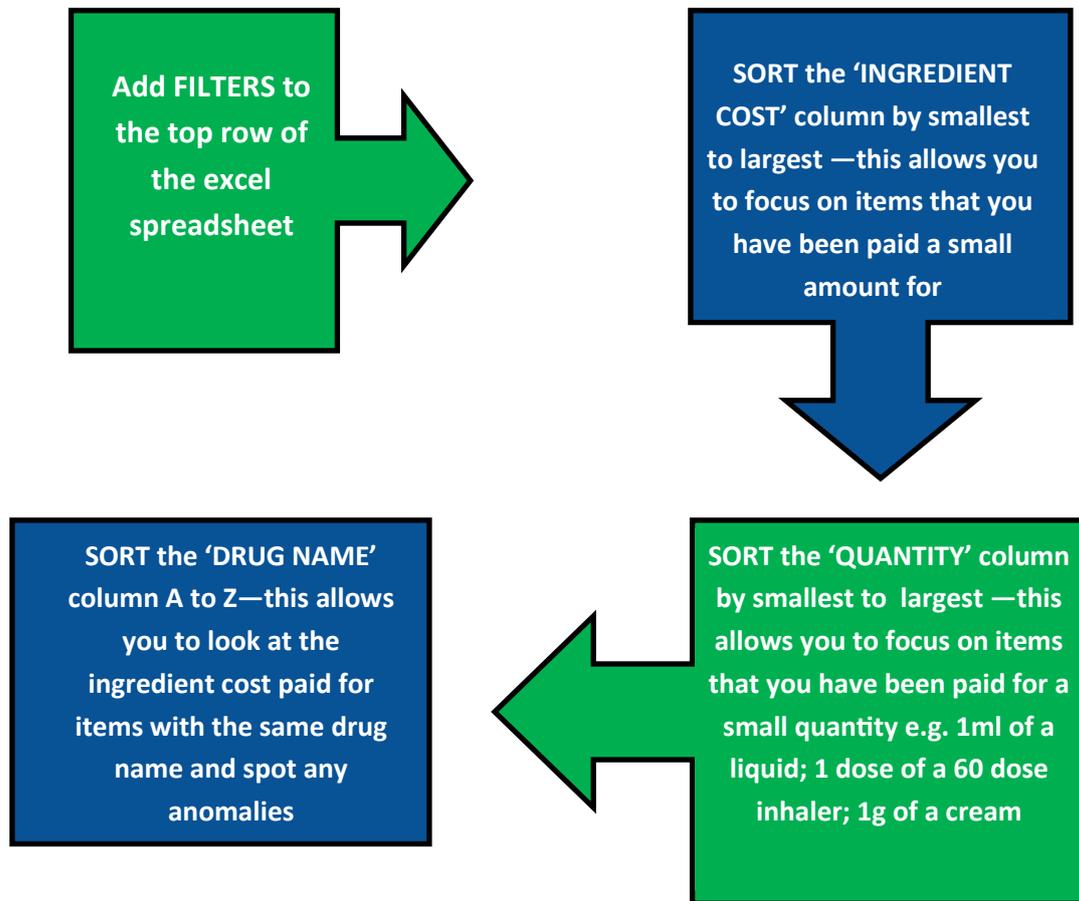


Advice for Analysing Your Excel Payment Reports

Contractors should be receiving their payment report electronically in excel format from BSO. If you are not already doing so, we would encourage you to request your payment report in this format. Once you have the Excel report there are a number of checks you can do on your account:



A step-by-step guide is included for running these checks on an excel spreadsheet.

It would appear that the majority of errors now occur with the amended bundle. It may be worth paying particular attention to checking the payments for the prescriptions you submit within this bundle. It would be advisable to keep a note of the 19- digit prescription number or a photocopy of the original prescription form, for any prescriptions you wish to check the payment for particular items.

Coding Advice for Community Pharmacists

There are still issues with how prescriptions are coded in the pharmacy that results in Contractors not being paid correctly. It is important to ensure that all staff involved in coding prescriptions know the significance of doing so correctly.

- ⇒ **Write codes clearly in black ink**
- ⇒ **Code in the order in which items appear on the prescription**
- ⇒ **Ensure you are using the correct code-check the code book online**
- ⇒ **Do not rely on historical codes that may be saved within PMRs**
- ⇒ **Use 5-digit generic codes where appropriate**
- ⇒ **Ensure you are coding for the correct quantity-pay particular attention to creams, inhalers, nasal sprays**

If you have any further questions do not hesitate to contact the CPNI office on 028 9069 0444