

ePACT2 Hospital Trust

Reconciling your NHSBSA invoice



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Why am I getting an invoice?

On a monthly basis the NHSBSA will recharge provider organisations for the costs of the items that they have prescribed and had dispensed in the community. These costs include both the cost of the items prescribed and the cost of dispensing these items.

The invoice splits these costs into a number of areas which can be reconciled using the information in ePACT2.

In this guide we will give you more information on what the costs relate to and which reports you need to access to reconcile them.

Invoice received

The invoice received from the NHSBSA will be split into 4 different lines.

INVOICE RAISED ON BEHALF OF		REQUESTED BY			TELEPHONE NO.
Hospital, Provider & Contractor Invoicing					
DESCRIPTION	Quantity	Price	VAT Description	AMOUNT	
PROVIDER PRACTICE PRESCRIBING		39,058.32	ZERO RATED	39,058.32	
RESOURCES RETAINED CENTRALLY		1,192.49	ZERO RATED	1,192.49	
DISPENSING FEES-PREVIOUS MONTH		11,839.81	ZERO RATED	11,839.81	
CHARGES-PREVIOUS-MONTH		-3,821.16	ZERO RATED	-3,821.16	
TERMS: PAYMENT IS DUE ON DATE OF INVOICE		SUB TOTAL		48,269.46	
PAYMENT METHODS:		TOTAL VAT		0.00	
1 BACS Payment to : 08-33-00/ 12316188 or RFT Payment to: 12316188		TOTAL AMOUNT		48,269.46	
2 Cheques Payable to: NHS Business Services Authority					
Note: Receipts will not be issued unless requested and a SAE enclosed					

Provider practice prescribing – This shows the drug costs of the items prescribed by the organisation.

Resources retained centrally – Shows the cost of the resources retained centrally. This relates to costs which cannot be attributed to a specific organisation, such as nationally unidentified. These costs are collected nationally then fair shared amongst all organisations.

Dispensing fees - Previous month – Shows the dispensing fees associated with the items prescribed, more information on the elements which make up the dispensing fee can be found in the [Remuneration Report Glossary](#). Be aware the dispensing fees shown relate to the month prior to the month the invoice relates to.

Charges - Previous month – Shows the prescription charges that have been collected for items the organisation has prescribed, this is the amount the patient has paid for their prescription. As the dispenser has already taken payments for this, the costs are credited back to your organisation. Be aware the charges shown relate to the month prior to the month on your invoice.

How to reconcile the figures from your invoice with reports from ePACT2

COPY INVOICE



Your NHS Foundation Trust

123 Green Lane
Bristol
BS1 1HI

PO Box 974
Newcastle Upon Tyne
NE99 1UQ
Tel No : 0191 244 8557
Fax No: 0191 264 8520
VAT Reg No: 654 434 729
web www.nhsbsa.nhs.uk

Pricing Information		Recharge for August 2020 FP10 Prescriptions		CUSTOMER NO.	
				INVOICE	
				DATE ISSUED	10 Oct 2020
INVOICE RAISED ON BEHALF OF		REQUESTED BY		TELEPHONE NO.	
Hospital, Provider & Contractor Invoicing					
DESCRIPTION	Quantity	Price	VAT Description	AMOUNT	
PROVIDER PRACTICE PRESCRIBING		39,058.32	ZERO RATED	39,058.32	
RESOURCES RETAINED CENTRALLY		1,192.49	ZERO RATED	1,192.49	
DISPENSING FEES-PREVIOUS MONTH		11,839.81	ZERO RATED	11,839.81	
CHARGES-PREVIOUS-MONTH		-3,821.16	ZERO RATED	-3,821.16	

TERMS: PAYMENT IS DUE ON DATE OF INVOICE

PAYMENT METHODS:

- 1 BACS Payment to : 08-33-00/ 12316188 or RFT Payment to: 12316188
- 2 Cheques Payable to: NHS Business Services Authority

Note: Receipts will not be issued unless requested and a SAE enclosed

SUB TOTAL	48,269.46
TOTAL VAT	0.00
TOTAL AMOUNT	48,269.46

Itemised Prescribing Payments Remuneration Values
Commissioner/Provider Overview Commissioner/Provider Individual

* MONTH: Aug-20 COUNTRY: 1 REGION: --Select Value-- STP: 1 Apply Reset

FM2(C4). Itemised Prescribing Payments
Prescriptions dispensed by pharmacy and appliance contractors in Aug-20

Commissioner/Provider	STP	Practice Comm./Prov. prescribing (£)	Unidentified prescribing (£)	Unidentified deputising services (£)	Community prescribing (£)	Adjustments to charge statements (£)	Lost batches of prescriptions (£)	Elements for which resources have been retained centrally (£)	Total reimbursement (£)
		32,751.88	6,306.44	0.00	0.00	0.00	0.00	1,192.49	40,250.81
Totals		32,751.88	6,306.44	0.00	0.00	0.00	0.00	1,192.49	40,250.81

Itemised Prescribing Payments Remuneration Values

* MONTH: Jul-20 Apply Reset

FM6(C4). Remuneration Values
Commissioner/Provider summary for dispensing month Jul-20 (information only)

Commissioner/Provider	STP	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
		-3,821.16	8,018.65	27,601.75
Totals		-3,821.16	8,018.65	27,601.75

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FM6(C2). Remuneration Values

Commissioner/Provider itemised for dispensing month :Jul -20 (information only)

Commissioner/Provider	Remuneration group	Remuneration Item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
	Professional Fees	Professional/Activity Fee	6,524		8,285.48	29,568.04
		Extemp Dispensed Preps/Unlicensed Medicines	4		80.00	220.00
		Appliance Fee (Measured and Filled)	0		0.00	0.00
		Appliance Fee (Home Delivery)	32		108.80	438.60
		Extemp liquids ordered in more than one container				0.00
		Limited stability (<14 days) extra supplies				0.00
		Controlled drug schedules 2 and 3	220		178.75	773.09
		Expensive prescription fees	20		76.46	329.42
		Manually Priced				0.00
		Methadone Payment	0		0.00	0.00
		SSP Remuneration (fee)	0		0.00	0.00
		National Unidentified Prescribers		0.01	13.00	-48.29
	Professional Fees Total		6,900		8,716.69	31,280.86
	Payments for Essential Services	Establishment Payments			0.00	0.00
		Practice Payments			0.00	0.00
		Repeat Dispensing Fee			0.00	0.00
		Transitional Payment		0.01	1,513.85	5,518.35
		ETP Allowances		0.01	0.96	3.52
		Appliance Infrastructure Payment		0.01	244.27	863.89
		Pharmacy Access Scheme		0.01	149.54	547.76
	Payments for Essential Services Total				1,908.63	6,933.52
	Advanced Services	Medicine Use Reviews		0.01	176.02	313.66
		Appliance Use Reviews		0.00	6.52	18.74
		Completed New Medicine Services Monthly Payment		0.01	132.88	384.21
		Stoma Customisation	0		0.00	4.32
		Flu Reimbursement Payment				0.00
		Flu Remuneration Payment				0.00
		Urgent Medicine Supply			0.00	0.00
		CPCS sign-up fee			24.29	102.47
		CPCS Remuneration payment		0.01	305.38	688.04
		COVID-19 Home Delivery Service		0.01	645.07	1,821.44
	Advanced Services Total		0		645.07	1,821.44
	Quality Payments Scheme	Quality Payments Scheme		0.01	-0.97	-3.09
		Pharmacy Quality Scheme - Aspirational Payment		0.01	430.57	706.06
	Quality Payments Scheme Total				430.52	706.96
	Essential Small Pharmacy Local Pharmaceutical	Essential Small Pharmacy				0.00
	Essential Small Pharmacy Local Pharmaceutical Total					0.00
	Local Authorised Payments	Pre-registration Trainee		0.01	125.39	507.67
		Pharmacy Reward Scheme			0.00	0.00
		Other Local Payments				0.00
	Local Authorised Payments Total				125.39	507.67
	Local Pharmaceutical Services	Local Pharmaceutical Services - Debited		0.00	-0.93	-0.08
		Local Pharmaceutical Services - Credit				0.00
	Local Pharmaceutical Services Total				-0.03	-0.08
	Other Fees	Fine For Breach of Service				0.00
		Lost Batches				0.00
		Fraud Pharmacy Recovery Fees				0.00
		Temporary Safeguarding Payment		0.01	14.66	45.82
	Other Fees Total				14.66	45.82
	Remuneration Adjustments	Adjustments		0.01	-0.01	-2.02
	Remuneration Adjustments Total				-0.01	-2.02
	Prescription Charges	Charges Collected		0.01	-2,082.59	-6,533.03
		Pre-payment Certificates		0.01	-1,186.85	-4,205.02
		FP 57 Refunds		0.01	14.03	46.62
		Fraud Pharmacy Recovery Charges				0.00
	Prescription Charges Total				-3,821.16	-13,691.42
Totals	Total		6,900		8,018.65	27,601.75

Provider practice prescribing – This figure can be found on [the Itemised Prescribing payment report](#), the report is for the same month your invoice relates to and is the total of the ‘Practice Comm/Prov Prescribing (£)’ and ‘Unidentified Prescribing (£)’

Resources retained centrally – This figure can be found on the [Itemised Prescribing payment report](#), the report is for the same month your invoice relates to and is the ‘Elements for which resource have been retained centrally (£)’

Dispensing fees - Previous month – This figure is the sum of the totals on the ‘Remuneration Values’ ‘Itemised’ report, you will get these figures on the report for the month prior to the month your invoice relates to.

Charges - Previous month – This figure can be found on the ‘Remuneration Values’ ‘Summary’ report, you will get this figure under ‘Prescription Charges (£)’ on the report for the month prior to the month your invoice relates to.

Reconciling the Prescribing Costs

There are a range of reports available in ePACT2 which will help you reconcile the prescribing costs and the resource retained centrally shown in the invoice.

It is possible to break the prescribing costs down to individual unit/prescriber or presentation level.

The resources retained centrally can only be accessed at provider organisation level. This is because the costs are not attributed to specific organisations but are an accumulation of all the elements which could not be attributed back to a specific organisation with England such as unidentified prescribing, or VAT which are then fare shared out, according to the percentage of prescribing your organisation has done.

Itemised Prescribing Payment (IPP) Report

The IPP report will show the total prescribing costs and the resources retained centrally which have been attributed to your organisation.

The cost shown in this report should match the cost shown in the first 2 lines of the invoice, Provider practice prescribing, and Resources retained centrally.

FM2(C2). Itemised Prescribing Payments	
Prescriptions dispensed by pharmacy and appliance contractors in Oct-20	
Commissioner/Provider <input type="text"/>	
	Expenditure for prescriptions based on 100% of dispensing month above (£)
Practice/Comm./Prov. Prescribing	31,110.02
Unidentified Prescribing	3,707.54
Unidentified Deputising Services Prescribing	0.00
Community Prescribing	0.00
Adjustments to Charge Statements	0.00
Lost Batches of Prescriptions	0.00
Elements for which resources have been retained centrally	1,160.15
Total reimbursement referable to cost of drugs	35,977.71

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This report is only available at provider level and cannot be broken down to any lower level.

The ['Accessing and using the Itemised Prescribing Payment \(IPP\) Report' guide](#) will provide more guidance on how to use the report.

Invoice Reconciliation Report

This report will allow you to break the prescribing costs shown in line 1 of the invoice down to the individual units/cost centres which have prescribed the items. This will be useful if you want to allocate the costs by unit at your Trust

Two Invoice reconciliation reports are available relating to invoices for time periods pre- or post-April 2018. The appropriate report should be selected depending on the date of the invoice you want to reconcile.

The total figure for this report should match the prescribing costs shown in the invoice.

Invoice Reconciliation Report - Prescribing Costs April 2018 onwards					
Month	HS Commissioner / Provider plus Code	HS Practice	HS Practice Code	Items	Actual Cost (£)
Oct-20				166	911.82
Oct-20				7	24.01
Oct-20				20	101.59
Oct-20				40	1,295.46
Oct-20				8	89.37
Oct-20				2	6.47
Oct-20				4	90.70
Oct-20				18	295.28
Oct-20				10	138.95
Oct-20				397	11,048.35
Oct-20				202	3,429.72
Oct-20				48	1,597.96
Oct-20				25	1,021.34
Oct-20				44	1,139.45
Oct-20				5	88.13
Oct-20				50	300.30
Oct-20				144	1,855.95
Oct-20				73	4,093.91
Oct-20				20	508.34
Oct-20				349	4,017.07
Oct-20				2	6.53
Oct-20				151	3,589.26
Oct-20				3	4.56
Oct-20				10	909.69
Oct-20				22	62.84
Oct-20				20	135.19
Oct-20				115	1,044.85
Oct-20				27	374.59
Oct-20				2	236.85
Oct-20				4	51.80
Oct-20				106	1,252.98
Oct-20				50	304.73

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The ['Accessing and using the Invoice Reconciliation Report' guide](#) will provide more guidance on how to use the report.

Hospital Trust Volume & Cost Report

This report will allow you to break the prescribing cost down to the individual drugs prescribed. The information in the report is available at unit/cost centre and presentation level.

The total figure for this report should match the prescribing costs shown in the invoice.

NHS Improvement - Model Hospital Report														
Year Month	Commissioner / Provider	Commissioner / Provider Code	Practice	Practice Code	Prescriber	Prescriber Code	BNF Presentation	BNF Presentation Code	Actual Cost (£)	Quantity X Items	Items	Quantity	Pack Size	Pack Size Unit
202010							Adrenaline (base) 300mcg/0.3ml (1in1,000) inj pf dispos dev	0304030C0AAA3A3	31.85	1	1	1	1	pre-filled disposable injection
202010							Amlodipine 10mg tablets	0206020A0AAAABAB	0.54	14	1	14	28	tablet
202010							Amlodipine 5mg tablets	0206020A0AAAAAAA	0.32	7	1	7	28	tablet
202010							Amlodipine 5mg tablets	0206020A0AAAAAAA	0.41	10	1	10	28	tablet
202010							Amlodipine 5mg tablets	0206020A0AAAAAAA	0.53	14	1	14	28	tablet
202010							Amlodipine 5mg tablets	0206020A0AAAAAAA	0.84	28	1	28	28	tablet
202010							Amoxicillin 500mg capsules	0501013B0AAAABAB	1.15	15	1	15	15	capsule
202010							Amoxicillin 500mg capsules	0501013B0AAAABAB	1.61	21	1	21	21	capsule
202010							Aspirin 300mg tablets	0407010B0AAAFAP	3.01	28	2	14	32	tablet
202010							Beclometasone 100micrograms/dose inhaler CFC free	0302000C0AABFBF	6.90	1	1	1	200	dose
202010							Bisoprolol 2.5mg tablets	0204000H0AAAJAJ	0.86	28	1	28	28	tablet
202010							Bumetanide 1mg tablets	0202020D0AAAEAE	0.48	5	1	5	28	tablet

The [‘Accessing and using the Hospital Trust Volume & Cost Report’ guide](#) will provide more guidance on how to use the report.

Reconciling the Dispensing Costs

The dispensing fee and patient charges shown on the invoice can be reconciled using the Remuneration Report.

The remuneration cost covers fees paid to the contractor for the services provided in dispensing the prescription, such as payments for out-of-pocket expenses when they have had to source a product as it isn't something they would commonly keep in stock.

These fees are then charged back to the prescriber organisation, either directly for item level fees, or shared using a specified sharing method for fees which cannot be directly linked to a prescriber or organisation.

The sharing methods used for each element in the Remuneration Report are specified in the [remuneration report glossary](#).

These charges are made in arrears. For example, April remuneration costs will appear on May's invoice, so you'll need to use the report for the month before the one the invoice relates to.

Remuneration Report

The Remuneration Report includes a breakdown of the elements of the dispensing costs attributed to your organisation.

The report is available as both a summary and itemised report.

The summary report will show:

Prescription charges (£)- Shows the prescription charges that have been collected for items the organisation has prescribed for example, in the below image patients have paid £ 3,846.37, this figure

Remuneration (£) – This will display the value for the month you have selected, for example the below image is showing the value for October 2020 (202010).

Remuneration year to date (£) – This will display the total remuneration value for the financial year up to the date you have selected, for example the below image is showing the value for the time period April 2020 (202004) to October 2020 (202010).

FM6(C4). Remuneration Values			
Commissioner/Provider summary for dispensing month 202010.0 (information only)			
STP <input type="text"/>			
Commissioner/Provider	Prescription charges (£)	Remuneration (£)	Remuneration year to date (£)
Totals	-3,846.37	7,088.45	52,093.78

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The itemised report will break these figures down into the individual elements which make up the remuneration.

Commissioner/Provider	Remuneration group	Remuneration item	No. fees	% share paid	Remuneration (£)	Remuneration year to date (£)
	Professional Fees	Professional/Activity Fee	6,517		8,271.41	55,280.05
		Extemp Dispensed Preps/Unlicensed Medicines	2		40.00	300.00
		Appliance Fee (Measured and Filled)	0		0.00	0.00
		Appliance Fee (Home Delivery)	27		91.80	739.40
		Extemp liquids ordered in more than one container				0.00
		Limited stability (<14 days) extra supplies				0.00
		Controlled drug schedules 2 and 3	220		173.65	1,252.62
		Expensive prescription fees	17		76.07	549.91
		Manually Priced				0.00
		Methadone Payment	0		0.00	0.00
		SSP Remuneration (fee)	0		0.00	0.00
		National Unidentified Prescribers		0.01	-11.41	-85.07
	Professional Fees Total		6,783		8,641.52	58,036.91
	Payments for Essential Services	Establishment Payments				0.00
		Practice Payments			0.00	0.00
		Repeat Dispensing Fee			0.00	0.00
		Transitional Payment		0.01	1,134.04	9,164.13
		ETP Allowances		0.01	0.96	6.62
		Appliance Infrastructure Payment		0.01	240.13	1,628.53
		Pharmacy Access Scheme		0.01	149.39	1,030.93
	Payments for Essential Services Total				1,524.52	11,830.21
	Advanced Services	Medicine Use Reviews		0.01	227.53	1,119.48
		Appliance Use Reviews		0.00	7.81	40.92
		Completed New Medicine Services Monthly Payment		0.01	146.32	813.75
		Stoma Customisation	0		0.00	4.32
		Flu Reimbursement Payment				0.00
		Flu Remuneration Payment				0.00
		Urgent Medicine Supply			0.00	0.00
		CPCS sign-up fee			0.00	0.00
		CPCS Remuneration payment		0.01	30.92	206.28
		COVID-19 Home Delivery Service		0.01	31.70	1,096.28
	Advanced Services Total		0		444.27	3,281.03
	Hepatitis C Testing Service	Hepatitis C Testing Service		0.01	0.03	0.13
		Hepatitis C Kit				0.00
	Hepatitis C Testing Service Total				0.03	0.13
	Flu Premise & Refridge Claim	Flu Premise & Refridge Claim		0.01	0.01	0.34
	Flu Premise & Refridge Claim Total				0.01	0.34
	Quality Payments Scheme	Quality Payments Scheme			0.00	-0.09
		Pharmacy Quality Scheme - Aspirational Payment		0.01	52.14	3,198.46
	Quality Payments Scheme Total				52.14	3,198.37
	Essential Small Pharmacy Local Pharmaceutical	Essential Small Pharmacy				0.00
	Essential Small Pharmacy Local Pharmaceutical Total					0.00
	Local Authorised Payments	Pre-registration Trainee		0.01	268.16	1,277.66
		Pharmacy Reward Scheme			0.00	0.00
		Other Local Payments				0.00
	Local Authorised Payments Total				268.16	1,277.66
	Local Pharmaceutical Services	Local Pharmaceutical Services - Debited		0.00	0.00	-0.22
		Local Pharmaceutical Services - Credit				0.00
	Local Pharmaceutical Services Total				0.00	-0.22
	Other Fees	Fine For Breach of Service				0.00
		Lost Batches				0.00
		Fraud Pharmacy Recovery Fees				0.00
		Temporary Safeguarding Payment		0.01	9.01	89.53
	Other Fees Total				9.01	89.53
	Remuneration Adjustments	Adjustments		0.01	-4.84	-8.04
	Remuneration Adjustments Total				-4.84	-8.04
	Prescription Charges	Charges Collected		0.01	-2,660.53	-17,694.48
		Pre-payment Certificates		0.01	-1,198.91	-8,004.07
		FP 57 Refunds		0.01	13.07	86.42
		Fraud Pharmacy Recovery Charges				0.00
	Prescription Charges Total				-3,846.37	-25,612.14
	Total		6,783		7,088.45	52,093.78
Totals			6,783		7,088.45	52,093.78

The dispensing fees shown on the invoice will equal the remuneration and prescription charges added together.

The [‘Accessing and using the Remuneration Report’ guide](#) will provide more guidance on how to use the report.

The information can be accessed at either provider organisation level so you can see the total remuneration attributed or can be broken down to the individual units/cost centres under your organisation.

Common Questions

Below we have included some of the frequently asked questions regarding reconciling your invoice which may help if you are having any issues.

Q. The dispensing fees and patient charges shown on the invoice do not reconcile with the Remuneration Report.

Check that you are using the Remuneration Report for the correct month. Dispensing fees and patient charges shown on the invoice relate to the previous months Remuneration Report. Therefore, the invoice for July's prescriptions will reconcile with June's Remuneration Report.

Q. Charges are shown on the Itemised Remuneration Report for Appliance Infrastructure Payments, but my organisation has not prescribed any appliances on an FP10 Prescription.

Some of the cost, such as appliance infrastructure payments, are fair shared across all organisations so you may see costs for areas you haven't done. The elements which are fair shared and how this is done is detailed in the [Remuneration report glossary](#).

Q. When using ePACT2 to split costs between each hospital unit, the total prescribing figure does not add up to the amount invoiced.

If you are creating your own report in ePACT2 to reconcile the prescribing cost on your invoice you may find that the costs don't match. There are a number of reasons why this may happen.

The cost shown on the invoice is the Actual Cost rather than the Net Ingredient Cost (NIC). When creating your own report make sure you've used the Actual Cost field.

Prescriptions that have been dispensed by a GP practice should be excluded from the data as these will have been charged to the CCG of the GP practice. To establish where a prescription has been dispensed the dispenser code field should be included in the report

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 sessions using MS Teams.

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