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| News Alert |
| Wednesday 11th August 2021 |

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|  | COVID-19 Claim Countdown: Practical FAQs |  |
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|  | As the [**deadline for COVID-19 cost claims approaches**](https://psnc.us7.list-manage.com/track/click?u=86d41ab7fa4c7c2c5d7210782&id=93e1c5feda&e=d19e9fd41c), community pharmacy contractors have been enquiring about some of the practicalities around making a claim.PSNC therefore wanted to provide further information on these practical questions.**Q. The claim form seems to be locked – do I need a password to be able to fill it in?**Parts of the form are password protected to ensure that data is only entered into the correct parts of the form, and that the formulas are not inadvertently deleted. Please note that the dummy example data at the top of the two claim data tabs does not need to be deleted, and (correctly) does not feed into the totals of your claim.The 'Category totals' information on the 'Covid Claim data Categories 1-3' tab auto-populates from the information you enter in the main table. Any amounts you enter will not feed through to the 'Category totals' until you have also filled in the 'Claim type' (column B) selection for that row of data.**Q. How finely detailed should I break down my cost figures in the claim submission form?**Initial guidance on the claim form is available in [**PSNC Briefing 020/21: COVID-19 Costs – Background and NHSBSA claim form overview**](https://psnc.us7.list-manage.com/track/click?u=86d41ab7fa4c7c2c5d7210782&id=fa96e00423&e=d19e9fd41c).The form needs to be filled out at ODS code level. For Categories 1-3 (i.e. where you have needed to quantify the costs for these categories for your claim), each pharmacy should only show **one cost figure for each category being claimed for**. For example, if you were claiming for two pharmacies there should be a maximum of 6 rows of data in the 'Covid Claim data categories 1-3' tab of the form.The briefing referenced above also details the level of information that is required in the 'Evidence type(s)' and 'Expense description: mandatory for IT and communication costs, optional for other categories'. You are not expected to provide a breakdown or calculation of the costs here: if the NHS Business Services Authority (NHSBSA) selects you for Pre or Post Payment Verification (PPV), they will contact you for this information (which must then be provided within 5 working days).**Q. Do I need to attach evidence to my claim?**You do not need to attach your calculations, invoices or other evidence to your claim. If NHSBSA selects you for PPV, they will contact you for this information (which must then be provided within 5 working days).**Q. Can I add to a claim already submitted?**If you find yourself in this circumstance, please contact the NHSBSA directly for their guidance via **nhsbsa.covidclaims@nhs.net**Further information and guidance about COVID cost claims can be found at: [**psnc.org.uk/COVIDcosts**](https://psnc.us7.list-manage.com/track/click?u=86d41ab7fa4c7c2c5d7210782&id=b28a6e5134&e=d19e9fd41c) |  |
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