

Claiming reimbursement for reasonable additional costs for flu delivery

Guidance for NHS regional teams and community pharmacies

Introduction

1. NHS England and NHS Improvement have made available an additional £15.4m to local systems and primary care providers to cover reasonable additional costs (over and above the usual fee structures) associated with this year's extended flu programme. This is in recognition of the fact that considering social distancing, some flu providers may need to adopt alternative delivery models such as mass vaccination clinics, as well as deliver vaccinations from alternative locations.
2. The breakdown of the additional funding is:
 - GP practices and CCG costs: £12.2m
 - Community pharmacy costs: £3.2m.
3. This guidance covers claims from community pharmacy contractors on the NHS England and NHS Improvement pharmaceutical list. There is a separate guidance document setting out the process for claims from GP practices and CCGs on behalf of local providers.

What can community pharmacies claim for?

4. Funding will be restricted to contributions towards the costs of:
 - additional venue hires and associated costs
 - additional fridges/mobile cold storage.

5. Claims will not be authorised for costs that are already funded via other routes, such as other national funding streams, the vaccination fee or locally agreed contracts. The funding will therefore not cover:
 - additional staff costs
 - routine vaccination consumables ie syringes, disposal of sharps
 - PPE
 - communications and advertising.
6. Applications from pharmacies that can demonstrate joint working and collaborative delivery approaches with other local providers will be encouraged.
7. CCGs can also claim for costs incurred by them on behalf of local providers, including general practices and community pharmacies which would be funded from the £12.2m funding for CCGs and general practice. There may be scenarios, for example, where it is agreed locally that CCGs decide to hire additional venues and make them available as a 'free good' to practices/pharmacies.

How does a community pharmacy make a claim?

8. Pharmacies will need to seek pre-authorisation from their NHS England and NHS Improvement regional team. Claims must be made through the NHS BSA Manage Your Service platform. Information on submitting a claim can be found at <https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensingcontractors-information/community-1>.
9. From 1 September 2020 – subject to the payment conditions set out in the Drug Tariff determination – pharmacy contractors will be remunerated the full cost or a contribution towards the cost associated with the hire of a venue and cold storage to deliver adult flu vaccinations.
10. The conditions referred to above for claiming costs associated with the hire of a venue and cold storage are:
 - i. Pre-authorisation of the hire of the venue and cold storage is agreed by the contractor's regional National Health Service England and National Health Service Improvement office.

- ii. The contractor undertakes a minimum of 20 vaccinations at the venue hired.
- iii. The contractor can claim up to £200 for the hire of the venue, but where the hire of the venue costs less than £200, they can only claim up to the actual cost of the hired venue. NB they should be able to provide a receipt for this.
- iv. When claiming for the cost of venue hire for the first-time, contractors can additionally claim a one-off payment of £200 for cold storage. NB contractors are advised to keep evidence of associated spend.
- v. The contractor must notify the contractor's regional authorising NHS England and NHS Improvement team of its intention to make a claim associated with offsite provision when submitting a claim to the NHS Business Services Authority (NHS BSA).

11. In relation to the authorisation of venue hire, authorisation of the cost of venue hire and cold storage will be given by the regional NHS England and NHS Improvement teams on a first come first served basis, from a finite budget. NHS England and NHS Improvement will only authorise where:

- there is no other venue that has already been paid for either very near or at the same place, at the same time, that the contractor could make use of
- the session is not deemed by NHS England and NHS Improvement to create overprovision in a certain area or at a certain time, to ensure provision of offsite vaccinations are evenly spread
- in the contractor's professional opinion, the venue is suitable for the provision of pharmaceutical services and the contractor is satisfied that it can meet General Pharmaceutical Council and COVID-19 Infection Prevention and Control standards
- the contractor has enough vaccine supplies to run the offsite clinic and vaccinate expected attendees.

12. A contractor can submit up to five claims for venue hire. In exceptional circumstances, NHS England and NHS Improvement teams may authorise more venue hire payments, subject to the conditions set out in the Drug Tariff determination and outlined above.

13. Claims for payments for this programme should be made monthly, via the webform on the Manage Your Service platform provided by the NHSBSA and available at <https://services.nhsbsa.nhs.uk/nhs-prescription-services-submissions/login>.

Claims will be accepted by the NHS BSA within six months of hire of the venue or by 31 August 2021, whichever date is earlier. Each claim must include a declaration that the cost of venue hire and cold storage has previously been authorised by the relevant NHS England and NHS Improvement regional team, the date of that authorisation and the authorisation code, the cost incurred in the hire of the venue and the number of vaccinations undertaken at the venue.

Receipts confirming that the contractor has met that cost must be available at the pharmacy, and may be requested by NHS BSA provider assurance team for verification of the claim. Payment will be made via the NHS BSA schedule once approved.

Commissioner review process for community pharmacies

14. Each regional team has been allocated an indicative budget for community pharmacy costs in annex 1. Regional teams are expected to manage the claims of community pharmacies within this fixed funding envelope. A regional team will not be able to exceed their fixed funding envelope unless they have agreed with another regional team a transfer of budget from an area which has not fully used its funding envelope.
15. Submissions must be handled on a first come first served basis. The submissions must be pre-approved in line with the requirements set out in the Drug Tariff determination. Claims can be pre-authorised prior to the date of the venue hire, but claims must be made after the invoice is paid and within the required timescale.
16. Regional teams will allocate a pre-approval code number (this will facilitate pre payment verification) – contractors will use this code when submitting their claim via MYS. The code will consist of the region's Q code, ODS code of pharmacy, and then a numeric to reflect order of submission of preauthorisation requests to the region. Details of the code allocated and the sum pre-approved are to be recorded by each region.

17. Regional teams must submit a copy of the approval spreadsheet to the national NHSBSA Provider Assurance Team (nhsbsa.pharmacysupport@nhs.net) every Friday, so that the claims made via MYS can be reviewed against the pre-authorisations and ensure that only pre-authorised claims will be paid.
18. The NHS BSA Provider Assurance Team will provide update summaries to regional teams on what has been approved and what has been paid, which will indicate if the budget allocation where the number of claims has been low can be transferred to another area where claims may be greater in number.
19. Regional teams may continue to record (in date order) additional claims that contractors wish to submit for pre-approval after the regional budget has been allocated, in case more monies are made available from a regional transfer until the full national budget is spent. However, regional teams must not pre-approve any claim that they do not have sufficient budget to cover, and must ensure that any regional transfer of funding has been confirmed before any additional pre-approvals are given.

Commissioner coding

5216107D	Clinical And Medical Goods & Services – Supplies and Services – Pharmacy – Remuneration Influenza Vaccination
5216107E	Clinical And Medical Goods & Services – Supplies and Services – Pharmacy – Reimbursement Influenza Vaccination

Annex 1: Regional team indicative allocation fair shares basis to regions based on their recurrent 20/21 budget

Region	Code	Portion of £3.2m
Midlands	Y60	556,982
London	Y56	517,872
South West	Y58	287,789
South East	Y59	416,765
East of England	Y61	455,355
North East & Yorkshire	Y63	524,449
North West	Y62	440,789
Total		3,200,000

NHS England and NHS Improvement
Skipton House
80 London Road
London
SE1 6LH

This publication can be made available in a number of other formats on request.

© NHS England and NHS Improvement
Publication approval reference: PAR239