

ePACT2 Practice

Accessing and using the Personally Administered Items report



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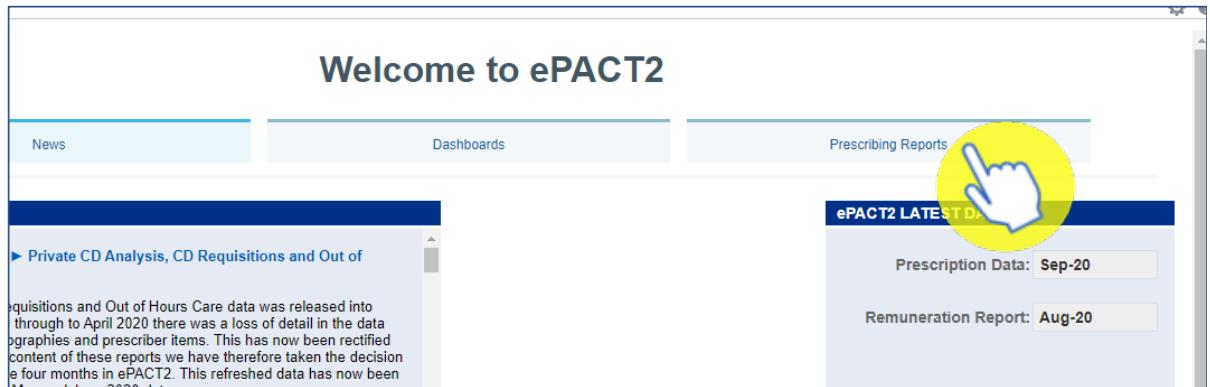
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Accessing the report

You can access the Personally Administered report by the following steps:

1. First access the ‘Prescribing Reports’ section. from the Landing page select ‘Prescribing Reports’



You will be taken to the ‘Prescribing Reports’ section, all reports are accessed by expanding the report category and selecting the blue link for the report you wish to view:

2. Click on the drop-down arrow for ‘Prescribing Monitoring’



3. Select ‘Personally Administered Items (PO1)’ from the available list



Navigating the report

The report will open and will default to the latest time period available;

The data displays a monthly total for the financial year up to the month selected in the report prompt, this will automatically default to the latest months data available in the system.

PO1(M). Personally Administered Items		
Personally administered Items - Yearly Overview for COVENTRY UNIVERSITY HOSPITALS TRUST (NHS) in Reg. No.		
Month	Total Items	Total NIC (£)
Apr-20		
May-20	12	181.91
Jun-20		
Jul-20	5	97.70
Aug-20		
Sep-20	102	1,124.32
Totals	119	1,403.93

change the data displayed

Use the prompts on the report. for example, if you would like to see the data for the full previous financial year.

1. Click on the Month prompt drop-down



Personally Administered Items

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

Sep-20 COVENTRY UNIVERSITY HOSPITALS TRUST (NHS) Apply Reset ▾

PO1(M). Personally Administered Items
Personally administered Items - Yearly Overview for COVENTRY UNIVERSITY HOSPITALS TRUST (NHS) in Reg. No.

Month	Total Items	Total NIC (£)
Apr-20		
May-20	12	181.91
Jun-20		
Jul-20	5	97.70
Aug-20		
Sep-20	102	1,124.32
Totals	119	1,403.93

2. Select the last month of the financial year you want to view

Personally Administered Items

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

Mar-20 

Month	Total Items	Total NIC (£)
Apr-20		
May-20	12	181.91
Jun-20		
Jul-20	5	97.70

3. Click 'Apply'

Personally Administered Items

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

Mar-20 

PO1(M). Personally Administered Items
Personally administered Items - Yearly Overview for  in Mar-20

Month	Total Items	Total NIC (£)
Apr-20		
May-20	12	181.91
Jun-20		
Jul-20	5	97.70

4. The report will update to show you the full financial years data

Personally Administered Items

Month | Detailed

* MONTH * COMMISSIONER/PROVIDER * PRACTICE

Mar-20 

PO1(M). Personally Administered Items
Personally administered Items - Yearly Overview for  in Mar-20

Month	Total Items	Total NIC (£)
Apr-19		
May-19		
Jun-19		
Jul-19		
Aug-19	57	896.97
Sep-19	252	2,539.36
Oct-19	214	2,109.33
Nov-19	107	1,039.62
Dec-19	45	479.83
Jan-20		
Feb-20	23	254.88
Mar-20	39	531.04
Totals	737	7,851.03

See the detailed report

It is possible to see a break down at presentation level of what was personally administered for the month you are interested in.

1. Click on the blue month link

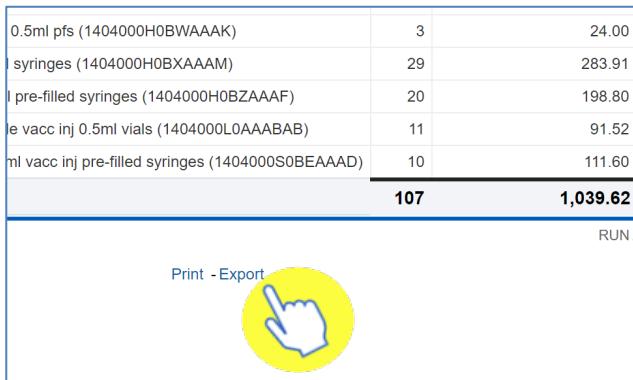
Month	Total Items	Total NIC (£)
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Jul-19		
Aug-19	57	896.97
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Oct-19	214	2,109.33
Nov-19	107	1,039.62
Dec-19	45	479.83
Jan-20		
Feb-20	23	254.88
Mar-20	39	531.04
Totals	737	7,851.03

2. The monthly detailed report will open and show everything for the selected month

PO1(D). Personally Administered Items		
Personally administered Items - Details for [REDACTED] in Nov-19		
Drug	Items	Net ingredient cost (£)
Havrix Monodose vacc inj 1ml pre-filled syringes (140400030BBACAC)	9	199.29
Influvac Sub-unit vacc inj 0.5ml pre-filled syringes (1404000H0BCAAAF)	25	130.50
Quadrivalent Flu/Vac/Split inj 0.5ml pfs (1404000H0BWAAAK)	3	24.00
Fluad vacc inj 0.5ml pre-filled syringes (1404000H0BXAAAM)	29	283.91
Flucelvax Tetra vacc inj 0.5ml pre-filled syringes (1404000H0BZAAAF)	20	198.80
Pneumococcal polysaccharide vacc inj 0.5ml vials (1404000L0AAABAB)	11	91.52
Typhim Vi 25micrograms/0.5ml vacc inj pre-filled syringes (1404000S0BEAAAD)	10	111.60
Totals	107	1,039.62

Exporting the data

- Select the 'Export' option below the report required.



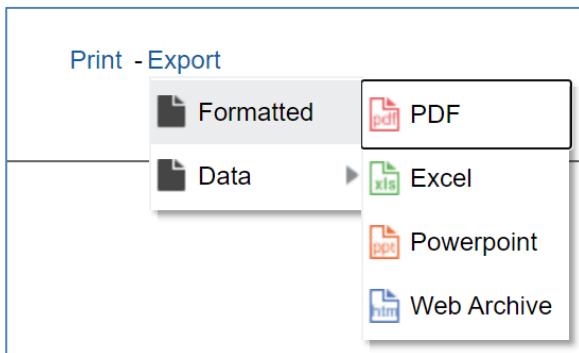
A screenshot of a software interface showing a report table and a 'Print - Export' button. The report table displays various items with their quantities and prices, summing up to a total of 1,039.62. The 'Print - Export' button is highlighted with a yellow circle and a hand cursor icon.

0.5ml pfs (1404000H0BWAAK)	3	24.00
syringes (1404000H0BXAAAM)	29	283.91
l pre-filled syringes (1404000H0BZAAAF)	20	198.80
e vacc inj 0.5ml vials (1404000L0AAABAB)	11	91.52
ml vacc inj pre-filled syringes (1404000S0BEAAAD)	10	111.60
	107	1,039.62

RUN /

Print - Export

- A drop-down list with the formats available to export in will be displayed



- Select the format required from the list presented

Important to know

Once you have looked at your report if there are any discrepancies with what the data is showing as to what you have submitted you can then contact Prescription Services team at nhsbsa.prescriptionservices@nhsbsa.nhs.uk or 0300 330 1349.

Payment

If the data matches and the payments are not what you expected the payments are made by Open Exeter not the NHSBSA. The information on our reports is what is passed on to the team at Open Exeter, the Exeter help desk will be able to advise regarding any differences between the reports and what appears on their statement. They can be contacted at exeter.helpdesk@nhs.net or by calling 0300 303 4034.

Getting more help



Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our [ePACT2 user guides page](#)

Webinar sessions

We offer a free, personalised webinar training service to all our users and you can book as many as you need.

Our webinar sessions are booked as 1.5 hour slots and are delivered just to you or your invited colleagues. Our experienced trainers deliver these session using MS Teams.

You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour. You can take part wherever you are as long as you can get online.

You can find our more and book you webinar by going to our [ePACT2 training page](#)