

North East Lincolnshire Palliative Care Scheme Part A, Part B and Part C sites PharmOutcomes instructions.

Actions for North East Lincolnshire pharmacies commissioned to provide part A, part B and part C Palliative Care Scheme across North East Lincolnshire: Contract end 31st March 2021.

The service requires your pharmacy to stock all medications listed in **PART A, PART B and PART C** of the service specification at all times.

All claims and data for this service must be recorded on PharmOutcomes; therefore if your pharmacy is commissioned to provide the service, the Palliative care PharmOutcomes platform should be visible within your pharmacy.

The following steps must be completed within your pharmacy to ensure you receive payment and comply with the terms of the scheme:

Immediate actions required when first setting up the service (all new sites):

1. Ensure you have the required stock of all **Part A, Part B and Part C drugs** listed within the service spec. ('palliative care stock check lists')
2. **Claim quarterly payment of annual service retainer fee:** Log onto PharmOutcomes and complete the 'quarterly return' section to cover the period 1st July 2020 to 30 September 2020 (this will ensure you are paid this quarters portion of the annual fee). The quarterly return requires you to record the 'Batch No & Expiry Date' of each Part A, Part B and Part C medication held. (See 'palliative care stock check lists')
3. **Claim for Palliative care part A, Part B and Part C medication costs:** Claim for the initial set up cost of all medications in Part A, Part B and Part C by completing the '**Claim for date expired stock**' section on the PO platform. This will ensure you get paid for your initial stock investment for the service. **If you are already a provider of the service and have had your contract amended to include an additional formulary of drugs (e.g. addition of Part C drugs), you will only need to claim the cost of the new drugs you have been contracted to hold as you will already have claimed the initial set up costs of the drugs in Part A or Part A and B previously. (see below)**

Action required if pharmacy already providing the service but now commissioned to hold an additional formulary of drugs:

1. Ensure you have obtained the required stock listed in the additional drug formulary which you have been commissioned to hold. ('palliative care stock check lists')
2. **Claim for Medication costs associated with the additional formulary (e.g. Part C Drugs)**
Claim for the initial set up cost of all medications listed in the additional drug formulary (e.g. Part C drugs) by completing the '**Claim for date expired stock**' section on the PO platform. This will ensure you get paid for your initial stock investment for the service

Ongoing actions required (all sites):

1. **Claiming for replacement of date expired stock:** If a medication in part A, Part B or Part C expires, you will need to replace it immediately and claim for the cost as follows: Complete the '**Claim for date expired stock**' section on the PO platform whenever a medication in part A, B or part C has date expired and needs replacing
2. If you experience any stock problem during the life of the service please report these on the PharmOutcomes platform using the '**Report OOS**' section of the PO platform

Ongoing actions required Quarterly (all sites):

1. **Claim for the quarterly portion of the annual fee** by completing the '**quarterly return**' section on the PO platform at the start of July, October, January and April.
The quarterly return requires you to record the 'Batch No & Expiry Date' of each Part A, Part B and Part C medication held. (See 'palliative care stock check list').
The payment claim will run quarterly on the 6th of the month, therefore it is recommended that you enter your claim prior to the 6th of the month to ensure prompt payment.

PharmOutcomes will automatically generate a claim for the costs of the drugs based on dm+d prices for that month.