# Using the Community Pharmacy Portal to understand your case mix service fee payments

October 2015

**Community Pharmacy Services** 

### Introduction

This presentation has been developed to support you in your understanding of your pharmacy payments under the CPSA extension and how to access the information you need to inform your businesses.

We have worked with Sector Operations at the Ministry of Health so that we're all on the same page on how, when and where you receive your payment advice and payments how you can access your information.

# The link between your Pharmacy Management System (PMS) & Community Pharmacy Portal

- The Community Pharmacy Portal is used by Sector Operations to manage your pharmacy claims data.
- This information is used to determine your payment amounts.

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Before we go any further it is important to understand how the Community Pharmacy Portal and your Pharmacy Management System relate to how your payments are generated.

The Community Pharmacy Portal is the software used by Sector Operations at the Ministry of Health to manage your pharmacy payments and mange your patient registrations.

This information is used to determine your payment amounts.

Start dates and end dates entered in your PMS are automatically updated in your Community Pharmacy Portal portal.

# Accessing the Community Pharmacy Portal

- You will have been sent a unique link to the pharmacy portal (if you require this to be re-sent please e-mail <u>bsshelpdesk@moh.govt.nz</u>)
- Use your claimant number to log in
- Save the link as a favourite on your toolbar



Advance Case Mi	x Service Fee	
Community Pharmacy Portal  Registration Check CHECK		- Logo
Service Fee Payments Registration Reporting Registration Management  Service Fee Payment Detail  The Service Fee Payment Report is currently updated twice each month. The first update is when of the calendar month. The second update is when the related Service Fees have been calendary.	nen Registrations are Accepted for Processing, this is typically at	
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When you log in you this is the first screen you will see.

The next few slides show you what reports are available in your Community Pharmacy Portal, how they link to each of your pharmacy payments and how they can help you.

### **Case Mix Service Fees**

- Advance Service Fee
- Interim Actual Service Fee
- Quarterly Service Fee
- Final Actual Service Fee
- Calendar

 $\frac{http://www.centraltas.co.nz/community-pharmacy/funding-monitoring-and-procedures}{}$ 

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### Slide 2 - Case Mix Service Fees

Under the CPSA 12 extension your Case Mix Service Fees will continue to be paid via the following payments:

- as an Advance Service fee
- as an Interim 'actual' Service Fee
- as a quarterly Service Fee and
- the final 'Actual' Service Fee.

A calendar of all pharmacy payments for the 2015-2016 financial year is available for you to download from the Community Pharmacy Services website to help you keep track of the dates payments will be made.

### This includes:

- Case Mix Service fees (LTC Service and Core)
- Batch payments
- Monthly LTC Service Fees

# **Advance Case Mix Service Fee**

- Payment on 1<sup>st</sup> Working Day of the Month
- Report available from 2nd working day of the month
- How to Access Report from Community Pharmacy Portal

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Under the CPSA extension your advance Case Mix Service Fees will be paid:

- · On the first working day of each month and;
- On the second working day of each month the summary report of the advanced payment will be available in the community pharmacy portal
- A remittance advice will be posted to each community pharmacy on the first working day of each month. This will have the Case Mix Service Fee Payment. I will go into that in a little more detail in the next slides

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When you hover over the Service fee payments tabs, you will have five options that are shown.

Select Case Mix Summary option.

Please note that the LTC Summary and Detail refers to your LTC payments.



Once you select Case Mix summary, you will see the above screen.

The payment type and service month field allows you to decide the report for which month that you wish to view.

For Payment Type – select Advance Payments



After you click view report you should see this report on your screen.

This report shows your Advance Case Mix Service Fees.

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Case Mix Si	ummary							Help w	th this page
9	1	1.0400	\$40 9968						
10	3	1.0400	\$136 6560						
11+	3	1.0400	\$214 0944						
		Total _	\$4607 1906			Total	\$1275.6000		
PH1033 LTC Se Base Fee S4	rvice Fee (dispens	sing) - Initial:		PH1033 L' Base Fee	TC Service Fee (	dispensing) - I	Repeats		
Items Per Day	Patient Count	RVU	Amount	Suffix	Count	RVU	Amount		
1	2	1.0000	\$8.7600	2-3	17	1 0000	\$51 0000		
2	2	1.0000	\$17.5200	4-12	18	0 6000	\$32 4000		
3	1	1.0000	\$13.1400	13-28	17	0.4000	520.4000		
6	1	1.0400	\$27.3312						
		Total	566 7512			Total	\$103.8000		
Total Service Fe GST Total Service Fe	e e (GST Inclusive)		\$6053 3418 \$908 0013 \$6961 3431						20
Seasonal Adjust	tment Adj Facto	r (1 0105)	\$73 0941						
Total Payment			\$7034.44						

This is the same report – just spread over two screen shots.

# Advance Case Mix Service Fee Remittance Advice O1/08/2014 PHARMACY A Private Bag 1111 Wellington 6000 Payment Document No. 50012345 Your Reference Reference Advice Over Reference Advice Over Bescription Description DNB Captell and Coast DHB Captell and Captell Captell And Captell and Captell Cap

Advance Case Mix Service Fee Remittance Advice Notices

Your Remittance advice tells you the payment amount that has gone into your bank account.

This is also posted to you on the working day the payment is made. For Case Mix Service Fee, it is the 1<sup>st</sup> working day of the month.

# **Advance Case Mix Service Fee** Remittance Advice (Cont'd)

• Dispensing Claims

Remittance Advice

05/06/2014

Name and Address Removed

Payment Document No: 3147218

Our Reference 4905 Reference PD16157 Description 4124394 for PHM Payment On Behalf of DHB Bay Of Plenty District Health Board

Agreement Number 341873

Amount 20,031.18

This slide just shows you how your remittance advice will look for Dispensing Claims ie the description has the letters PHM.

# Advance Case Mix Service Fee Remittance Advice (Cont'd)

- · File remittance advices together
- If wish, enter into a spreadsheet eg.

Month	Date of Receipt	My Reference	Payment Ref	Receipt Description	Amount
Aug-14	1-Aug-14			Casemix Adv Aug	\$x
	1-Aug-14			Transition fee	\$y

 Buyer Created Tax Invoice printed and sent out at same time

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In this slide you can see that the remittance advice has the detail that you can use for your business planning.

Simply, what I mean by this is that you can take data from here and enter it into a separate spreadsheet that yiu may want to use for your business planning.

**It is important to remember** that remittance advice and buyer created tax invoices are an essential part of your business records and should be filed accordingly.

The Remittance advice is designed so you can reconcile your payment with your bank account on a regular basis.

Your buyer created tax invoice – is your legal document for tax.

'Hold' items are not processed, so they have different (later) dispensing processing date from items that were processed on that day

# Advance Case Mix Service Fee Calculations

- Data extracted for Accepted Claims (e.g May) in middle of the month (e.g July ) to inform advanced payments for (e.g August)
- Date used is the Dispensing Processing Date.
- NHI used to identify unique patient affect initial case-mix service fee

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For the advance Case Mix Service Fee calculation - data is extracted from accepted claims in the middle of the month. For example the May data was extracted in the middle of July.

NHIs are used to identify patients so it is important to make sure you use the NHI number where possible

Hold items are not processed, so they have different (later) dispensing processing date from items that were processed on that day.

For deferred prescriptions the relative value unit or RVU calculation date will still be the dispensing processing date.

# Advance Case Mix Service Fee Seasonality Adjuster 2015-16

Advance Payment for:	Based on actual data from three months earlier	Seasonal Adjustment Factor to be applied		
July 2015	April 2015	1.1938		
August 2015	May 2015	1.0483		
September 2015	June 2015	1.0348		
October 2015	July 2015	0.9345		
November 2015	August 2015	0.9668 1.0066 0.8676		
December 2015	September 2015			
January 2016	October 2015			
February 2016	November 2015	0.9249		
March 2016	December 2015	0.9259		
April 2016	January 2016	1.1095		
May 2016	February 2016	1.1282		
June 2016	March 2016	1.0599		

Advance Case Mix Service Fee Seasonality Adjustor

The seasonality adjustor is a national adjustor that takes into account a number of national factors that requires adjusting.

# **Case Mix Service Fee**

Items that don't receive case-mix service fee

- Brand Switch Fee
- Reversed claims
- A3J3 dispensing calculated at \$0.00 for stat dispensing.

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In this slide you can see some items that are excluded from the Case Mix Service Fee.

For example the Brand switch Fee is excluded as are A3 J3 items initial items without repeats.

## **Interim Actual Service Fee**

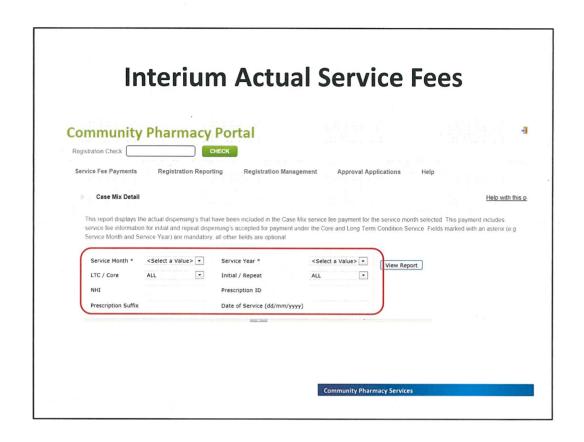
## Why Interim?

- 120 days Period hasn't expired
- Calculate post 120 days Period to pick up items missed
- Two Reports Summary Report and Detail Report

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The interim Actual Service Fee

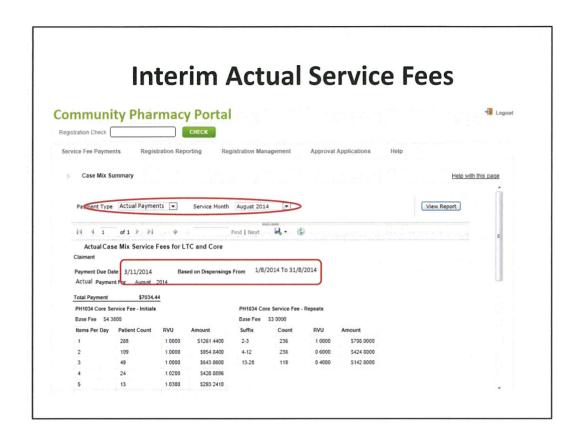
The following slides are on the interim actual service fees. You can view two reports a summary and a detail report.



This slide shows the you the options for a more a detailed Report.

Here you can see the level down to prescription and NHI level, dates and RVUs etc.

If you wish or need to you can download this report to Excel allowing you to compare this to the detail report from your PMS.



### **Comparing Reports.**

You are able to run your own summary report from your PMS and compare the amounts.

There may be minor differences due to timing differences eg date report submitted, credits and resubmit, etc but essentially it should marry up.

This way you can compare between the summary reports to get an idea of the quantum of the differences.

# **Quarterly Service Fees**

- This is a process to calculate and pay A3J3 /0 items
- Affects mainly the small number of pharmacies with large A3J3 transactions

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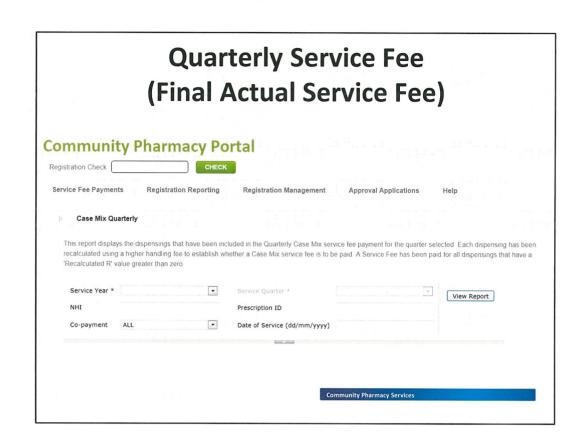
These quarterly fees are used to calculate and pay A3 J3 /0 items only and affects a small number of pharmacies.

# **Quarterly Service Fee Calculation**

- Identify A3 (\$15) and J3 (\$10) with Prescription ID Suffix of 0 AND amount payable of Nil.
- Calculate the amount payable using \$1.00
   dispensing fee (the amount payable is also
   known as "recalculated initial transaction value RITV"
- Calculate the amount payable using \$5.38 dispensing fee.

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These quarterly fees are used to calculate and pay A3 J3 /0 items only and affects a small number of pharmacies.

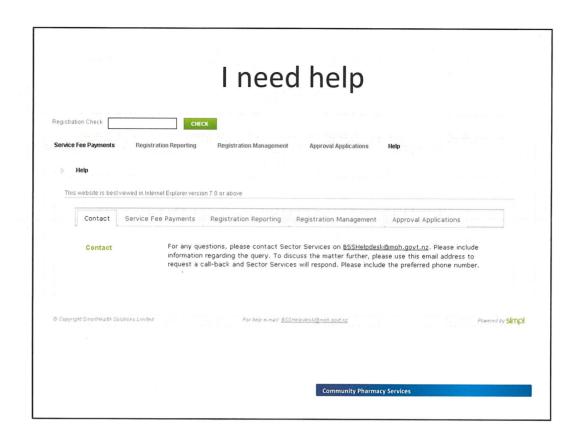


This slide shows in the portal how you can view your quarterly Service Fee

# Final Actual Case Mix Service Fee Adjustment

- Adjustment to pick up items submitted between interim and 120 day period
- Calculate A3J3 /1, following the sequence of initials and repeats

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For any queries relation to you pharmacy payments and reporting.

Email the issue, with your claimant number and some times to call as this means they can prepare the information they will need to discuss your issue so it can be resolved as quickly as possible.

# You can also use the Portal to understand and manage your LTC Service patients & payments & registrations

There is a separate webinar on this that you can view.

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