

# Seasonal Influenza Vaccination Programme

Claiming Flu IOS Fees (with reimbursement)



## Seasonal Influenza Vaccination Programme

The Seasonal Influenza vaccination programme runs from September to the end of March. For each valid vaccination delivered during this time, an Item of Service (IOS) payment may be claimed along with reimbursement of the cost of the vaccine.



### Claiming Item of Service fees – GP Practices and PCNs

GP practices or PCN/PCN groupings are entitled to claim an Item of Service fee of £10.06 for each flu vaccination they administer.

Influenza vaccination events should be recorded in a practices GP IT clinical system or a Point of Care System (POC). Practices with access to both systems should ensure vaccination events are recorded in only one of these. Single system recording is imperative to avoid duplication in clinical records and payment.

Which system practices should use is dependent upon how the vaccines were delivered.

#### How to claim in different scenarios:

|  | GP Practice   |  | PCN grouping COVID-19 Collaboration   |  |
|--|---|--|---|--|
| Vaccine Delivery                       | Individual GP Practice  | Flu Collaboration between GP Practices   | Coadministration  | Synergistically  |
| <b>Vaccine Stock</b>                   | Purchase own stock and administer in practice                           | Stock provided by practices to the flu clinic                                  | Stock provided by GP practices who are part of the PCN collaborative agreement and administered to patients from across the PCN | Stock provided by GP practice holding Flu clinic or multiple practices who belong to the PCN                                     |
| <b>Recording of Vaccination events</b> | Vaccination events must be recorded in the GP IT clinical system        | Vaccination events must be recorded in the GP IT clinical system               | Vaccination events must be recorded in the Point of Care system   | All practices in the PCN Grouping must agree if vaccination events are recorded in the Point of Care system or the GP IT System. |
| <b>Claiming IOS fees</b>               | Extracted from the GP IT system via GPES and payment calculated by CQRS | Extracted from the GP IT system via GPES and payment calculated by CQRS        | Vaccination records will flow from Point of Care system to MYS  | Vaccination records will flow from Point of Care system to MYS or will be extracted from GP IT System via GPES and CQRS          |
| <b>Claiming Reimbursement</b>          | Reimbursement claimed monthly on FP34 Appendix form via NHSBSA          | Reimbursement claimed on FP34 Appendix by the practice that provided the stock | Reimbursement claimed on FP34D/PD by the practice that has provided the vaccine*  | Reimbursement claimed on FP34D/PD by the practice that has provided the vaccine*   |

\* The host practice cannot claim on behalf of all practices in the PCN/PCN grouping Practices should submit claims to the Commissioner for payment monthly wherever possible.

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## GP IT System

Payments are calculated from records in the GP IT System. The General Practice Extraction Service (GPES) will collect the relevant clinical information each month, using the defined clinical codes within the GPES Business Rules, from patients recorded as being vaccinated against influenza during the reporting period. This information is passed to the Calculating Quality Reporting Service (CQRS) accordingly and the relevant payments made to the practice monthly.

## Point of Care

Payments will only be made to the host practice and are calculated from records within the PCN groupings Point of Care system these are then transferred to NHSBSA's Manage Your Service (MYS). Transfers conclude on the last calendar day of the month.

Claims for payment should be submitted via the MYS portal provided by the NHSBSA by the 5th day of the month following the month in which the chargeable activity was provided. Later submissions will be accepted, but only if made within three months of the date by which the claim should have been submitted. Any claims submitted after the three months period has passed will not be paid.

E.g. Vaccinations administered and recorded in the Point of Care system in October will be available to declare in MYS in the following November, December, January and up to and including the 5th day of February. Claims will be unavailable to declare from 6th February onwards as this is outside of the grace period .

### Things to remember:

- Vaccination events should be entered into one system only – either the GP IT Clinical System or the Point of Care System – to avoid duplication in patient records or payment
- IOS fees should be claimed within three months of administering the vaccination
- Vaccinations recorded on a Point of Care System may show on the GP IT System as having been delivered by another provider
- Influenza reimbursement claims can only be submitted by individual practices and not by a PCN/PCN grouping
- Accurate records of all vaccines administered, and movement of stock should be kept to support any claims for Item of Service fees, reimbursement and Personal Administration fees



## Claiming Reimbursement – GP Practices

Practices should continue to claim for locally procured influenza vaccine costs and personal administration fees using the High Volume Vaccine form (FP34D/PD Appendix). Influenza reimbursement claims can only be submitted by individual practices and not by a PCN/PCN grouping.

Practices administering influenza vaccinations under a collaboration agreement must agree how the collaborating practices will individually claim reimbursement, and any associated personal administration (PA) fee, for any administered influenza vaccines they have contributed.

## Completing the FP34D/PD Appendix

When filling in the FP34 Appendix form please remember to supply all the required information. Incorrect or incomplete claims will cause a delay to your payment.



It is recommended that you use the full brand name and manufacturer of the vaccine as some manufacturers may make more than one influenza vaccine.

The FP34 Appendix form should be returned to NHS Prescription Services by no later than the fifth day of the month, together with the correct FP34 submission document.

| Do use the brand name and manufacturer:                   | Do not use generic terms like:  |
|---|---|
| ✓ Quadrivalent Influenza Vaccine (Sanofi)                 | ✗ <b>Influenza vaccine</b> – this is not enough information to identify the vaccine given and some manufacturers make more than one flu vaccine |
| ✓ Quadrivalent Influenza Vaccine – High Dose (Sanofi)     | ✗ <b>QIV</b> – there are several Quadrivalent flu vaccines available each flu season.   |
| ✓ Cell-based Quadrivalent Influenza Vaccine (CSL Seqirus) | ✗ <b>Under 65 or &lt;65</b> some manufacturers make more than one vaccine that may fit this description.  |
| ✓ Adjuvanted Quadrivalent Influenza Vaccine (CSL Seqirus) |   |
| ✓ Influvac sub-unit Tetra (Viatris)                       |   |

### Example of a FP34 Appendix Form completed correctly

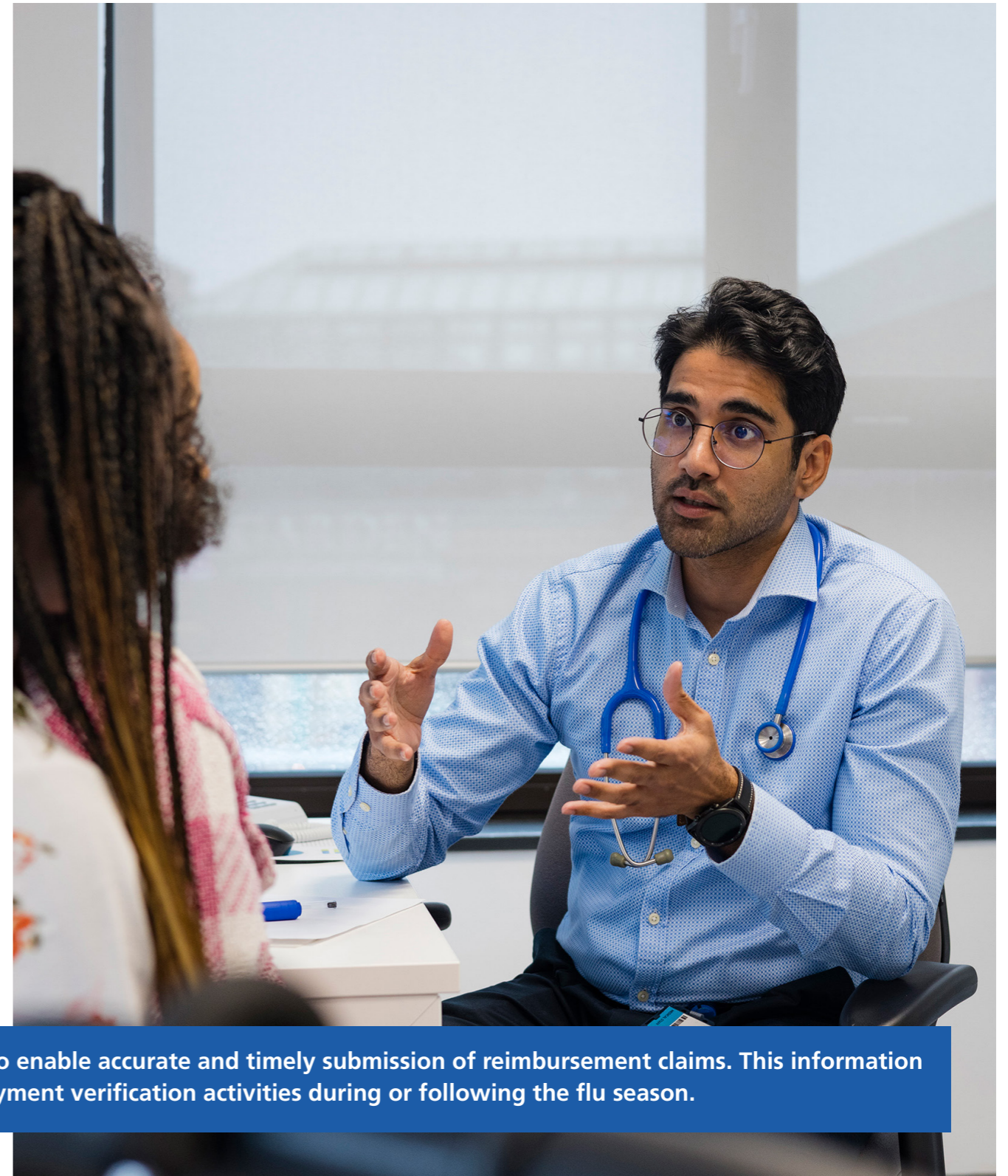
|   | Name of Doctor (see note 7.1) | Doctor Index Number (see note 7.1) | Prescribed Vaccine Order (see note 7.2)   | Endorsement of Manufacturer and/or Brand (see note 7.3) | Endorsement of Presentation / Pack Endorsement (see note 7.4) | Patient Dosage (see note 7.5) | Total number of doses administered in the month (see note 7.6) |
|---|-------------------------------|------------------------------------|---|---|---|-------------------------------|--|
| ✓ | Dr Jones                      | 123456                             | Quadrivalent Influenza Vaccine            | Sanofi  | 10  | 0.5ml                         | 250  |
| ✓ | Dr Smith                      | 987654                             | Adjuvanted Quadrivalent Influenza Vaccine | CSL Seqirus   | 10  | 0.5ml                         | 100  |
| ✓ | Dr Smith                      | 987654                             | Cell-based Quadrivalent Influenza Vaccine | CSL Seqirus   | 10  | 0.5ml                         | 100  |

## Post Payment Verification (PPV)

**GP practices and PCN groupings must keep clear and up to date records on the administration and movement of influenza vaccines to support any claims made for IoS fees, reimbursement, or Personal Administration fees.**

Your records should include details of:

- Vaccines retained from the previous flu season
- Vaccines ordered and received
- Item of service fees claimed
- Vaccine reimbursement claimed (including historic claims made within this flu season)
- Vaccines returned for a refund
- Vaccines destroyed or wasted
- Vaccines redistributed
- Vaccines retained for future use



Keeping these records is important to enable accurate and timely submission of reimbursement claims. This information may be requested as part of post payment verification activities during or following the flu season.

## Community Pharmacy

### Claiming Item of Service fees – Community Pharmacy

**Pharmacy contractors administering seasonal influenza vaccinations are entitled to claim an Item of Service fee of £9.58 for each vaccination administered.**

Vaccination events must be recorded in a Point of Care system and payments for this service must be made via the NHSBSA's MYS platform.

Claims for payment should be submitted via the MYS portal provided by the NHSBSA by the 5th day of the month following the month in which the chargeable activity was provided. Later submissions will be accepted but only if made within three months of the date by which the claim should have been submitted. Any claims submitted after the three months period has passed will not be paid.

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### Claiming Reimbursement

Pharmacy contractors will be reimbursed for the cost of the vaccine administered. This should be claimed using the MYS platform.

### Post Payment Verification

Must keep clear and up to date records on the administration and movement of influenza vaccines to support any claims made for IoS fees, reimbursement, or Personal Administration fees. Your records should include details of:

- Vaccines retained from the previous flu season
- Vaccines ordered and received
- Item of service fees claimed
- Vaccine reimbursement claimed
- Vaccines returned for a refund
- Vaccines destroyed or wasted
- Vaccines redistributed
- Vaccines retained for future use

Keeping these records is important to enable accurate and timely submission of reimbursement claims. This information may be requested as part of post payment verification activities during or following the flu season.

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 [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)

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