

ePACT2 Practice

Accessing and using the Personally Administered Items report



Interactive Contents

Use this interactive contents list to jump straight to the content you want to see. Just click the titles below to go directly to that section:

Accessing the report

Navigating the report

Exporting the data

Important to know

Payment

Getting more help

Accessing the report

You can access the Personally Administered report by the following steps:

1. First access the 'Prescribing Reports' section. from the Landing page select 'Prescribing Reports'

nu 12		Home Dashooards
	Welcome to ePACT2	·
News	Dashboards	Prescribing Reports
WS FEED		ePACTER TA
W 31 July 2023 ► New Dependency and Withdrawal forming medicines compar- eve extended the Opioid Dashboard so that the Trend view now includes two compara- ming medicines. These comparators were based on those recommended by the presc	tors added to the Opioid (Trend) Dashboard tors that covers a broader range of dependency and withdrawal ribed medicines review and describe the number of patients	Protection Data: May-23
event of the live dependency and withdrawa forming medicine classes for a site now possible to analyse patients receiving prescriptions for any of the five medicines bapentinoids, Z-Drugs) in the short and long term.	classes (Antidepressants, Opioids, Benzodiazepines,	Remuneration Report. may-20
ere are still a few limitations with the Antidepressant views that we're working to resolv y be analysed at lower levels of the organisation structure (Practice and PCN).	e. For the time being long-term Antidepressant prescribing can	SANDBOX
July 2023 ► Announcing the release of the Gender field column in ePACT2		Community Pharmacy Demand Dashboard PADM Patient Analysis
are delighted to be announcing the release of the 'Gender' field column into the Analy ce of work that will allow users to include gender in their reporting.	sis Builder tool in ePACT2. This has been a highly anticipated	SPS Drug Monitoring during Covid-19
e Gender field column is located in the Patient folder, within the Subject Areas section	of the analysis builder tool.	
is new column allows users to break the data down in their bespoke reporting to includ d column will split the data by: Vale	le a split by gender. There will be four categories that the Gender	TRAINING
remate Not Known – where no data is held noteterminate - where data held does not confirm the patient as either male or female. srovided in those circumstances.	This does not usually mean transitioning as a new NHS number	Book an ePACT2 training webinar ePACT2 user guides and videos
tients will have one of the four available attributes at any time, with any data correction d after such an update could produce different results; if this happens the most recent	is updating the value held. This means running a query before data should be used as this is considered most accurate.	
ease Note: When using the filter option on the Gender field column you will only see 3 Male. Female and Not Known.	of the categories mentioned above available to filter by, these will	1
Id by the NHS Business Services Authority (NHSBSA) Data Services If accessibility statement here ht NHSBSA 2023 @ Conditions		Business Services Authority

You will be taken to the 'Prescribing Reports' section, all reports are accessed by expanding the report category and selecting the blue link for the report you wish to view:

2. Click on the drop-down arrow for 'Prescribing Monitoring'

	ePACT2 Prescribing Reports	S
News	Dashboards	Prescribing Reports
Key reports Prescribing	Monitoring Controlled Drug Reports	Hospital Trust Reports
Invoice Reconciliation Reports	Comparators Controlled Drug Comparators	Common Information Reports
Cost Comparators	Information Controlled Drug Monitoring	▶ MOKTT
Organisation & Demographic Information Volume Cor	nparators	Advanced Service Flu Report - Pharmacy Contractors

A

3. Select 'Personally Administered Items (PO1)' from the available list



Navigating the report

The report will open and will default to the latest time period available.

The data displays a monthly total for the financial year up to the month selected in the report prompt, this will automatically default to the latest months data available in the system.

nally Administered Items inistered Items - Yearly Overview for			
М	Month	Total Items	Total NIC (£)
Ar	Apr-23	32	439.18
М	May-23	6	79.66
Т	Totals	38	518.84

RUN AT 11/08/2023 18:37:08

Change the data displayed

Use the prompts on the report. for example, if you would like to see the data for the full previous financial year.

1. Click on the Month prompt drop-down

Personally Administere	ed Items	Support	ting Information				
Month Detailed							
	* MONTH		* COMMISSIONER/PROVIDER		* PR	ACTICE	
	Jun-23	•			•	0.000	Concernance of the
	Jan-	23	m				
PO1(M). Personal	Feb-	23	tems				
Personally adminis	s Mar-	23	Yearly Overview for	N 940		1.12.00.00	in Jun-23
	Apr-	23 -					
	May	-23		Month	Total Items	Total NIC (£)	
	🖋 Jun-	23 🖵		Apr-23			
	Search			May-23	31	309.13	
				Jun-23	15	166.49	
				Totals	46	475.62	

2. Select the last month of the financial year you want to view

Month	Detailed								
	1								
		* MONTH		* COMMISSION	ER/PROVIDER		*	PRACTICE	
		Mar-23	•				•		
		Jan-	23 🔺						
PO1	(M). Persona	all Feb-	23 re	ed Items					
Pers	sonally admin	is 🧹 Mar-	23 Y	early Overv	iew for	100		ALCONTROL	in
		Apr-							
		Mav	23			Mont	th Total Item	s Total NIC (£))
		lun-	3			Apr-2	3		
		Search				Mav-2	3	31 309.13	3
lick (Apply	<i>,</i> '	ood off							
лск Арріу	/								
Personally Administe	ered Items Support	ting Information							
Month Detailed									
	* MONTH	* COMMISSION	ER/PROVID	DER	* P	RACTICE		Annta	Baard -
	* MONTH Mar-23 🔻	* COMMISSION	ER/PROVID	DER	* P	RACTICE		▼ Apply	Reset V
	* MONTH Mar-23				financia		hata	- Apply	Reset V
he report	*MONTH Mar-23 V	e to she	ow yo	ou the full	financia	al years o	data	▼ Apply	Reset V
he report	• MONTH Mar-23 • will update ered Items Support	• COMMISSION)W YO	ou the full	financia	al years o	data	Apply	Reset V
The report v Personally Administr Month Detailed	*MONTH Mar-23 • will update ered Items Support	• COMMISSION) WyO	ou the full	financia	al years o	data	Apply	Reset V
The report of Personally Administra Month Detailed	*MONTH Mar-23 • will update ered Items Support	e to sho	DW YO	ou the full	financia	al years o	data	✓ Apply	Reset V
The report v Personally Administr Month Detailed	* MONTH Mar-23 • will update ered Items Support	COMMISSION COMMISSION COMMISSION	er/provid	ou the full	financia	ractice al years of ractice	data	✓ Apply	Reset •
The report v Personally Administr Month Detailed	* MONTH Mar-23 • will update ered Items Support	COMMISSION	er/provid	Der Du the full	financia	RACTICE	data	 Apply Apply 	Reset V
The report v Personally Administr Month Detailed	*MONTH Mar-23 • will update ered Items Support *MONTH Mar-23 • mally Administer	COMMISSION	DW YO	per the full	financia	ractice	data	 Apply Apply 	Reset V
The report Personally Administr Month Detailed PO1(M). Person Personally administr	* MONTH Mar-23 • will update ered Items Support * MONTH Mar-23 • nally Administer nistered Items - `	* COMMISSION e to sho ting Information * COMMISSION COMMISSION Commission Commission Commission Commission Commission	ER/PROVID	ber bu the full	financia	ractice	data in Mar-	 Apply Apply Apply 23 	Reset V
The report of Personally Administree Month Detailed PO1(M). Person Personally admin	* MONTH Mar-23 • will update ered Items Support * MONTH Mar-23 • mally Administer nistered Items - N	* COMMISSION e to sho ting Information * COMMISSION COMMISSION ed Items Yearly Over	ER/PROVID	ber bu the full	financia	RACTICE	data in Mar-	 Apply Apply Apply 23 	Reset V
The report of Personally Administre Month Detailed	* MONTH Mar-23 • will update ered Items Support * MONTH Mar-23 • nistered Items - N	* COMMISSION	ER/PROVID	Der Du the full Der Monti	financia • •	RACTICE RACTICE Total NIC (£)	data in Mar-	 Apply Apply 23 	Reset V
The report Personally Administr Month Detailed PO1(M). Person Personally admin	*MONTH Mar-23 • will update ered Items Support *MONTH Mar-23 • nally Administer nistered Items - Y	COMMISSION	ER/PROVID	DER DU THE FUII	financia • • • • • • • • • • • • • • • • • • •	RACTICE RACTICE Total NIC (£) 35.70	data in Mar-	 Apply Apply 23 	Reset V
The report of Personally Administree Month Detailed	*MONTH Mar-23 • will update ered Items Support *MONTH Mar-23 • nally Administer nistered Items - Y	* COMMISSION e to she ting Information * COMMISSION ed Items Yearly Over	ER/PROVID	DER DU THE FUII	financia financia	RACTICE Al years of RACTICE Total NIC (£) 35.70 145.12 121.01	data in Mar-	 Apply Apply 23 	Reset V
The report version of	* MONTH Mar-23 • will update ered Items Support * MONTH Mar-23 • nistered Items - N	* COMMISSION e to she ting Information * COMMISSION COMMISSION * COMMISSION * CO	ER/PROVID	DER DU the full DER Monti Apr-22 May-22 Jun-22	financia financia	RACTICE RACTICE Total NIC (£) 35.70 145.12 131.94 102.34	data in Mar-	 Apply Apply 23 	Reset V

Sep-22 6,038.00 Oct-22 454 Nov-22 1,560.28 Dec-22 123 Jan-23 Feb-23 79 1.016.14 Mar-23 692 9,097.17 Totals

See the detailed report

3.

4.

It is possible to see a break down at presentation level of what was personally administered for the month you are interested in.

1. Click on the blue month link

Month	Total Items	Total NIC (£)
Apr-22	3	35.70
May-22	13	145.12
Jun-22	8	131.94
Jul-22	8	102.34
Aug-22	4	67.65
Sep-22		
Oct-22	454	6,038.00
Nov-22		
Dec-22	123	1,560.28
Jan-2 <mark>3</mark>	\mathcal{M}	
Feb-23		
Mar-23	79	1,016.14
Totals	692	9,097.17

2. The monthly detailed report will open and show everything for the selected month

Personally administered Items - Details f	s or the second	2	
	Drug	Items	Net ingredient cost (£)
	Havrix Monodose vacc inj 1ml pre-filled syringes (140400030BBACAC)	1	22.14
	Avaxim vacc inj 0.5ml pre-filled syringes (140400030BCAAAD)	4	86.88
	Revaxis vacc inj 0.5ml pre-filled syringes (1404000F0BLAAAW)	10	78.00
	Influenza vaccine (surface antigen, inact) inj 0.5ml pfs (1404000H0AAAFAF)	59	737.50
	Adjuvanted quadrivalent flu vacc (SA, inact) inj 0.5ml pfs (1404000H0AAANAN)	38	513.00
	Typhim Vi 25micrograms/0.5ml vacc inj pre-filled syringes (1404000S0BEAAAD)	11	122.7
	Totals	123	1,560.28

Exporting the data

1. Select the 'Export' option below the report required.



2. A drop-down list with the formats available to export in will be displayed

Refresh - Print -	Exp	ort			
	Ľ	Formatted	۲	pdf	PDF
	Ŀ	Data	۲	xls	Excel
	_			ppt	Powerpoint
					Web Archive

3. Select the format required from the list presented

Important to know

Once you have looked at your report if there are any discrepancies with what the data is showing as to what you have submitted you can then contact Prescription Services team at nhsba.nhs.uk or 0300 330 1349.

Payment

Primary Care Support England (PCSE) are the team responsible for investigating any discrepancies between the data which appears in the Personally Administered Items report and that which appears in the monthly payment statement received from PCSE. The NHSBSA cannot assist with this.

PCSE can be contacted at <u>pcse.england.nhs.uk/contact-us</u> or by calling 0333 014 2884.

Getting more help



Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our <u>ePACT2 user guides page</u>

Webinar sessions

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find out more and book your webinar by going to our ePACT2 training page