



Community Pharmacy Tracker

July 2022

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office.

Date Sensitive Tasks

The following tasks need to be completed by the date shown in the table below:

Subject	Requirement	Deadline	Action/Links	Tick (when complete)
NMS Quarterly Report	Contractual Requirement	Complete by 14 th July	Contractors must submit NMS quarterly data to the NHSBSA within 10 working days from the last day of the quarter the data refers to (last day of June, September, December and March). There are two ways to submit your data to the NHSBSA and contractors can choose which method to use 1. Online form (easiest option) 2. Electronic Reporting Template Further information and links to the online form and electronic reporting template can be found on the NHSBSA website	
Referred and Disallowed items.	Pharmacy Income	Complete by 5 th July	From July 2022 (for the dispensing month of June 2022), Manage Your Service (MYS) will be the only route available to community pharmacy contractors to view and submit the required information for all referred and disallowed items. To find out more information: Reminder: Referred back and disallowed items going fully digital via MYS from July 2022 - PSNC Website	
New Account Identifier Document for submission of paper prescriptions	Pharmacy Income	Complete by 5th August 2022	From August 2022 (for July 2022 prescriptions), pharmacy contractors will no longer need to print and submit a paper copy of their completed FP34C declaration made through the Manage Your Service (MYS) portal when submitting their paper prescription bundle to the NHS Business Services Authority (NHSBSA). Instead, NHSBSA will post out a paper Account Identifier Document, along with the red separators and pharmacy address	

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			<p>labels each month. The Account Identifier Document should be placed alongside the paper prescription bundle before it is dispatched for payment to the relevant pricing division of NHSBSA.</p> <p>To find out more information: Contractor notice: New Account Identifier Document for submission of paper prescriptions - PSNC Website</p>	
Flu Vaccination	Pharmacy Income	From 6 months of flu vaccine administer or 31 st August 2022 which ever date is the earliest	<p>Pharmacy contractors must not administer influenza vaccines for 2021/2022 season</p> <p>Claims will be accepted by the NHSBSA using the MYS application within six months of administration of the vaccination or by 31st August 2022, whichever date is earlier, in accordance with the usual Drug Tariff claims process</p>	
DOS pharmacy hours	Contractual Requirement	Complete by 30th September 2022	<p>Pharmacy contractors must ensure there is a comprehensive and accurate profile for their pharmacy in the Directory of Services (DoS). Contractors must also ensure they verify and, where necessary, update the information contained in each page of the DoS at least once each quarter of the financial year. The financial quarters are:</p> <ul style="list-style-type: none"> • 1st April to 30th June • 1st July to 30th September • 1st October to 31st December • 1st January to 31st March <p>For more information: New NHS Profile Manager tool for updating DoS & NHS website launches - PSNC Website</p>	



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Regular Tasks

The following tasks need to be completed on a daily/monthly basis.

Subject	Requirement	Deadline	Action/Links	Tick (when complete)
Check NHS shared mailbox	Pharmacy Business	Daily	NHSE&I, NHSBA & Kent LPC regularly send important communications to your NHS Shared Mailbox. Please ensure enough staff have access your Mailbox and that it is checked at least once daily.	
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: PSNC – for the latest news round-up GOV.UK – for advice for healthcare professionals PHE – for posters and resources LPC – for next steps, links to national information and links to local information (as it becomes available) Look out for the most up to date information and guidance via your NHS Shared Mailbox	
Kent LPC PCN Telegram Group	Communications	Ongoing	Kent LPC has a telegram to facilitate effective communication between PCN leads and the LPC. If you wish to be on the telegram group, please contact: kayleigh.wright@kentlpc.org.uk	
Pharmacy Services	Pharmacy Income	By the 5 th of each month	Please claim all pharmacy services by the 5th of the month. This includes: <ul style="list-style-type: none">• NMS,• Smoking Cessation• Hypertension Case Finding Service• Appliance Use Reviews (AURs)• Community Pharmacy Consultation Service (CPCS)• Stoma Appliance Customisation• Hepatitis C testing	

For further advice and support from Kent Local Pharmaceutical Committee, please contact us by email to Kayleigh.wright@kentlpc.org.uk.

Disclaimer: This guidance has been produced by Kent Local Pharmaceutical Committee after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error

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