

Guide to end of month services claiming (West Sussex)

Emergency Hormonal Contraception

- Ensure that all clients have been entered into Sonar for payment (web address <https://www.firstpct.org/>)
- Count up the total (supplies and consultations only) and make a note of the **total of consultations & supplies for the invoice.**
- Claim at £15 per consultation and then an additional reimbursement for the value of Levonelle 1500 supplied

Smoking Cessation Service

- Collect the completed vouchers to claim and the completed patient records for the month
- Use the completed vouchers to fill in NRT voucher monthly claim form (see attached)
- Photocopy the completed form and take a note of **the grand total for the invoice.**
- Photocopy the NRT Voucher claim form for your records
- Post original of claim form to Tricia Walton at the address at the end of this guide
- For completed patient records, these should be faxed to Public Health on the number on the patient record form. Please note that the number changes- ensure this is kept up to date.

Needle Exchange

- Collect this months record sheets and add up the totals for each column on each page
- Photocopy all sheets for the month. Post the copy to Tricia Walton at the address at the bottom of this guide
- **Make a note of the total number of bags & foils supplied for the invoice**
- Each supply is claimed at £1.75 per bag/foil.
- There is a monthly retainer of £41.66 for providing needle exchange. Ensure this is on your invoice.

Supervised consumption

- Make a note of the **total number of patients supervised for the invoice.**
- Claim is £7.50 per patient, per full week or £1.75 per patient per partial week (eg Sundays/Bank hols)
- Ensure that your pharmacy's Halo daysheet is up to date for the month or you won't be paid. Guidance on use of Halo is available from Vicky Fenwick

Healthchecks

- Collect and count the months healthcheck paperwork and separate the white and pink copies (nb. yellow copies are for the patient and should have been given directly to them after their healthcheck)
- Keep the **total number of healthchecks completed** to enter on the invoice
- Enter data online to NHS- go to <https://healthcheckreturns.sussex.nhs.uk>
- Separate your pink copies into surgeries. Each West Sussex surgery has to be entered separately on the website. All non-west-sussex surgeries must be entered together.
- Login and select “pharmacy health check return”
- For each surgery, follow the 4 steps and click submit and the end of each surgery (website will guide you through-very easy!)
- Parcel up any white copies not yet sent to be posted to each surgery for their records.

Completing the invoice- by the 3rd of the month

- The blank ready-prepared invoice is an excel file (attached)
- Complete your store address, telephone number and email address
- Enter the date and an invoice number
- **ENSURE THAT THE VENDOR NUMBER AND THE PURCHASE ORDER NUMBER ARE COMPLETE OR YOU WILL NOT RECEIVE PAYMENT!** (If you do not have these numbers contact Jane Colliss-details below)
- Fill in each section of the invoice. (The guide copy of the excel file has colour coded boxes corresponding to colour-coding in this guide) The excel spreadsheet will calculate and total up the values for you.
- Double check everything is completed correctly and then **SAVE IT!**
- **Convert the file to PDF** (The council do not accept excel files) You do this by opening the file, select “save as” then use the drop down box under “file type” to chose PDF.
- Email that months invoice PDF file to ctg.invoicing@westsussex.gov.uk with the subject as “Pharmacy services invoice for ...”
- (If you cannot email, it must be posted to West Sussex County Council, Accounts Purchasing, County Hall, West St, Chichester PO19 1RG.)

Contact Details

- If you have any NHS invoice related problems please contact:
Jane Colliss- jane.colliss@westsussex.gov.uk or 0330 2228719
- If you have any services data related problems please contact:
Tricia Walton- tricia.walton@westsussex.gov.uk or 0330 2228714
- Vicky Fenwick- vicky.fenwick@westsussex.gov.uk or 0330 2228715 or 07714729398
- Post needle exchange data and Stop smoking forms to:

Tricia Walton
Public Health
West Sussex County Council
3rd Floor
Crawley Library
Southgate Avenue
Crawley
West Sussex
RH10 6HG

