

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 manage 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 bsshelppdesk@moh.govt.nz)
- Use your claimant number to log in
- Save the link as a favourite on your toolbar

Community Pharmacy Portal

Login

Eligibility & Assessment Registration Portal Password:

LOGIN

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Advance Case Mix Service Fee

The screenshot shows the 'Advance Case Mix Service Fee' page within the 'Community Pharmacy Portal'. At the top, there is a 'Registration Check' section with an input field and a green 'CHECK' button. A navigation menu includes 'Service Fee Payments', 'Registration Reporting', 'Registration Management', 'Approval Applications', and 'Help'. The main content area is titled 'Service Fee Payment Detail' and includes a 'Help with this page' link. A paragraph explains that the report is updated twice monthly: once when registrations are accepted for processing (end of month) and once when fees are calculated and paid (around the 7th working day). Another paragraph notes that column headings contain a sort function toggle switch. At the bottom, there is a 'Month of Payment' dropdown menu set to '<Select a Value>' and a 'View Report' button. A blue footer bar at the bottom right contains the text 'Community Pharmacy Services'.

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

<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 1st 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

Advance Case Mix Service Fee

The screenshot displays the 'Advance Case Mix Service Fee' page within the 'Community Pharmacy Portal'. At the top, there is a 'Registration Check' section with an input field and a green 'CHECK' button. A navigation menu includes 'Service Fee Payments', 'Registration Reporting', 'Registration Management', 'Approval Applications', and 'Help'. The 'Service Fee Payments' menu is expanded, showing options: 'LTC Summary', 'LTC Detail', 'Case Mix Summary' (highlighted with a red box and a blue arrow), 'Case Mix Detail', and 'Case Mix Quarterly'. A 'Help with this page' link is visible. Below the menu, there is explanatory text about the update frequency and a 'View Report' button with dropdown menus for 'Month' and 'Year'. A blue footer bar at the bottom reads 'Community Pharmacy Services'.

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.

The screenshot shows a web interface for the 'Advance Case Mix Service Fee' report. At the top, the title 'Advance Case Mix Service Fee' is displayed in large black font. Below it, the 'Community Pharmacy Portal' logo is visible. A 'Registration Check' section includes a text input field and a green 'CHECK' button. A navigation menu contains links for 'Service Fee Payments', 'Registration Reporting', 'Registration Management', 'Approval Applications', and 'Help'. The 'Case Mix Summary' section is active, showing three dropdown menus: 'Payment Type', 'Service Year', and 'Service Month', each with '<Select a Value>' as the placeholder. A 'View Report' button is positioned to the right of these dropdowns. At the bottom right, a blue bar contains the text 'Community Pharmacy Services'.

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

Advance Case Mix Service Fees

Community Pharmacy Portal

Logout

Registration Check

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Case Mix Summary

[Help with this page](#)

Payment Type: Service Month:

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Advance Case Mix Service Fees for LTC and Core

Claimant
Payment Due Date 01/02/2014 Based on Dispensings From 01/05/2014 To 30/05/2014
Advance Payment For August 2014
Total Payment **\$7034.44**

PH1034 Core Service Fee - Initials				PH1034 Core Service Fee - Repeats			
Base Fee	\$4 3800			Base Fee	\$3 0000		
Items Per Day	Patient Count	RVU	Amount	Suffix	Count	RVU	Amount
1	288	1.0000	\$1261.4400	2-3	236	1.0000	\$708.0000
2	109	1.0000	\$954.8400	4-12	236	0.6000	\$424.8000
3	49	1.0000	\$643.9600	13-28	119	0.4000	\$142.8000
4	24	1.0200	\$428.8896				
5	13	1.0300	\$293.2410				

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

This report shows your Advance Case Mix Service Fees.

Advance Case Mix Service Fees

Community Pharmacy Portal

Logout

Registration Check

Service Fee Payments Registration Reporting Registration Management Approval Applications Help

Case Mix Summary

[Help with this page](#)

9	1	1 0400	540 9968				
10	3	1 0400	5136 6560				
11+	3	1 0400	5214 0944				
Total			54607 1906	Total	\$1275 6000		

PH1033 LTC Service Fee (dispensing) - Initials

Base Fee \$4 3000

Items Per Day	Patient Count	RVU	Amount
1	2	1 0000	58 7600
2	2	1 0000	517 5200
3	1	1 0000	513 1400
6	1	1 0400	527 3312
Total			566 7512

PH1033 LTC Service Fee (dispensing) - Repeats

Base Fee \$3 0000

Suffix	Count	RVU	Amount
2-3	17	1 0000	551 0000
4-12	18	0 6000	532 4000
13-26	17	0 4000	520 4000
Total			\$103 8000

Total Service Fee	56053 3418
GST	5908 0013
Total Service Fee (GST Inclusive)	56961 3431
Seasonal Adjustment Adj Factor (1 0105)	573 0941
Total Payment	57034 44

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

Advance Case Mix Service Fee Remittance Advice

Remittance Advice

01/08/2014

PHARMACY A
Private Bag 1111
Wellington 6000

Payment Document No 50012345

Your Reference	Our Reference	Description	Payment On Behalf of DHB	Agreement Number	Amount
ADV0614	ADV0614	Casemix ADV Aug 14	Capital and Coast DHB	334455	20,345.67

I

Total Payment: 20,345.67

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 1st 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

Your Reference	Our Reference	Description	Payment On Behalf of DHB	Agreement Number	Amount
4905	PD16157	4124394 for PHM	Bay Of Plenty District Health Board	341873	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 you 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
December 2015	September 2015	1.0066
January 2016	October 2015	0.8676
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.

Interium Actual Service Fees

Community Pharmacy Portal

Registration Check

[Service Fee Payments](#) [Registration Reporting](#) [Registration Management](#) [Approval Applications](#) [Help](#)

Case Mix Detail

[Help with this p](#)

This report displays the actual dispensing's that have been included in the Case Mix service fee payment for the service month selected. This payment includes service fee information for initial and repeat dispensing's accepted for payment under the Core and Long Term Condition Service. Fields marked with an asterix (e.g. Service Month and Service Year) are mandatory, all other fields are optional!

Service Month *	<Select a Value>	Service Year *	<Select a Value>	<input type="button" value="View Report"/>
LTC / Core	ALL	Initial / Repeat	ALL	
NHI		Prescription ID		
Prescription Suffix		Date of Service (dd/mm/yyyy)		

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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.

Interim Actual Service Fees

Community Pharmacy Portal Logout

Registration Check

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 [Help](#)

Case Mix Summary [Help with this page](#)

Payment Type: Actual Payments
 Service Month: August 2014

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Actual Case Mix Service Fees for LTC and Core

Claimant

Payment Due Date: 3/11/2014
 Based on Dispensings From: 1/8/2014 To 31/8/2014

Actual Payment For: August 2014

Total Payment: **\$7034.44**

PH1034 Core Service Fee - Initials				PH1034 Core Service Fee - Repeats			
Base Fee	\$4 3800			Base Fee	\$3 0000		
Items Per Day	Patient Count	RVU	Amount	Suffix	Count	RVU	Amount
1	288	1.0000	\$1261.4400	2-3	236	1.0000	\$706.0000
2	109	1.0000	\$954.8400	4-12	236	0.6000	\$424.8000
3	49	1.0000	\$643.8600	13-28	119	0.4000	\$142.8000
4	24	1.0200	\$426.8896				
5	13	1.0300	\$293.2410				

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.

Quarterly Service Fee (Final Actual Service Fee)

Community Pharmacy Portal

Registration Check [CHECK](#)

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Case Mix Quarterly

This report displays the dispensings that have been included in the Quarterly Case Mix service fee payment for the quarter selected. Each dispensing has been recalculated using a higher handling fee to establish whether a Case Mix service fee is to be paid. A Service Fee has been paid for all dispensings that have a 'Recalculated R' value greater than zero.

Service Year *	<input type="text"/>	Service Quarter *	<input type="text"/>	View Report
NHI	<input type="text"/>	Prescription ID	<input type="text"/>	
Co-payment	<input type="text" value="ALL"/>	Date of Service (dd/mm/yyyy)	<input type="text"/>	

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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

I need help

Registration Check

Service Fee Payments Registration Reporting Registration Management Approval Applications **Help**

Help

This website is best viewed in Internet Explorer version 7.0 or above

Contact Service Fee Payments Registration Reporting Registration Management Approval Applications

Contact

For any questions, please contact Sector Services on BSSHelpdesk@moh.govt.nz. Please include information regarding the query. To discuss the matter further, please use this email address to request a call-back and Sector Services will respond. Please include the preferred phone number.

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For help e-mail BSSHelpdesk@moh.govt.nz

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Community Pharmacy Services

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.**

Community Pharmacy Services

