



## Fact Sheet No.41

# FP34PD: MAXIMISE YOUR MONEY

## Hints for GPs & Practice Managers

*Are you claiming for all that you can?  
Read ahead and maximise your return.*



### **With thanks to The Surgery Network**

The Surgery Network regularly helps GP surgeries maximise the reimbursement income paid by Prescriptions Services for Personally Administered Items (PAI).

*The Surgery Network*

Business Platforms and Solutions

**Is your practice claiming for all that it can?** Read ahead and maximise your return with these handy pointers for GPs and Practice Managers.

**“Did you know that Instillagel and EMLA cream can be claimed through an FP34PD?”**

FDA National Chairman, Dr Peter Swinyard, recently attended a Surgery Network workshop run by Tracy Hole. In this latest factsheet, he shares some hints and tips with fellow FDA members to help maximise prescription services reimbursements for personally administered items. Peter said, *“With falling GP practice revenues, it’s even more important we keep an eye on the pennies to sustain our service to patients.”*

### Check you are claiming for everything

- \* You can claim for:
  - \* Vaccines
  - \* Anaesthetics
  - \* Injections
  - \* Pessaries
  - \* IUCD’s (including diaphragms)
  - \* Diagnostic Reagents
  - \* Sutures
- \* **BUT** not all sutures are claimable, check carefully which you are using

Check which items can be claimed  
[www.dmd.medicines.org.uk](http://www.dmd.medicines.org.uk)

### Raise prescriptions for claimable items

- \* Communicate the list of items to clinicians
- \* Use visual cues and signs so they remember
- \* When raising prescriptions for more than one of the same item, create two entries to ensure a dispensing fee is applied to each (*add to the second ‘multiple items administered’*)

### Monthly FP34PD submission

- \* The dispensing fee is reduced when more than 455 items are allocated to a GP in any one month. Therefore during the flu season enter "Influenza" separately for each responsible GP.
- \* Despatch the forms not later than the fifth day of the month and retain proof of postage



### Have you missed any of these items?

Item	NHS Refund	Income / item	Income / pack
Minims tetracaine 20pk	£0.51	£2.79	£55.89
Revaxis each	£6.50	£9.76	£9.76
Sutures W320 12pk	£1.18	£3.58	£42.96
Steri-strps 6x75 only 12pk	£0.73	£3.05	£36.63
Emla cream 5g tube each	£2.25	£4.82	£4.82
Instillagel 11ml 10pk	£1.58	£4.04	£40.35

‘When the dispensing fee is factored in, we have found surgeries that have been able to increase their income by over £1,200 per annum for items they didn’t think were worth claiming,’ said Tracy Hole.

### Check your Open Exeter payment

- \* Check the payments for individual GPs.
- \* Log in to Open Exeter and go to ‘Drug Payments’

### Communicate with the whole team

- \* Everyone is involved so make sure they all understand their role
- \* Hold a workshop to bring everyone together
- \* Identify someone to maintain an end-to-end view



Thanks to Tracy Hole of the Surgery Network.  
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