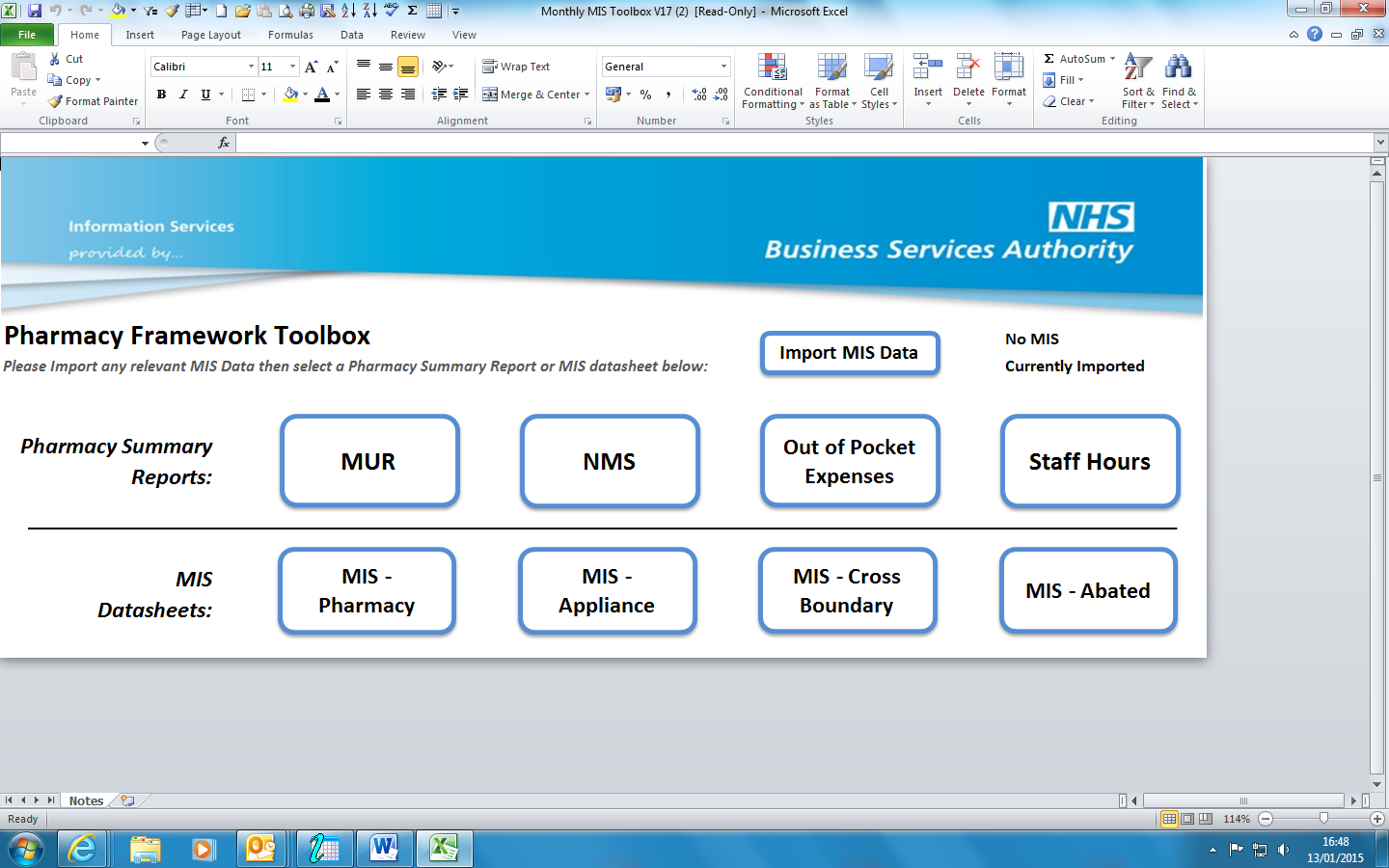
# Contents Page

1. [Login & Home Screen](#_Login)
2. MUR Summary Report
3. [NMS Summary Report](#_My_Account)
4. [Out of P](#_Forgotten_Password)ocket Expenses Summary Report
5. [Staff Hours Summary Report](#_Account_Locked)
6. [Other Information](#_Other_Information)

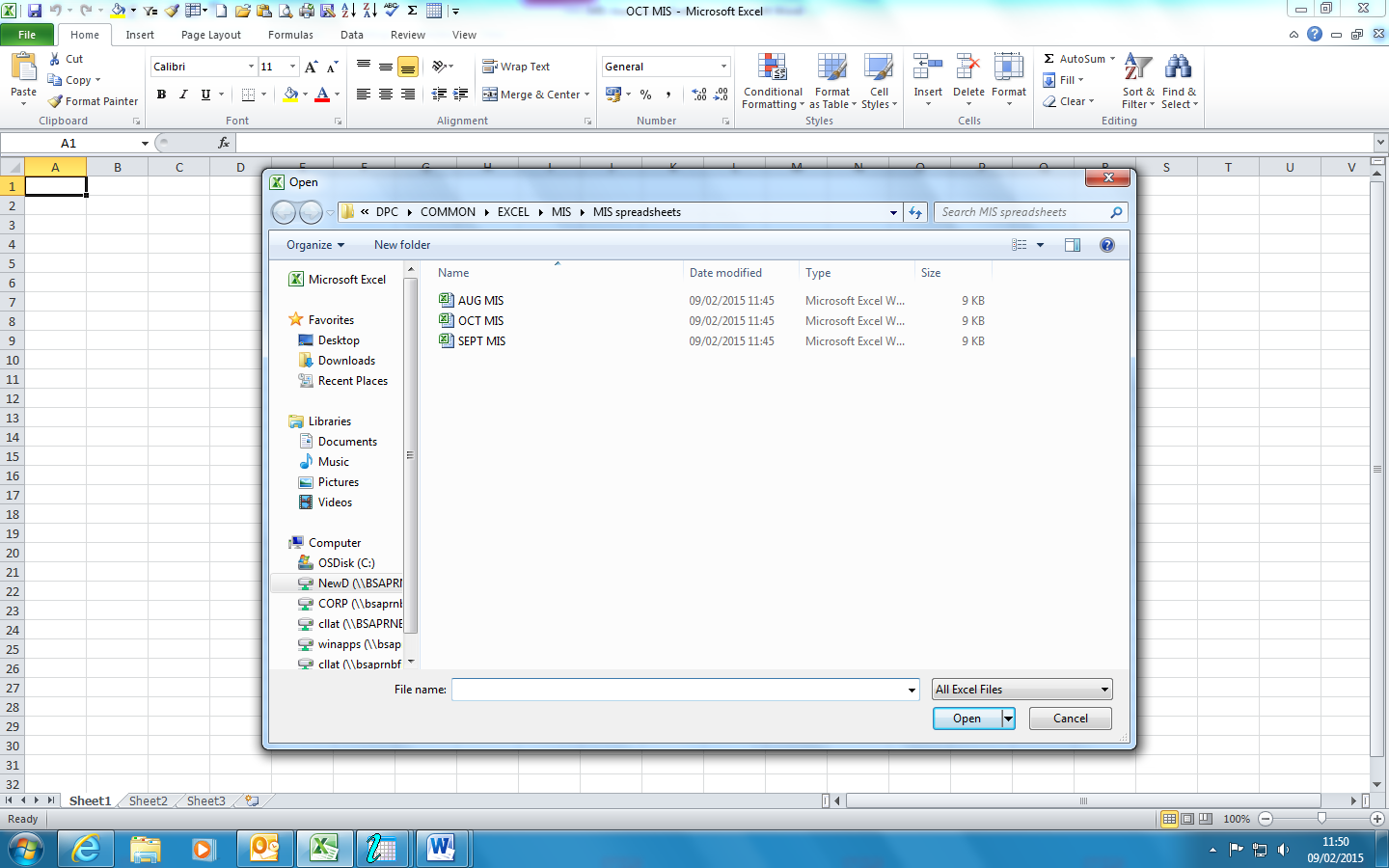
# Login Screen

## L**ogin**

Open toolbox detailed below via email link or from NHSBSA website http://www.nhsbsa.nhs.uk/PrescriptionServices/3729.aspx



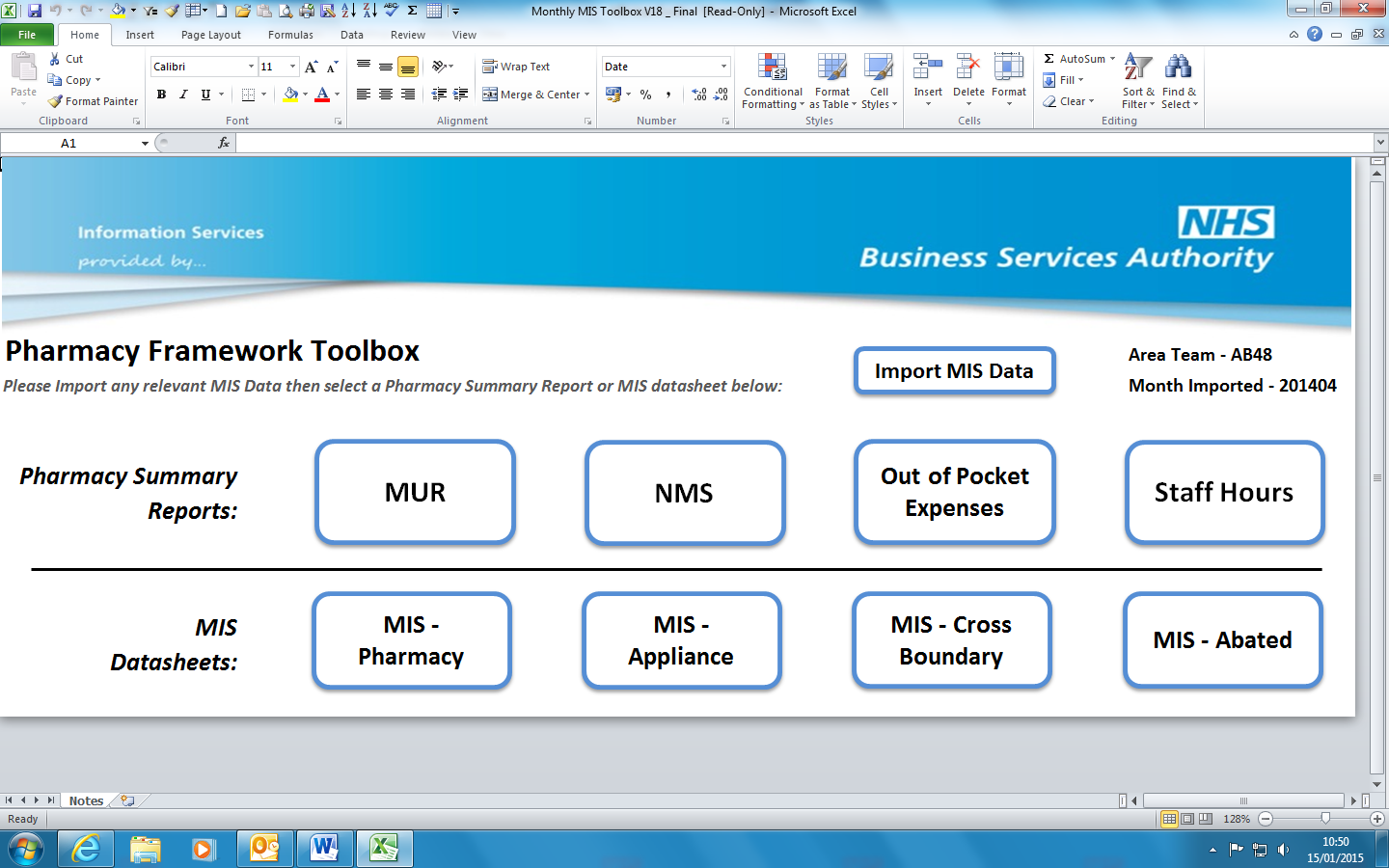
Click on import MIS data and select relevant month data required.



Select file with the months data you require.

# Home Screen

Home screen shows summary reports available to view.

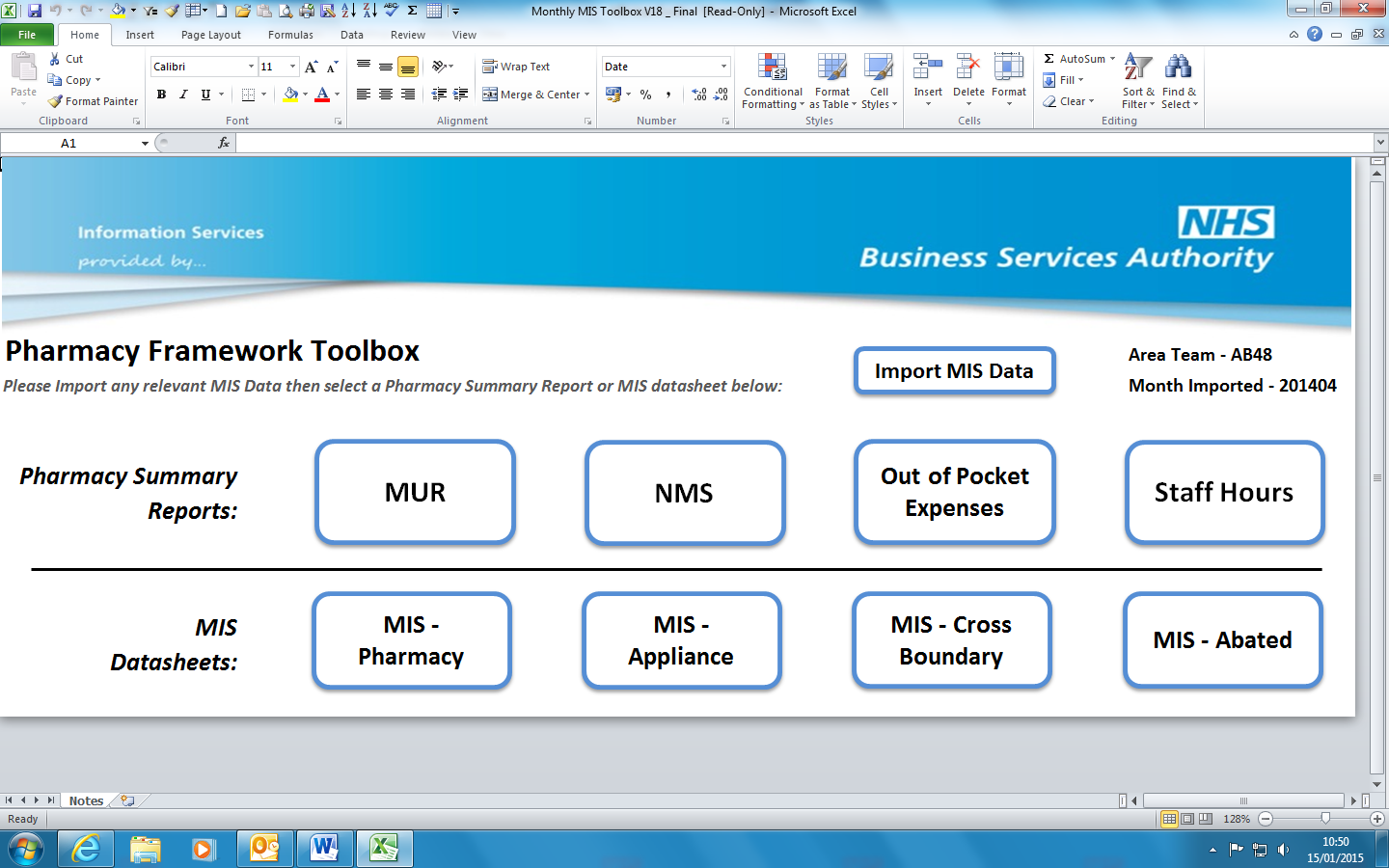


Details of month and area team data that has been imported will be displayed.

There are four Pharmacy Summary reports available to choose from.

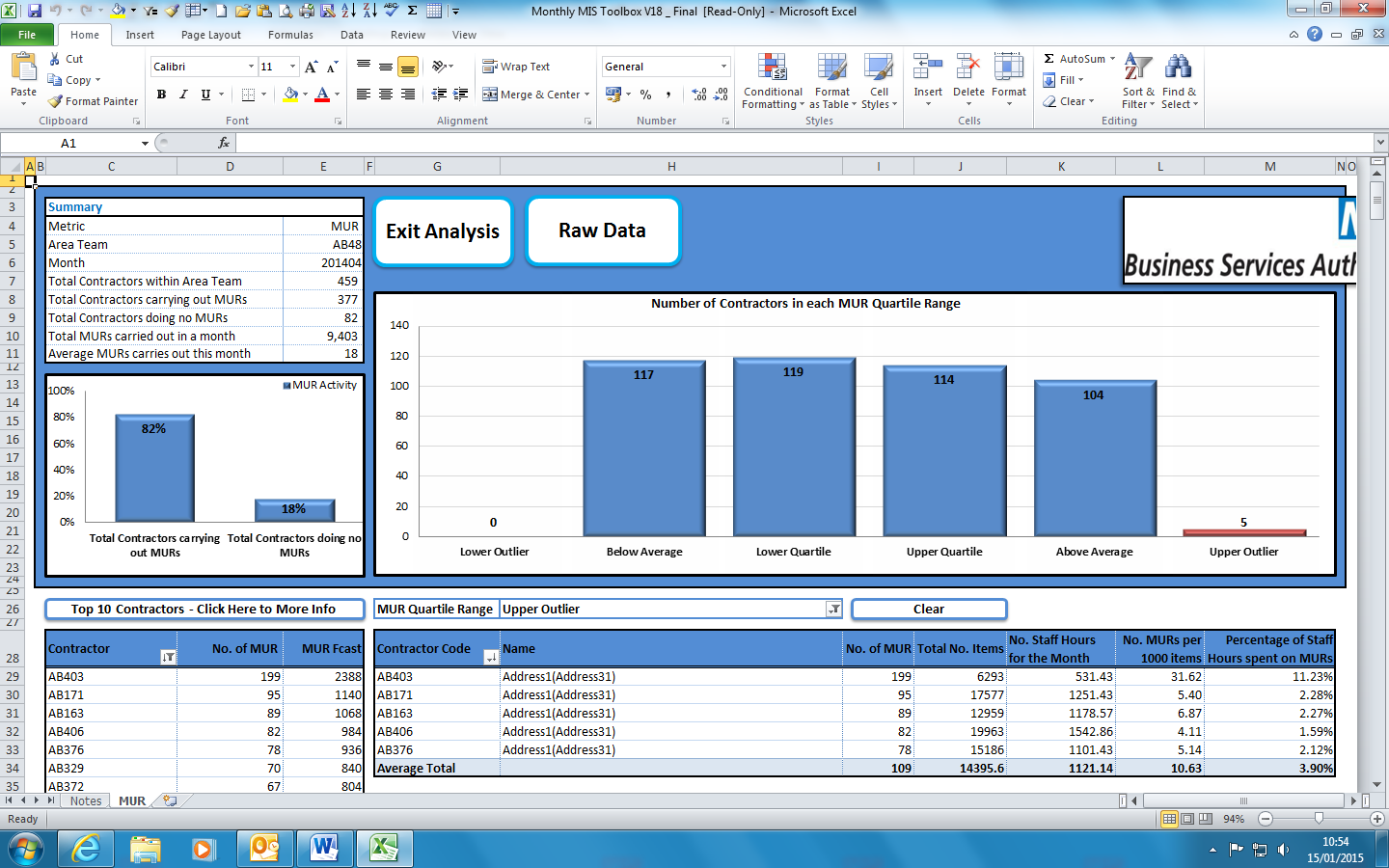
MIS Datasheets are the raw data the analysis is created from.

# MUR Summary Report



Click on required summary report

The default screen will open displaying the upper outlier.



Details Summary for Area Team

Details High level activity

Details Top 10 Contractors for Area Team

You are able to click on individual columns to review results in each quartile

Contractors OCS code

Contractors name and address identifier

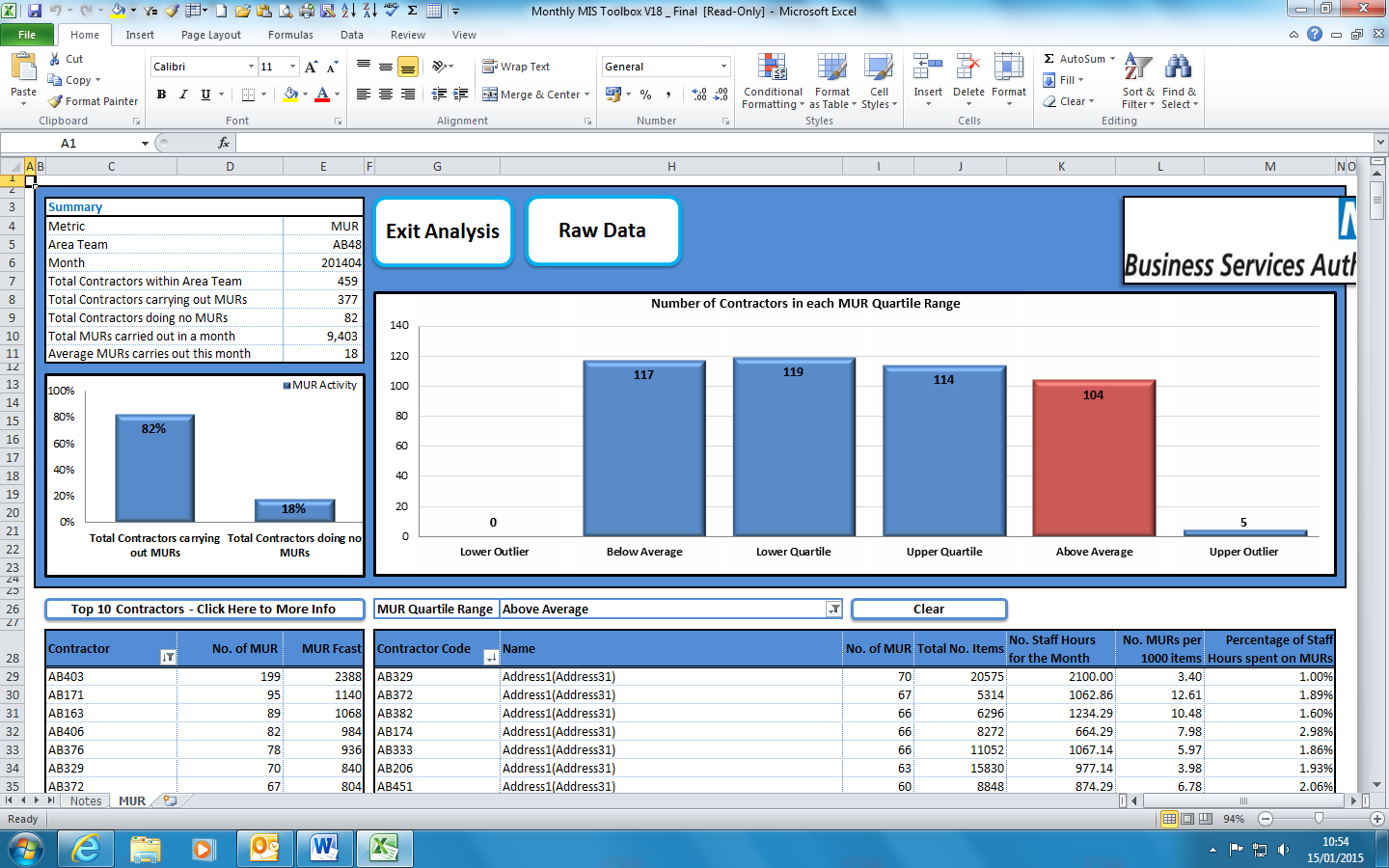
No. of MUR -The number of MUR’s declared by the contractor that month.

Total No. Items -The number of items processed by the contractor that month

No. Staff hours for the month – (Number of days per week declared in the MIS/7)\* the number of days in the month

No. MUR per 1000 items – (Number of MURs declared/Number of items processed)\* 1000

Percentage of Staff Hours spent on MUR’s – (Number of MUR’s declared/number of staff hours for month )\*100



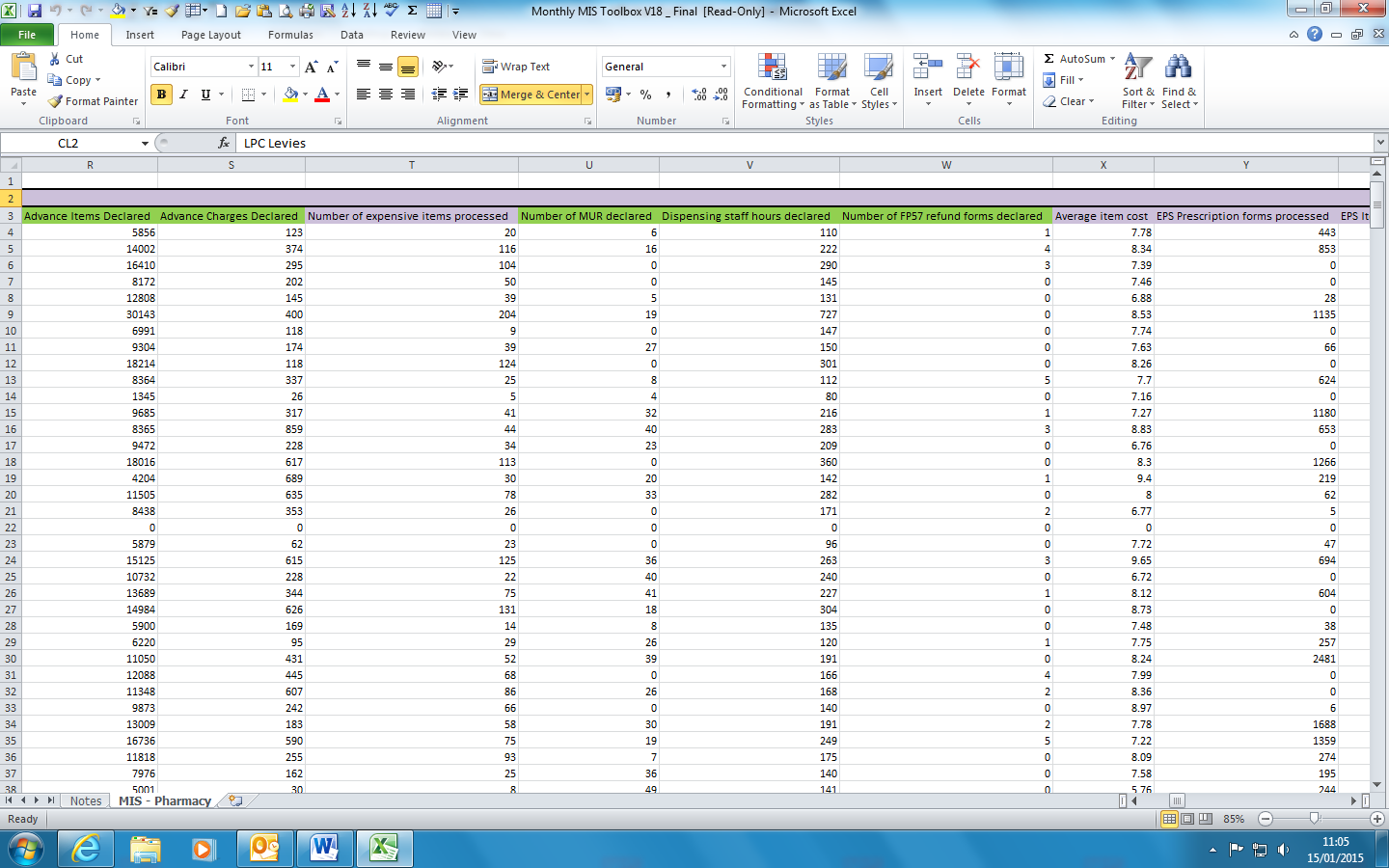
Click exit analysis and you will return to home screen

Click raw data and you will be returned to the actual MIS spreadsheet

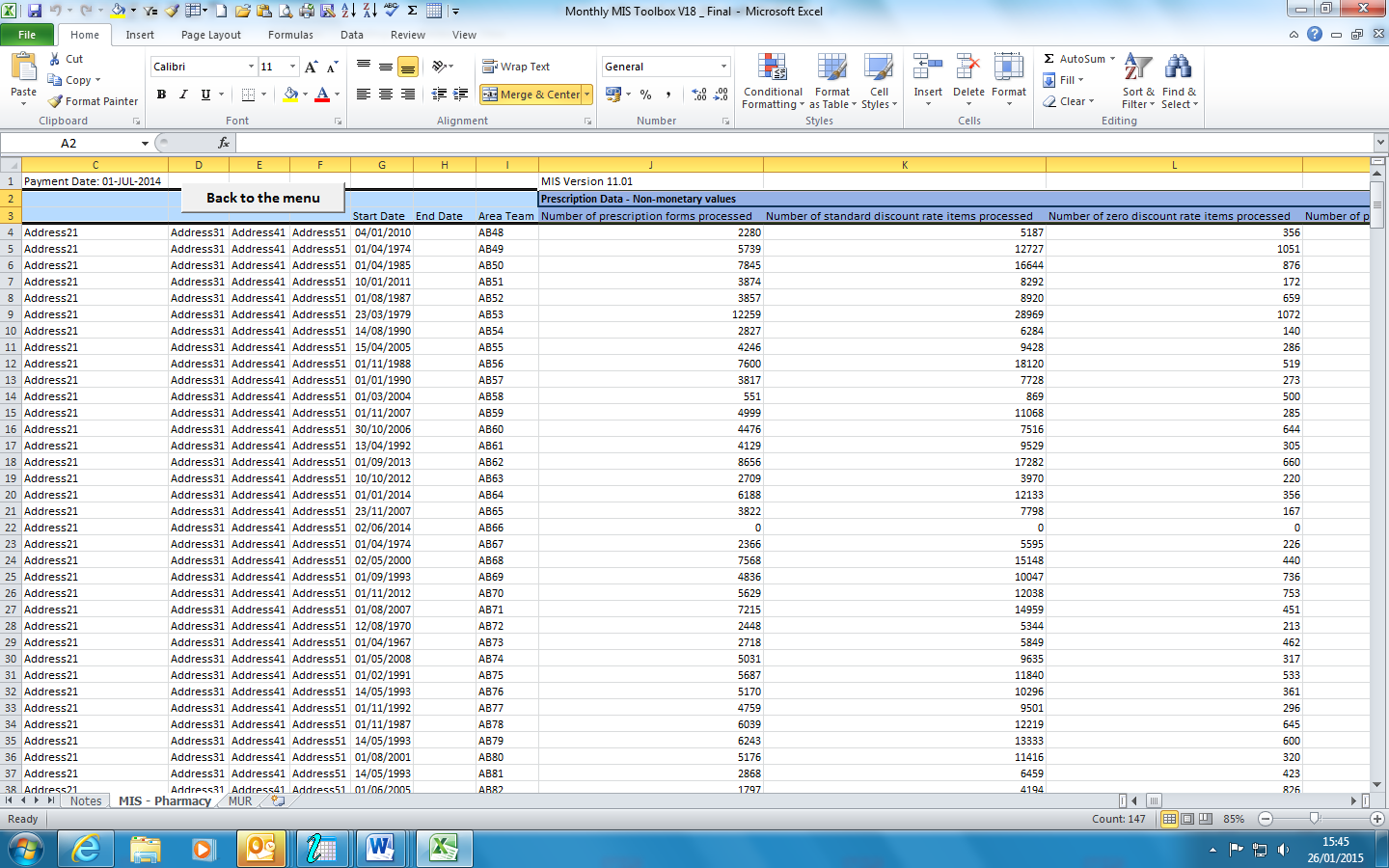
By clicking on different columns allows the results to be detailed for that quartile.

## Raw data

By clicking on ‘Raw Data’ you will see the actual MIS spreadsheet and will be able to locate columns that refer to data.



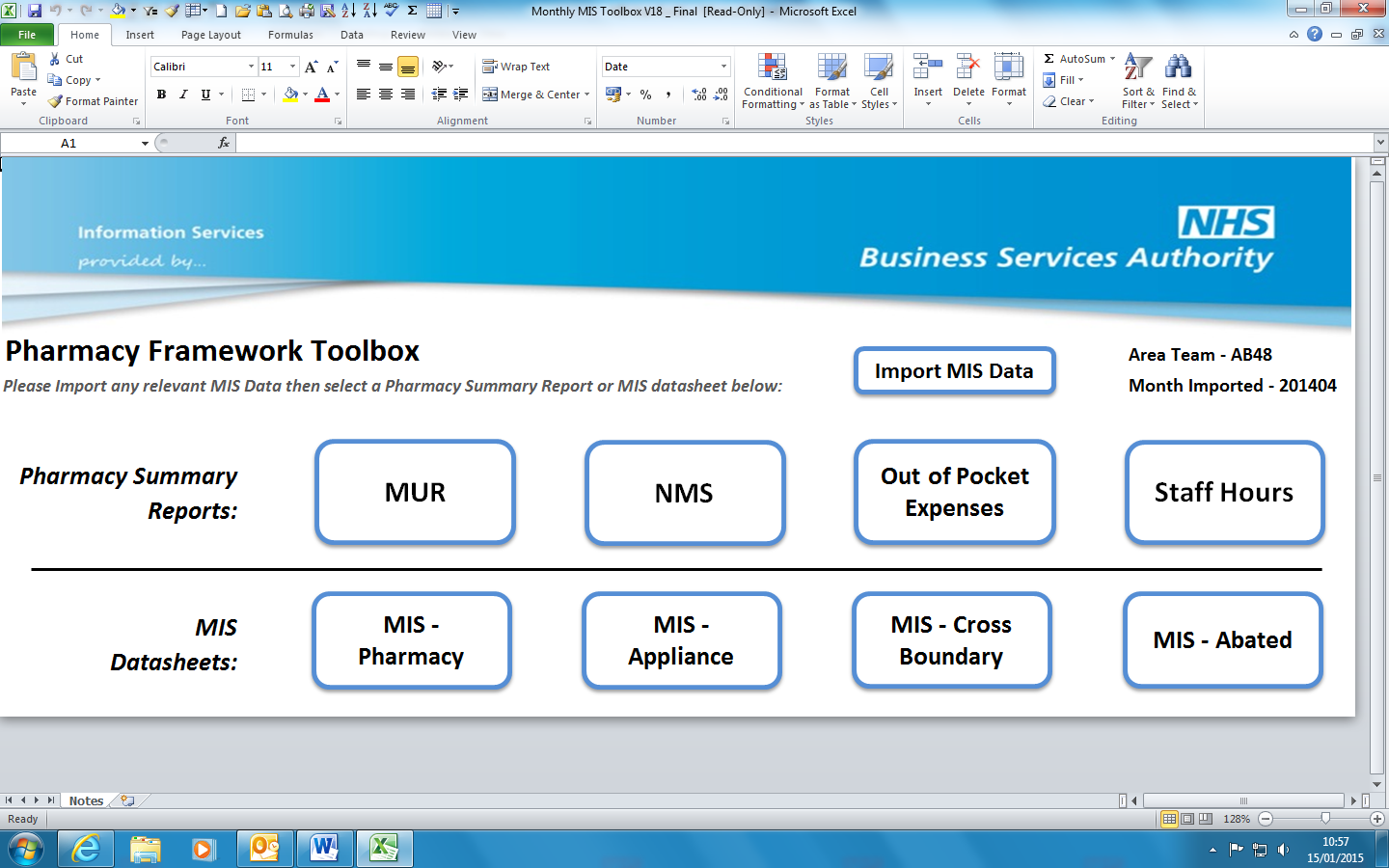
Total no. of MUR’s declared as displayed in summary report.



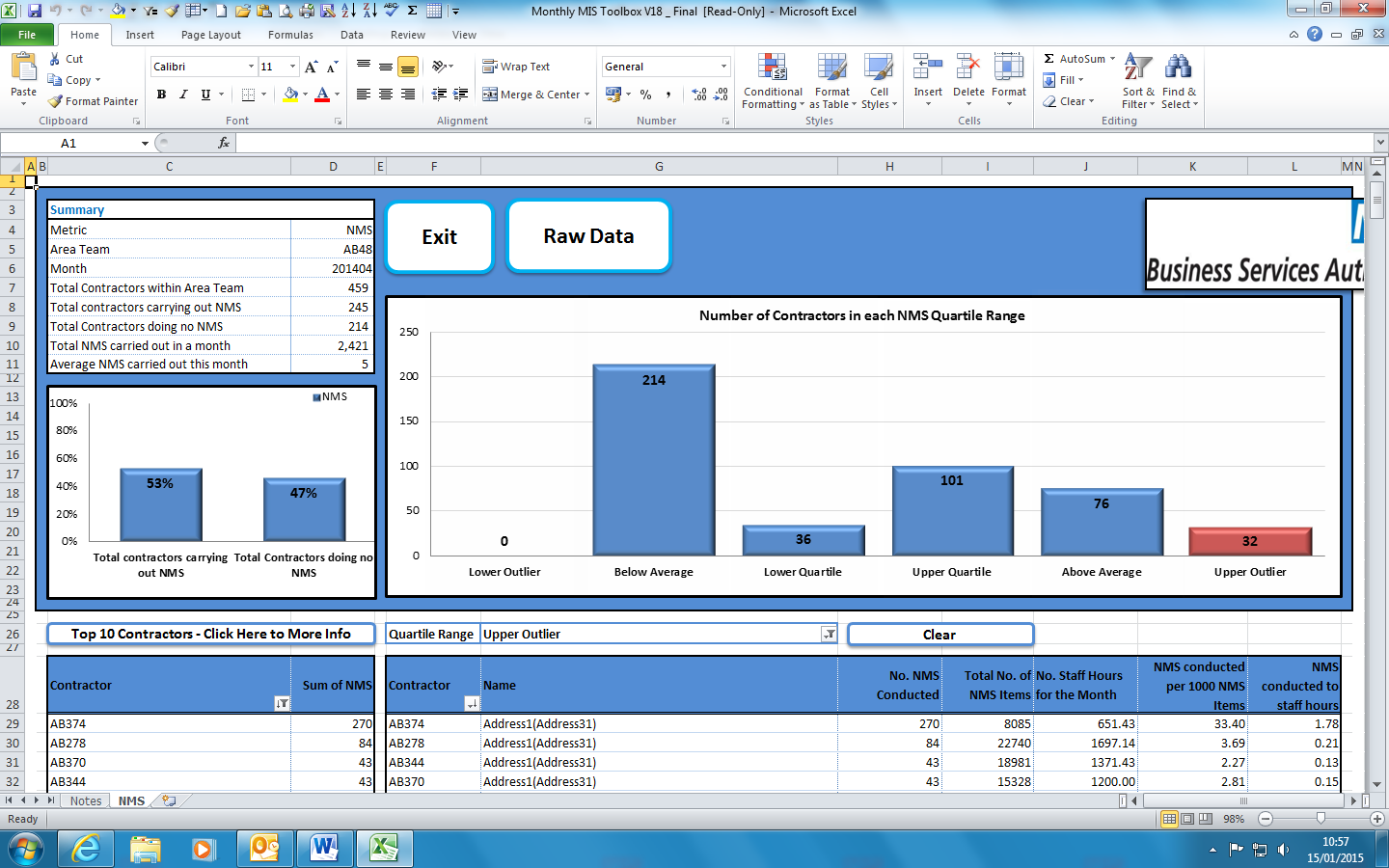
By clicking ‘Back to the menu’, you will be returned to analysis screen

Total no. of items as displayed in the metric

# NMS Summary Report



Can select to view a different pharmacy summary report by clicking relevant box



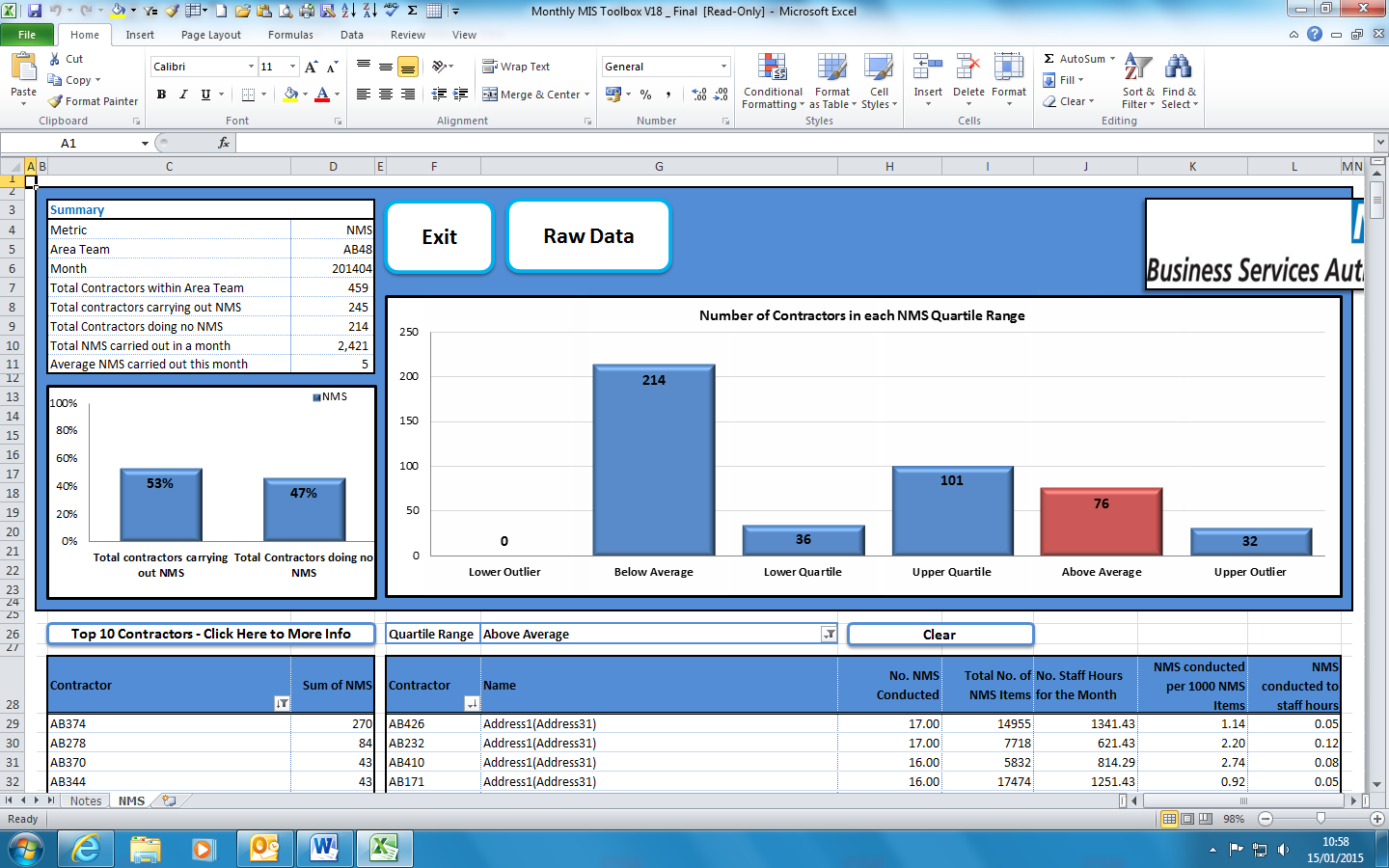
Number of NMS conducted – the total number of NMS declared by the contractor that month

Total number of NMS items

Number staff hours for the month – (Number of days per week declared in the MIS/7)\* the number of days in the month

Number of NMS conducted per 1000 NMS items – (Number of NMS conducted/Number of NMS items)\*1000

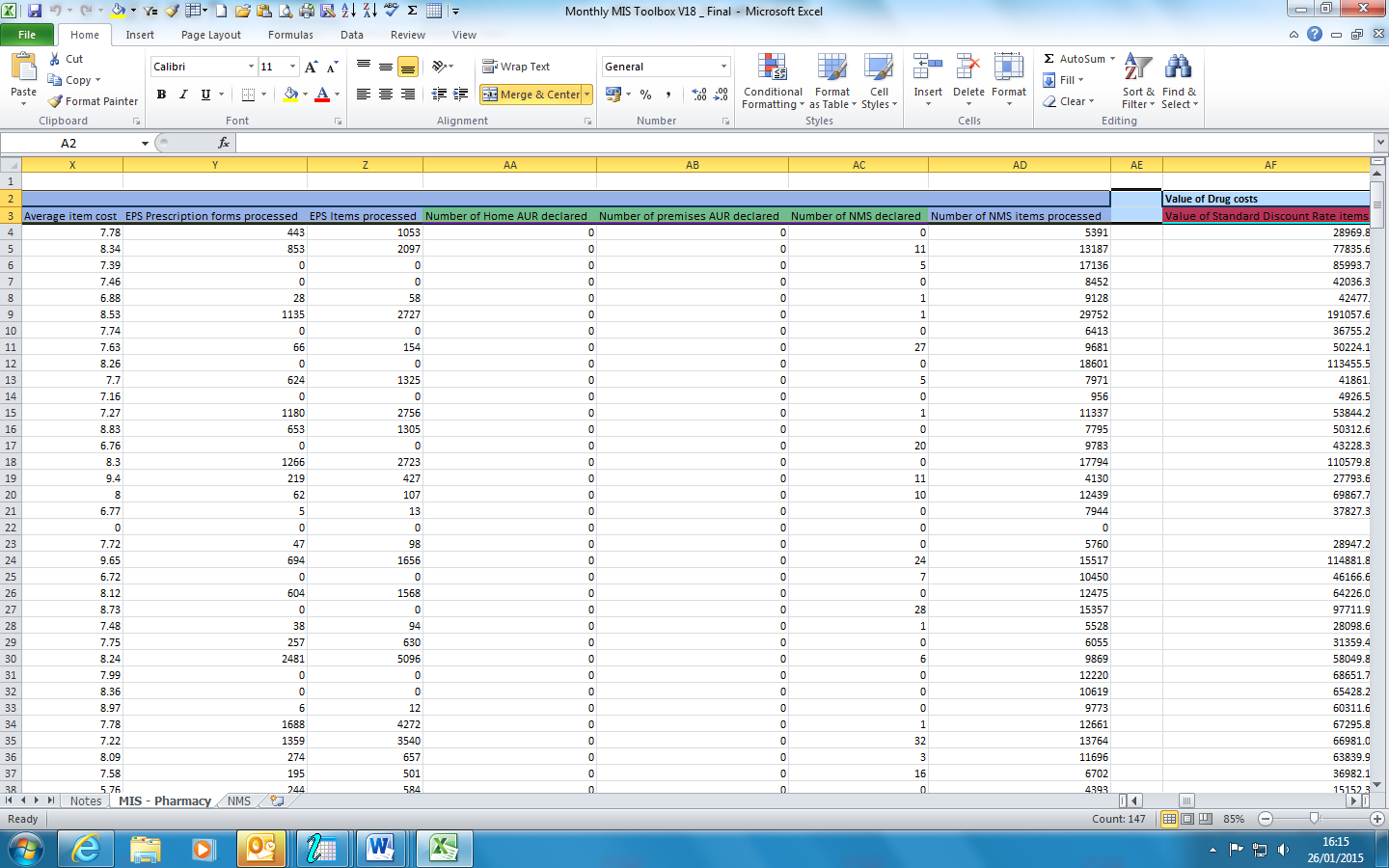
Number of NMS conducted to staff hours – (Number of NMS conducted/Number of staff hours for the month)\*100



By clicking raw data you will be returned to the actual MIS spreadsheet

Click clear and the search results will be cleared and the highlighted column and relevant

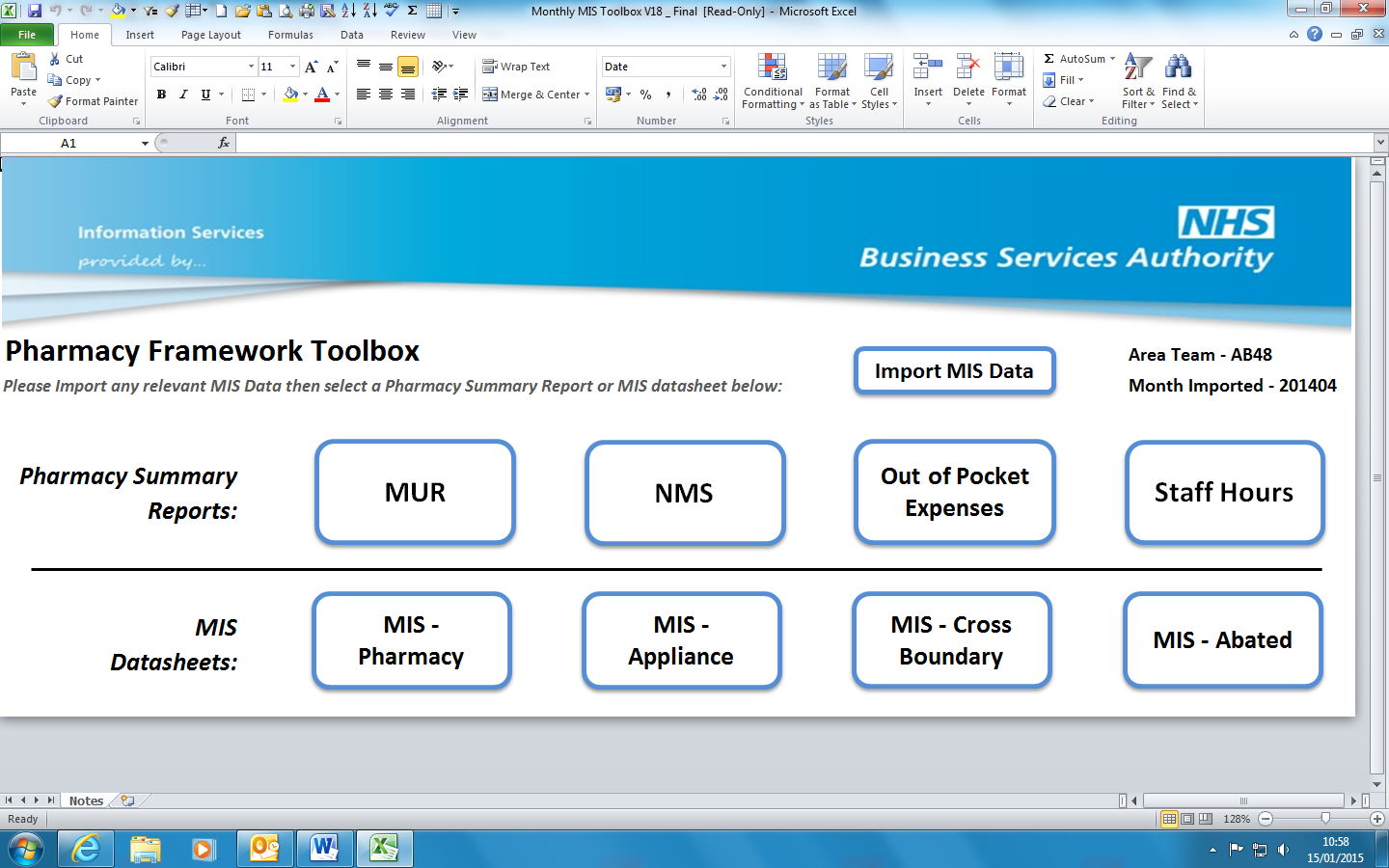
breakdown information will be cleared, and the full listing will be displayed.



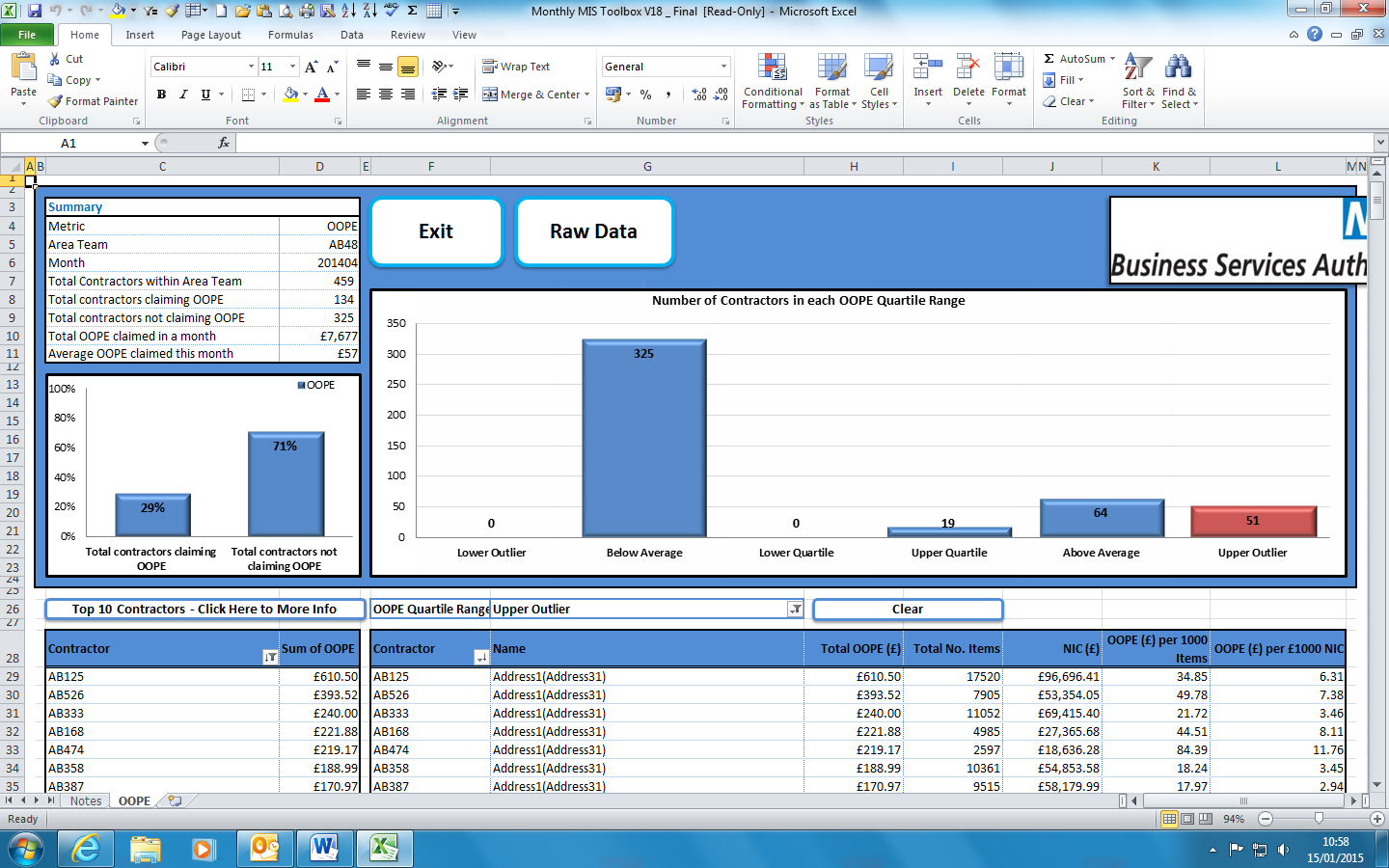
Total number of NMS declared

Click on back button to return to the summary report information by scrolling to the left on the raw data sheet to where the address details are held.

# Out of Pocket Expenses Summary Report



Click on ‘Out of Pocket Expenses’, to display the pharmacy summary report



Total OOPE (£) – Total amount of Out of Pocket Expenses (OOPE) declared for that month

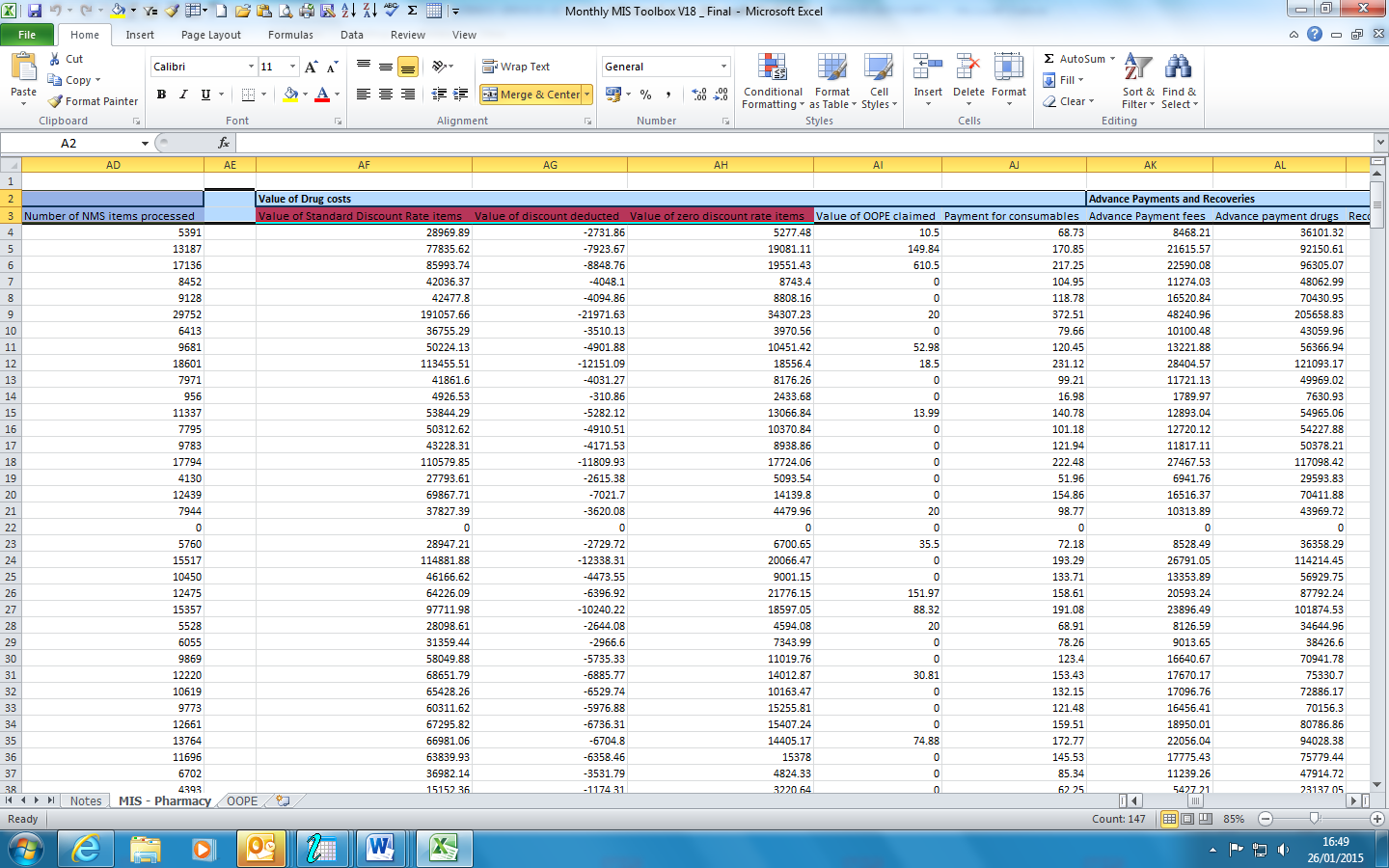
Total Number of items – the number of items processed by the contractor that month

NIC (£)- Value of standard discount rate items + value of discount deducted + value of zero rate items

OOPE (£) per 1000 items – (Total OOPE declared/Total number of items for the month)\*1000

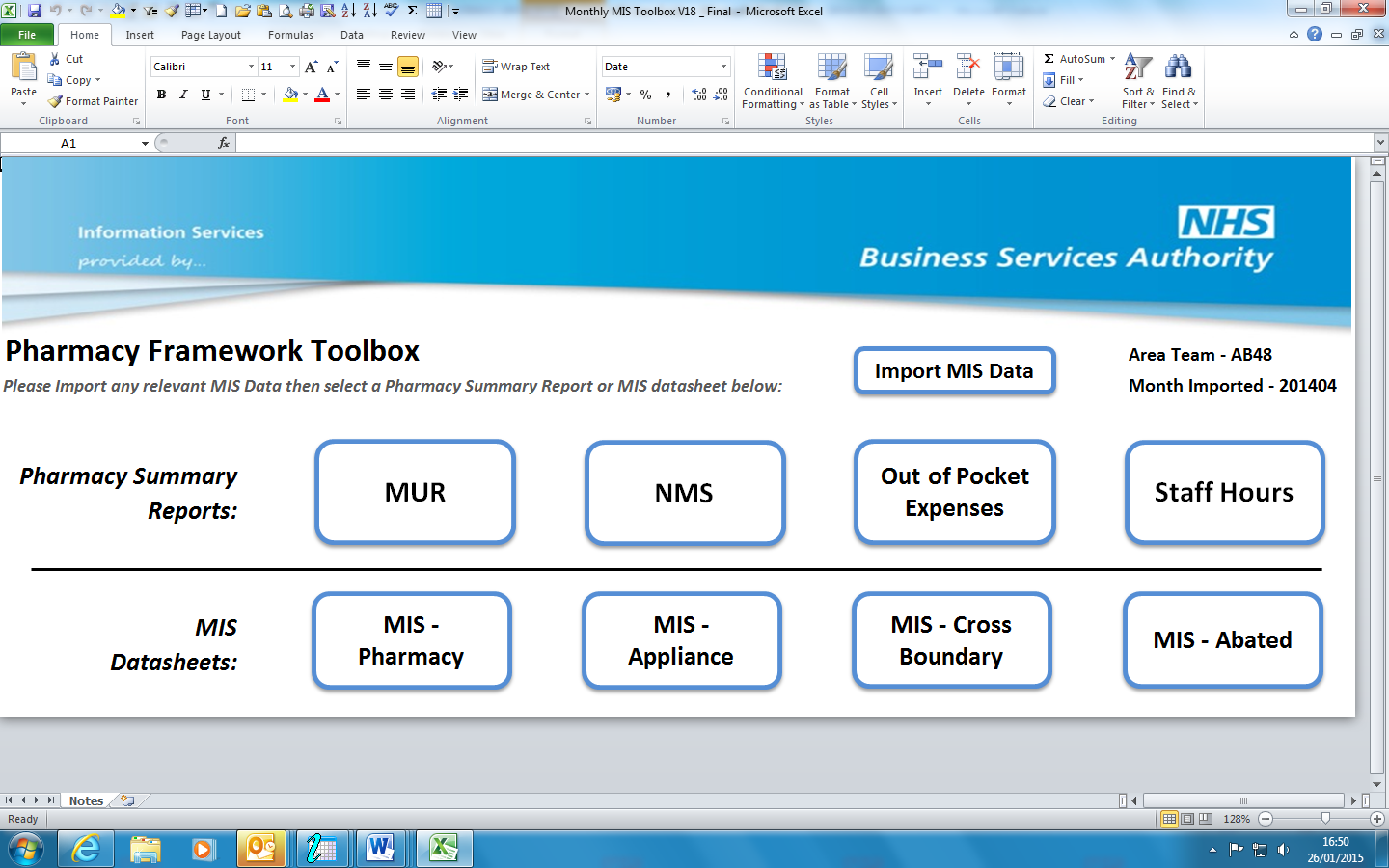
OOPE (£) per £1000NIC – (Total OOPE declared/total NIC)\*1000

Click on ‘Raw Data’ to view data in MIS spreadsheet

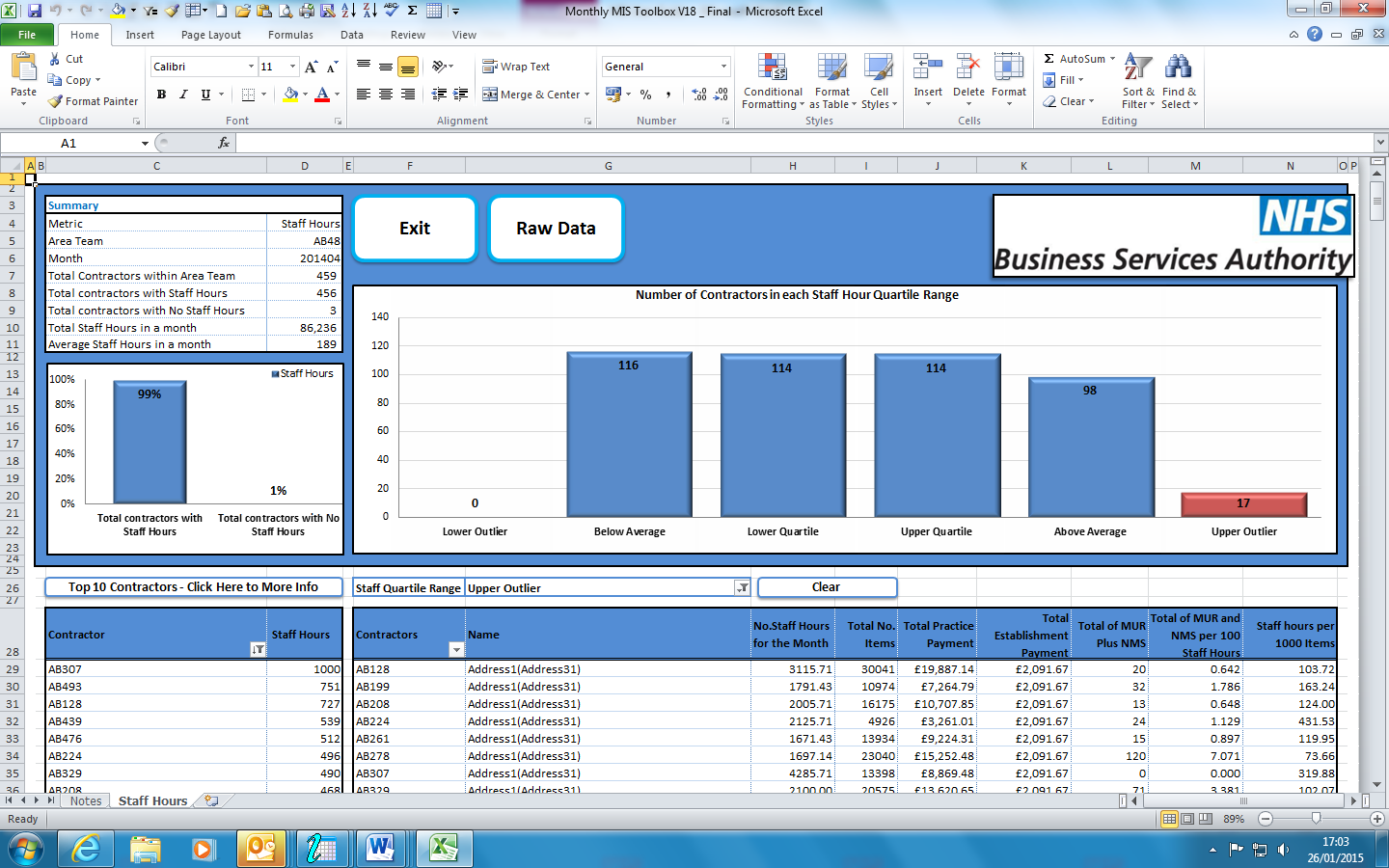


The MIS spreadsheet displaying OOPE claimed

# Staff Hours Summary Report



Click on ‘Staff Hours’, to display results from Pharmacy Summary report



Number of staff hours for the month (Number of hours per week declared in the MIS/7)\* the number of days in the month

Total Number of Items – The number of items processed by the contractor that month

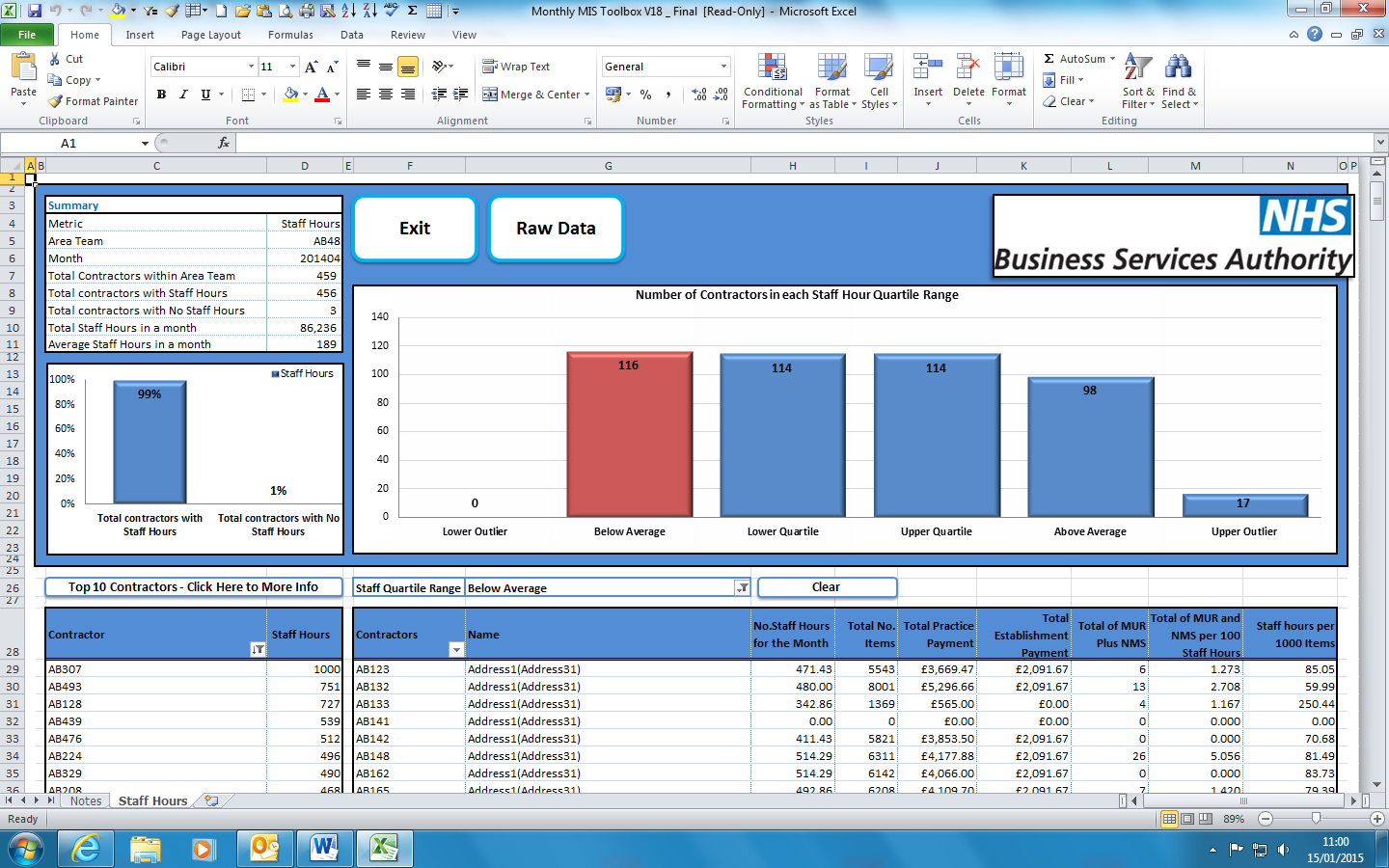
Total Practice Payment – total practice payment paid to the contractor that month.

Total Establishment Payment – total establishment paid to the contractor that month.

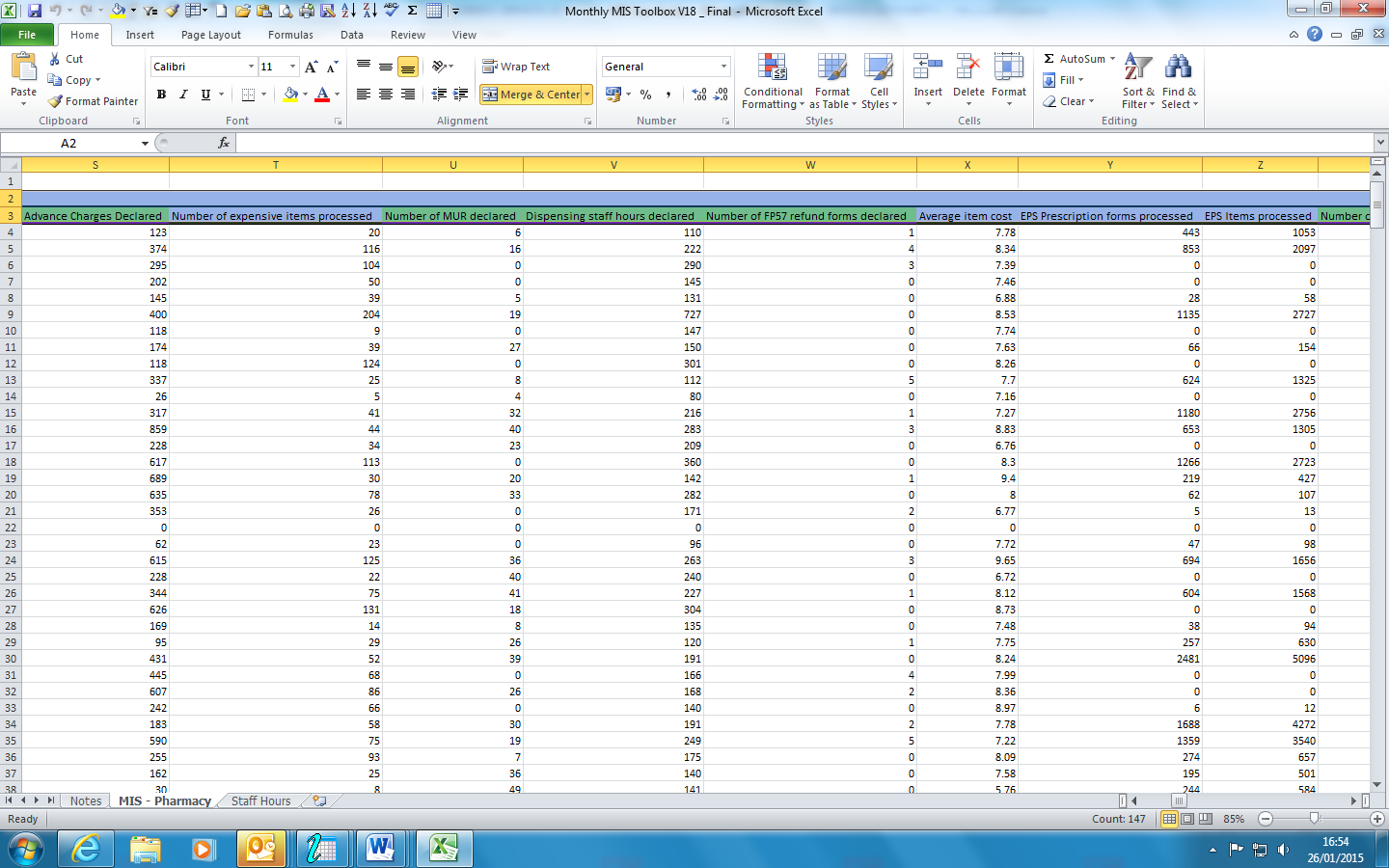
Total of MUR plus NMS - Number of MURs declared + Number NMS conducted

Total of MUR and NMS per 100 staff hours - ((Number of NMS + Number MURs)/ Staff Hours per month) \* 100.

Staff hours per 1000 items – (Number of staff hours for the month/Number of items for the month)\*1000



Click on ‘Raw Data’ to view data in MIS spreadsheet.



Related columns can be found in raw data.

Raw data provides details of the services claimed by the contractor, but does not show any subsequent adjustments. The data displayed shows the actual data processed for that particular payment date and does not record subsequent adjustments processed as adjustment.

The raw data spreadsheet has been enhanced to display overarching headings representing the columns that denote the following:

* Prescription data – non-monetary values
* Value of drug costs
* Advance payments and Recoveries
* Prescription Fee values
* Prescription Charge Values
* Appliance Fee values
* Area Team Payments
* LPC Levies
* Contract specific payments
* Pre- payment Certificate deduction
* NHSBSA Authorised Payments