

SCOTTISH DRUG TARIFF

PART 14

CORE BUSINESS RULES FOR REIMBURSEMENT: UPDATED 01/10/2015

PREFACE

The rules as set out below are the basic requirement for reimbursement of items presented on NHS primary care prescription in Scotland. These rules cover both printed prescription and electronic prescribing and dispensing versions. The rules as set out here do not go into detail. They are set out as a guide to prescribers, dispensing contractors, and software houses. Requests for information on particular items should be referred to:

Practitioner & Counter Fraud Services (P&CFS), NSS - details are available of contacts from local pricing offices.

E-pharmacy - nss.psdhelp@nhs.net

Community Pharmacy Scotland - pharmacyservices@cps.scot

Information & Statistics Division, NSS - Nss.csd@nhs.net

AUTHORITY

Prescribing

A person wishing to prescribe within primary care for NHS Scotland must be designated a prescriber and granted due authority by the NHS Board within which the person would normally practice. For prescribing on a form from the GP10 series, the person will be issued with a prescribing code and suitable prescription forms.

For electronic prescribing, the prescriber must use an approved prescribing computer system, using the computer account and log on assigned for that purpose. Prescribers must use only the prescription form assigned, and where applicable the electronic account assigned.

Additional routes of supply

Pharmacy contractors who participate in the Minor Ailment Service (MAS), the Public Health Service (PHS) and/or the Urgent Supply scheme, using approved NHS forms from the CP series will have access to systems to record the supply, where appropriate through the computer software installed at the place of business.

In every case, the form issued must be prepared and signed by the appropriate prescriber/service provider for the form type.

Dispensing

A person or business wishing to dispense within primary care in NHS Scotland must be granted authority to provide dispensing services by the NHS Board within which dispensing will occur. The person or business will be issued with a dispenser code. Please note that there are separate arrangements for persons or businesses wishing to provide Stoma Care services.

Payment

Some dispensing services can only be made electronically; currently this is restricted to CMS serial prescriptions but in future may be extended to further services as directed by Scottish Government initiatives.

For CMS serial prescriptions, the CMS Master prescription form should be submitted to P&CFS at the end of the dispensing period, the form is not used to support payments. The form will be scanned and its image retained at P&CFS but it has no role in the payment process. As a result no endorsements should be added to the paper CMS serial prescription as they will not be seen by P&CFS operators. For CMS claims an image of the electronic claim data (including endorsements) is presented to the P&CFS operator to process.

Where payments are not made from electronic only services, the original prescription form must be submitted to P&CFS; the prescription form will be the trigger for claims to be processed. Photocopies shall not be accepted.

When the paper prescriptions arrive at P&CFS, the forms are scanned and its image retained at P&CFS. If a Scottish prescription form with a printed barcode can be successfully read, the associated electronic message is used as the basis of the claim process.

All electronic message data is passed to ePay, the software that processes electronic claims performs a series of checks on the claim data to determine whether the claim can be processed without intervention from a P&CFS operator. ePay checks for the following:

- an electronic prescribed message,
- checks that prescribed and dispensed dm+d codes are available,
- validates that the dispensed dm+d item is allowable against the prescribed dm+d item
- validates any quantity alteration is within acceptable limits
- determines if any endorsement claim is complete and can be automatically processed
- confirms if it can translate dm+d codes into EVADIS code data that is used by P&CFS's downstream processing systems.

Where validation and translation is successful, the claim will not require P&CFS manual intervention and passes directly into the pricing stage of the process. Any claims that fail ePay will be presented for manual intervention, using either the electronic virtual form image or the paper prescription image, before being passed into pricing stage of the process,

For non-Scottish and Scottish prescription forms without a printed barcode, Intelligent Character Recognition software is used to pre-populate as much of the form data as possible; where ICR fails to read the data, it is entered manually by P&CFS keying staff before being passed into pricing stage of the process.

For CMS claims, any ePay check failures will be passed to a P&CFS operator for manual intervention using a virtual form image of the electronic claim data including endorsements. Later this financial year, the use of virtual form images as the primary source of data to process claims will be extended to cover AMS prescription forms supported by electronic message data and will be extended further to other services as directed by future Scottish Government initiatives.

It is therefore important that you remember to add any necessary additional endorsements electronically, as their absence could allow an electronic claim to be automated without reference to the paper prescription/virtual form image. Once AMS prescription forms supported by electronic message data is being used as the primary data source, P&CFS staff will use virtual form images instead of referring to the paper prescription. Only where there is no/incomplete electronic support available will P&CFS staff refer to the paper prescription form and any endorsements annotated upon it to process the claim.

A person or business providing dispensing services must undertake to supply details of items dispensed in accordance with the timetable laid down by P&CFS, in order that timeous payment can be made. The deadline, unless advised to the contrary, is that complete month data must be with P&CFS -Pharmacy for the 5th working day of the following month.

Please see note at end of document regarding arrangements for payment to pharmacy contractors.

Notes

Reference to the GP10 series of forms includes:

- GP10, GP14, GP10N & GP10P

Reference to the CP series of forms include:

- CP1, CP2, CP-US

MINIMUM INFORMATION REQUIREMENTS FOR PAPER PRESCRIPTION FORMS

A completed GP10 series prescription form must bear:

- the printed name of the prescriber, plus the usual signature
- the practice or NHS organisation that the prescriber belongs to
- the address of the practice or NHS organisation
- the designation of the prescriber, if not defined by the form type
- the NHS Scotland prescribing code
- the prescription form should ideally also bear the telephone number of the premises where prescribing took place.

A completed form from the CP series must bear:

- the usual signature of service provider [community pharmacist]
- the NHS organisation that the community pharmacist belongs to
- the address of the community pharmacy
- the P&CFS community pharmacy code

All forms must also bear:

- the name of the patient
- the current address of the patient
- the Community Health Index (CHI) number, if available
- the age of the patient, if under 12 years old

For prescription forms with electronic message support, the prescription form must also bear:

- printed BarCode
- printed BarText

The prescription form must be written or printed with indelible ink, be dated, and must be signed with the usual signature of the prescriber.

Prescribers must adhere to additional requirements where required for items covered by Schedules 2 and 3 of the Misuse of Drugs Act 1971.

MINIMUM INFORMATION REQUIREMENTS FOR PAPER PRESCRIPTION FORMS

PRESCRIBING

The following components must be present to provide information for safe dispensing of prescriptions:

- the item name
- the physical manifestation (commonly known as formulation type) where available
- the strength where applicable
- the product dimensions for dressings and appliances where applicable
- the quantity ordered

DISPENSING FOR PAPER PRESCRIPTION FORMS

The following information components should be present to provide information for accurate reimbursement of dispensed prescriptions :

- the item name, and where applicable the manufacturer or brand supplied
- the physical manifestation
- the strength where applicable
- the product dimensions where applicable
- the product reference code, where provided for medical devices, as listed in the Scottish Drug Tariff
- the quantity supplied
- the pack used, where applicable

ENDORSEMENTS FOR PAPER PRESCRIPTION FORMS

Dispensing pharmacy, dispensing doctor or stoma contractors may provide additional information by endorsement, but the act of endorsement should only be necessary to complete the data required to make accurate reimbursement. Dispensing contractors are advised that manual endorsements must be written in BLACK ink .

Dispensing contractors should note that P&CFS -Pharmacy takes the information provided by the prescriber, before looking at endorsements.

Where P&CFS Pharmacy is not given sufficient data to complete the prescription information prior to authorisation of payment, the prescription shall be paid as according to default settings. The default will always be toward the most cost effective option for NHS Scotland.

Contractors should note that endorsements for items in Part 7 of this tariff will not be taken, except in accordance with Paragraph 19 of Part 1 of this tariff.

MINIMUM INFORMATION REQUIREMENTS FOR ELECTRONIC CLAIMS

The electronic equivalent message shall bear this information as an integral part of the message:

Prescriber

- the prescribing NHS organisation name
- the prescribing NHS organisation type
- the prescribing NHS organisation address (including postcode)
- the prescribing NHS organisation telephone number
- the name of the prescriber
- the profession type of the prescriber
- the profession code of the prescriber
- the profession code scheme of the prescriber
- the NHS Scotland prescribing code
- the Form Type
- the prescribed date & time
- the bar-code
- the prescribed item id number
- the Community Health Index (CHI) number of the patient

Dispenser

- the dispensing NHS organisation name
- the dispensing NHS organisation type
- the dispensing NHS organisation address (including postcode)
- the dispensing NHS organisation telephone number
- the name of the dispenser
- the profession type of the dispenser
- the profession code of the dispenser
- the profession code scheme of the dispenser
- the exemption status of the patient
- the prescribed drug dictionary including version number
- the prescribed item dm+d code
- the prescribed item textual description including controlled drug information
- the prescribed dosage
- the prescribed total quantity and unit of measure
- the prescribed medication term
- the dispensed item id number
- the dispensed date & time
- the dispensed drug dictionary including version number
- the dispensed item dm+d code
- the dispensed item textual description
- the dispensed item instructions for use
- the dispensed quantity and unit of measure

- the endorsement details (see Endorsements section)
- the claim date & time
- the Patient Charge paid

Note

- Up to 3 prescribed items can be contained in any electronic message and each prescribed item can have one or more dispensed items associated with it.
- Contractors should note that use of electronic data to provide the prescription, plus the message regarding the dispensed item should mean that the requirement to provide additional information should be reduced.

ENDORSEMENTS FOR ELECTRONIC CLAIMS

Endorsing should be made on the paper prescription and in any supporting electronic claim, intervention would still be required for:

- substantial amendment of the prescription, including the quantity
- changes to prescription using PC or PMR endorsement
- claim for `broken bulk` where applicable
- claim for `measure & fitted`
- claim for supply shortage for Part 7
- instalment dispensing
- price
- out of pocket expenses
- influenza vaccines as advised in the relevant circular
- item not dispensed/item not collected
- no patient charge
- extemporaneous fess where applicable
- urgent dispensing

More detailed endorsing instructions can be found in the Endorsing Guide posted on:

NHS Scotland Community Pharmacy website: www.communitypharmacy.scot.nhs.uk

Community Pharmacy Scotland website: www.cps.scot

CHANGES TO ELECTRONIC MESSAGES

Prescribers can electronically amend/cancel electronic messages but this is only practical up to the point of dispensing, as the dispenser will use the electronic data as their primary source of data on which to dispense to the patient.

Dispensers can electronically amend/cancel electronic messages at any time, provided they still retain the paper prescription. If the paper prescription has been submitted, dispensers will have 10 days from claim date to electronically amend/cancel electronic messages. If the dispenser no longer has the paper prescription and the 10 days have elapsed, dispensers can contact ePharmacy Helpdesk nss.psdhelp@nhs.net to advise of any amendment they

wish to make; the original claim will be processed but P&CFS can make a retrospective adjustment to correct payments.

ADDITIONAL NOTES ON QUANTITIES

The prescriber must state the quantity. If this value is absent, P&CFS- Pharmacy will pay five days' supply, or in those instances where the item is dispensed using a calendar or whole pack, in the smallest unbreakable pack or sub-pack.

Amendments to the prescribed quantity on the paper prescription form must be accompanied by the prescriber's initials, or an appropriate endorsement.

Payment will be calculated on the basis that the exact quantity ordered by the prescriber has been supplied, subject to the provisions set out below:

PC & PMR Endorsing

P&CFS will accept any quantity change endorsed/claimed by a dispenser when it is supported by a PC or PMR endorsement. For quantity changes not supported by PC or PMR endorsement, the following rules will be applied:

Whole Packs (Drugs & reagents in Special Containers)

Where the quantity ordered by the prescriber does not coincide with that of an original pack and the medicine or reagent is:

- sterile
- effervescent or hygroscopic
- liquid preparation for addition to bath water
- Coal Tar preparations
- viscous external preparations
- packed in a castor, collapsible tube, drop-bottle, pressurised aerosol, puffer pack, roll-on-bottle, sachet, shaker, spray, container with integral means of application, or any other container from which it is impractical to dispense the exact quantity
- reconstituted preparations

The contractor shall provide the drug in the pack or packs nearest to the quantity ordered and endorse the prescription & any electronic claim with that information. Where the contractor has endorsed the supply of one or more packs to provide a quantity in order to cover the quantity ordered, P&CFS will price that number of packs. In the absence of a valid endorsement, P&CFS will pay from the nearest number of complete packs, which could be less than the prescribed quantity.

Manufacturers' Calendar Packs & Patient Packs

In the absence of an endorsement, the pharmacist will be assumed to have supplied the quantity prescribed, and payment will be made on that basis. If the product supplied is in a calendar pack, the pharmacist may endorse and supply the amount to cover the quantity prescribed to the nearest sub-pack.

A manufacturer's calendar pack is a blister or strip pack showing the days of the week or month against each of the several units in the pack. A patient pack is defined for payment purposes as a calendar pack with no sub-packs.

Payment for a manufacturer's calendar pack or original pack will be based on the smallest pack size available when one or more such packs are ordered.

Ordinary Packs

For supply from any other type of pack, P&CFS will pay for the quantity prescribed. When an endorsement shows that a larger quantity has been dispensed, the endorsement will be accepted, provided that it is within 10% of the quantity prescribed and is a multiple of the pack. When the endorsement is for a quantity in excess of 10% above the prescribed quantity or not a multiple of the pack, then P&CFS will pay for the quantity prescribed.

Default payment parameters

In the absence of both prescribed and dispensed information then P&CFS will adopt the following default options:

- tablets will be priced ahead of capsules
- ointments will be priced ahead of creams
- ampoules will be priced ahead of pre-filled syringes
- where there is a choice of packs and no endorsement is made, P&CFS will default to the most cost-effective pack.

PAYMENT TO CONTRACTORS

Reimbursement arrangements and payments of other items are as described in the Scottish Drug Tariff and in circulars issued by the Scottish Government Health Directorate or for locally negotiated payments by the NHS Board.

The aggregate of amounts due, less any discount clawbacks and foreign patient charges that apply to the contractor is paid monthly by NHS National Services Scotland on behalf of NHS Boards. The timing of the payments is that at the end of May the contractor will receive an estimate of the amount to be paid for prescriptions dispensed in April together with the settlement of the amount to be paid for prescriptions dispensed in March. The final settlement of the amount due for April will be paid at the end of June.

The normal date for payment will be the final business day in the month, although contractors should note that the legislated date for payment is the first business day of the following month and on occasion NHS National Services Scotland may pay on that date.

Contractors are paid by bank credit transfer to the bank account intimated to P&CFS-Pharmacy. Any change to the intimated bank account must be made in the form required by P&CFS-Pharmacy by a duly authorised representative of the contractor at least 14 days before the normal date for payment.

The payment of the amount due in accordance with the Scottish Drug Tariff to the account currently intimated to P&CFS-Pharmacy will extinguish any liability of Scottish Minister or of NHS National Services Scotland to make payments for any item included in the amount so paid.