

Prescribing Services

eSchedule User Guide

Version: 5.0
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VERSION HISTORY

Version	Date Issued	Brief Summary of Change
1.0	6-Jul-07	First Release
2.0	1-Sep-09	Incorporating drug search facility and connection issues
2.1	1-Apr-11	Shared Services branding applied
2.2	25-Jul-12	Shared Services Partnership branding applied
3.0	8-Jan-15	Incorporating Returns facility
4.0	22-Jun-17	Incorporating Download Schedule facility
5.0	02-Feb-22	Incorporating Fees Details facility and Returns amendments

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OVERVIEW

eSchedule is a web application that enables users to analyse details of reimbursement (the cost of the drugs, appliances etc which have been supplied against an NHS prescription form) and remuneration (what is paid as part of the dispensing contract e.g. professional fees etc.) to dispensing contractors in Wales.

Information is aggregated at two levels: -

- Pharmacy Contractor Account
- Local Health Board

The application is based on the detailed paper payment schedule currently sent to pharmacy contractors each month. Each section of the existing report is represented as a tab on the page. The sections cover: -

- Statement of Payments
- Payment Amounts - High level summary
- Drug and Appliance Costs
- Fees breakdown - Includes professional fees, additional fees and payments for essential services
- Charges - Collected as a result of patients that are not exempt
- Prescription data - Number of forms received, number of items referred back etc.
- Switched Items - Details of items transferred between exempt and chargeable groups
- Local Payments - Details of payments made direct by Contractor Services
- Expensive Items - Details of prescriptions that have a basic price of £100+
- Category M & Zero Discount Items
- Drug Search
- NCSO drugs
- Returns - Details of your monthly returns, Please Note the eReturn Open Status Report is only available for those signed up to the eReturns application

Each tab contains summary level information and hyperlinks to more detailed information including a facility to view images of dispensed prescriptions.

CONNECTING TO ESCHEDULE

eSchedule is only available via the NHS Wales intranet.

NOTE

Community Pharmacy users should note that they will only be able to connect using machines that are linked to their N3 connection. You should contact your system supplier to check which machines are connected. Suppliers may need to make some configuration changes to allow access to the site. You should provide them with the following details:-

- DNS name = <http://prescribing.wales.nhs.uk>

REGISTRATION

Local Health Board Users

LHB users who have a Prescribing Services account can access eSchedule using their current user name and password. If you do not have an account please [register](#) using the online automated process. Please note that you will need authorization from your Head of Pharmacy & Medicines Management (HoPPM) if you require access to prescription images. Your HoPPM should email your details, confirming authorization to prescribing.management@wales.nhs.uk.

Contractor Services Users

Contractor Services users who have a Prescribing Services account can access eSchedule using their current user name and password. If you do not have an account please ask us to register you by providing

the following details using the [feedback](#) link on the Prescribing Services web site or by emailing us at prescribing.management@wales.nhs.uk: -

- Full name
- Role
- Email address
- Contact telephone number

Other NHS Users

Please contact us by email to prescribing.management@wales.nhs.uk or using the [feedback](#) link on the Prescribing Services web site to find out if you are eligible to use the application.

Community Pharmacy Users

Please ask us to register you by completing the eSchedule [request for access form](#) and emailing it to us at prescribing.management@wales.nhs.uk

LOGGING IN

To log in to eSchedule: -

1. Go to the Prescribing Services secure applications log in page – <http://prescribing.wales.nhs.uk/CommonLogin/CommonLogin.cfm>
2. Enter your user name and password
3. You will be redirected to the Prescribing Services Applications Home Page
4. Select eSchedule from the Online Applications list in the top right hand corner of the page.

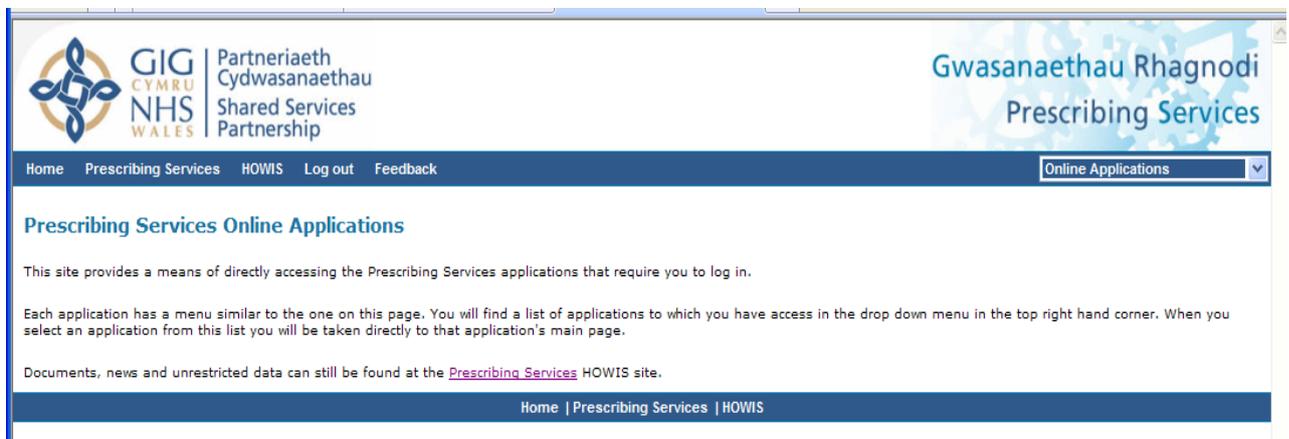


Fig. 1 – Prescribing Services Applications Home Page

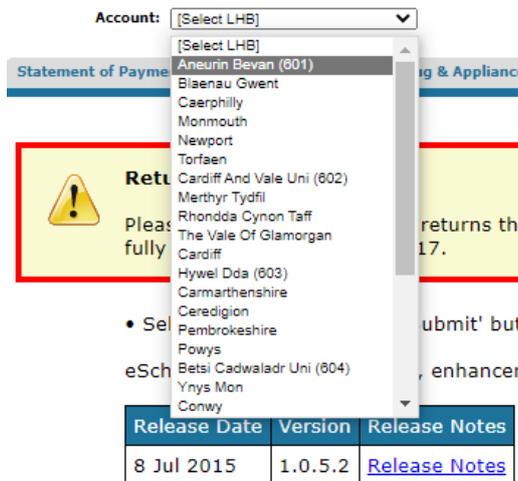
ACCOUNT SELECTION

Local Health Board and other NHS Users

Users will have access to Overall Health Board information, LHB summary information and may (depending on their access rights) also have access to individual pharmacy account information.

To select a Health Board

1. Select the Health Board from the account list
2. Choose Period
3. Click Submit.



To select a Local Health Board

1. Select a Local Health Board from the account list
2. Choose Period
3. Click Submit

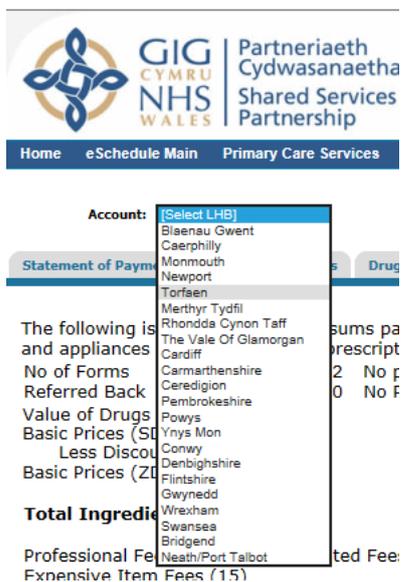


Fig. 2 – Local Health Board Selection

To select an individual pharmacy account

1. After selecting a Local Health Board, check the Individual Accounts box
2. The Account List will change to show a list of pharmacies in the selected LHB
3. Choose a pharmacy from the list
4. Click submit



Fig. 3 – Individual Account Selection

Community Pharmacy Users

Independent (Single Premises) Pharmacies

If you're credentials relate to an independent pharmacy with one premises, eSchedule will pre-populate the account field with your account number – just select a month and click submit to retrieve your payment information.

Pharmacy Chains, Corporates and Multiples

If you're credentials relate to a chain with more than one premises, the account list will display the premises to which you have access.

1. Select a month
2. Choose a premises from the list
3. Click submit

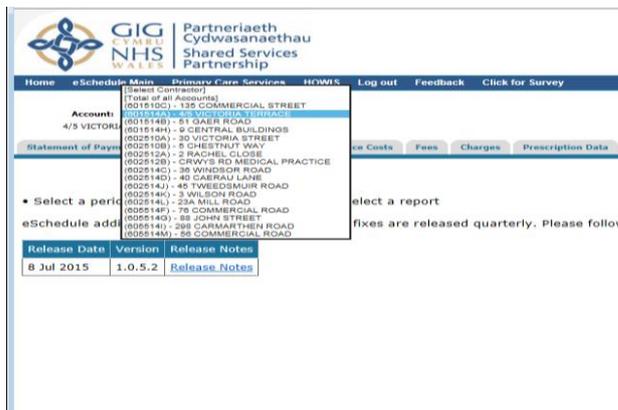


Fig. 4 – Pharmacy Account Selection

RESETTING THE SELECTION LIST

To return to your original selection list at any time, click the Reset button.

The screenshot shows the eSchedule web application interface. At the top, there are logos for GIG CYMRU NHS WALES and Partneriaeth Cydwasaethau Shared Services Partnership, along with the text 'Gwasanaethau Gofal Sylfaenol Primary Care Services'. The navigation bar includes 'Home', 'eSchedule Main', 'Primary Care Services', 'HOWIS', 'Log out', 'Feedback', 'Click for Survey', and 'Online Applications'. The main content area has a 'Statement of P' section with a 'Select a report' dropdown menu. Below this, there are tabs for 'Account', 'Statement of P', 'eSchedule a', and 'Release Date'. The 'Account' dropdown menu is open, showing a list of pharmacy names and their IDs, such as 'BAHATI 19 Llc - (001002A)', 'THE HANDPOST LTD. - (001000C)', 'VIDA ROGERS LTD - (001006A)', 'DOWLAIS PHARMACY LTD. - (001137A)', 'CRAIG HINKS LTD - (001283B)', 'LLANHRAN PHARMACY LTD. - (001313D)', 'MAGAWELL LTD - (001421H)', 'MAGAWELL LTD - (001421J)', 'MAYBERRY P. - (001402B)', 'MAYBERRY PHARMACY LTD. - (001423C)', 'MAYBERRY PHARMACY LTD - (001423E)', 'MORRIS BL & PM - (001450B)', 'NELSON S (MR) - (001458B)', 'PEARNS - (001510C)', 'PEARNS PHARMACIES LTD - (001514A)', 'PEARNS PHARMACIES LTD - (001514H)', 'PONTLLANFRITH PHARMACY LTD. - (001524A)', 'RAJYAGJURY DJ - (001558A)', 'RHYMNEY PHARMACY LIMITED - (001556A)', 'RHYMNEY PHARMACY LTD. - (001559B)', 'ROGERS VIDA LTD. - (001558A)', 'ROGERS VIDA LTD - (001558B)', 'VIDA ROGERS LIMITED - (001558C)', 'SHEPPARD A & J M LTD. - (001618F)', 'SHEPPARD A & J M LTD - (001619C)', 'A & J M SHEPPARD LTD. - (001619C)', 'A & J M SHEPPARD LTD - (001619H)', 'SUPERDRUG STORES PLC - (001648A)', and 'ASDA STORES LTD - (001806B)'. The 'Reset' button is located in the top right corner of the main content area.

Fig. 5 – Resetting the Selection List

NOTE

Users who only have access to individual pharmacy accounts will not see the reset button because the contents of the selection list do not change.

VIEWING SUMMARY LEVEL INFORMATION

Summary level information is presented in the following reports: -

- Statement of Payments
- Payment Amounts – Fig 6
- Drug & Appliance Costs – Fig 7 (breaks down the first line of the Payment Amounts report into sub categories)
- Fees (breaks down the second line of the Payment Amounts report into sub categories)
- Charges
- Prescription Data
- Switched Items
- Local Payments (payments authorised by the LHB for enhanced, advanced and local services)

To access these reports click on the corresponding tab – the current tab is highlighted in blue as shown below.

SUMMARY OF PAYMENT AMOUNTS		
Total of drug and appliance costs		£93,530.72
Total of all fees		£23,858.19
Total of drug and appliance costs plus fees		£117,388.91
Total of charges		£0.00
Total of account		£117,388.91
Recovery of advance payment		-£120,598.66
Recovery of advance payment in respect of late registered batch		£0.00
Balance due in respect of March 2017		-£3,209.75
Payment on account for April (12,331 items less 0 charges)		£105,183.43
Advance payment in respect of late registered batch		£0.00
Other adjustments		£0.00
Total amount authorised by Primary Care Services		£101,973.68
Total of amount authorised by Health Board		£5,636.16
Total of other amounts authorised		£0.00
Net payment made by Primary Care Services		£107,609.84

Fig. 6 – The Payment Amounts report

DRUG AND APPLIANCE COSTS		
Total of basic prices at standard discount rate		£74,145.89
Discount	@ 10.12%	-£7,503.56
Total of basic prices at zero discount	(including £0.00 out of pocket)	£26,560.68
Sub total of basic prices		£93,203.01
Consumables (old Container Allowance)	13,767 @ 1.24p	£170.71
Container Allowance	1570 @ 10p	£157.00
Oxygen cylinders and masks		£0.00
Oxygen expenses		£0.00
Oxygen adjustment		£0.00
Adjustment		£0.00
Total of drug and appliance costs		£93,530.72

Fig. 7 – The Drug & Appliance Costs report

VIEWING PRESCRIPTION LINE ITEM DETAIL

Prescription line item reports provide one row of data for each prescription item. They display:-

- Form number
- Item No
- Description of drug reimbursed
- Quantity dispensed
- The reimbursement price

Where applicable the dispensing fee relating to that item is also shown (see Fig 9 below).

NOTE

Prescription line item reports are only available when an individual pharmacy account is selected

Accessing Prescription Line Item Reports

Prescription line item reports are accessed in three ways.

Drill down hyperlinks in summary level reports

The following drill-down hyperlinks are currently available: -

Drug & Appliance Costs Report

- Out of pocket expenses

Fees Report

- Unlicensed Medicines (specials)
- Appliances
- Extemp. liquids ordered in more than one container (obsolete from April 2012)
- Schedule 2 controlled drugs
- Schedule 3 controlled drugs
- Expensive prescription fees

Cat M & ZD Report

- Every drug listed in the Top 25 for each category

Category	Description	Quantity	Unit Price	Total
Professional Fees:		13,767	@ 90 p	£12,390.30
Additional Fees:				
2A(a)	Unlicensed Medicines (specials)			£80.00
2A(b)	Extemporaneously Dispensed Unlicensed Medicines (specials)			£0.00
2B	Appliances			£127.50
2C	Prescriptions for oral liquid methadone	27	@ £2.50	£67.50
2D	Methadone packaged dose	35	@ 55p	£19.25
2E	Controlled drug Schedule 2 and Schedule 3			£340.52
2F	Expensive prescription fees			£438.85
	Sub total of additional fees			£1,073.62
	Protected Additional Payment			£0.00
	Establishment Payment			£2,091.67
	Practice Payment			£8,177.60
	VAT breakdown (Total may differ from sum of individual figures due to rounding):			
	Disposal of unwanted medicines and signposting	4%		£327.10
	Promotion of healthy lifestyles	14%		£1,144.86
	Clinical governance	16%		£1,308.42
	Support for People with disabilities	66%		£5,397.22
	Repeat Payment			£125.00
	Transitional Payments			£0.00
	Sub Total of Payments for Essential Services			£10,394.27
	Total of Fees			£23,858.19

Fig 8 – Drill-down hyperlinks in the Fees Report

View	Form No	Item No	Drug Description	Pack Description	Quantity	Ingredient Cost	2A(a) Fees	Total Fees
	2648	1	Melatonin_tab 3mg m/r	1	28	£56.00	£20.00	£20.00
	2675	1	Glycopyrronium brom_oral soln 5mg/5ml	1ml	420	£93.03	£20.00	£20.00
	2676	1	Omeprazole_oral susp 10mg/5ml	1ml	300	£70.07	£20.00	£20.00
	2734	3	Melatonin_oral soln 5mg/5ml	1ml	400	£65.20	£20.00	£20.00
	2739	1	Melatonin_tab 3mg	60	56	£112.00	£20.00	£22.00
	2752	4	Sultiame_tab 50mg	1	140	£331.10	£20.00	£26.00

Fig 9 – The extemp liquids line item report

NOTE
 Hyperlinks seen in fig8 are only shown when viewing an individual pharmacy account, chain pharmacy and Health Board users should use the Fees Details tab instead.

The Expensive Items Report

The expensive items report lists every item with a reimbursement price over £100.

View	Form No	Item No	Drug Description	Pack Description	Quantity	Ingredient Cost	2F Fees	Total Fees
	25	2	Pregabalin_cap 150mg	56 (4 x 14)	112	128.80	£2.58	£2.58
	1347	3	Saline_steri-neb neb soln 0.9%/2.5ml ud	20 (4 x 5)	100	108.50	£2.17	£2.17
	1921	2	Mepilex ag 10cm x 10cm wound dress soft slc	1	20	122.40	£2.45	£2.45
	2299	1	Oxycotin_tab 40mg m/r	56 (4 x 14)	56	100.19	£2.00	£3.28
	2300	1	Oxycotin_tab 120mg m/r	56 (4 x 14)	56	305.02	£6.10	£7.38
	2588	2	Pregabalin_cap 150mg	56 (4 x 14)	112	128.80	£2.58	£2.58
	2733	1	Tranylcypromine sulf_tab 10mg	28	14	117.86	£2.36	£2.46
	2735	3	Liraglutide_inj 6mg/ml 3ml pf pen	2	3	117.72	£2.35	£2.45
	2736	1	Hydrocort_tab 10mg	30 (3 x 10)	60	137.34	£2.75	£2.75
	2738	1	Genotropin miniquick_inj 800mcg pfs cart	7	28	389.48	£7.79	£7.79

Fig 10 – The expensive items report

The Drug Search facility

Please see section 9 (below) for a full description of the drug search facility.

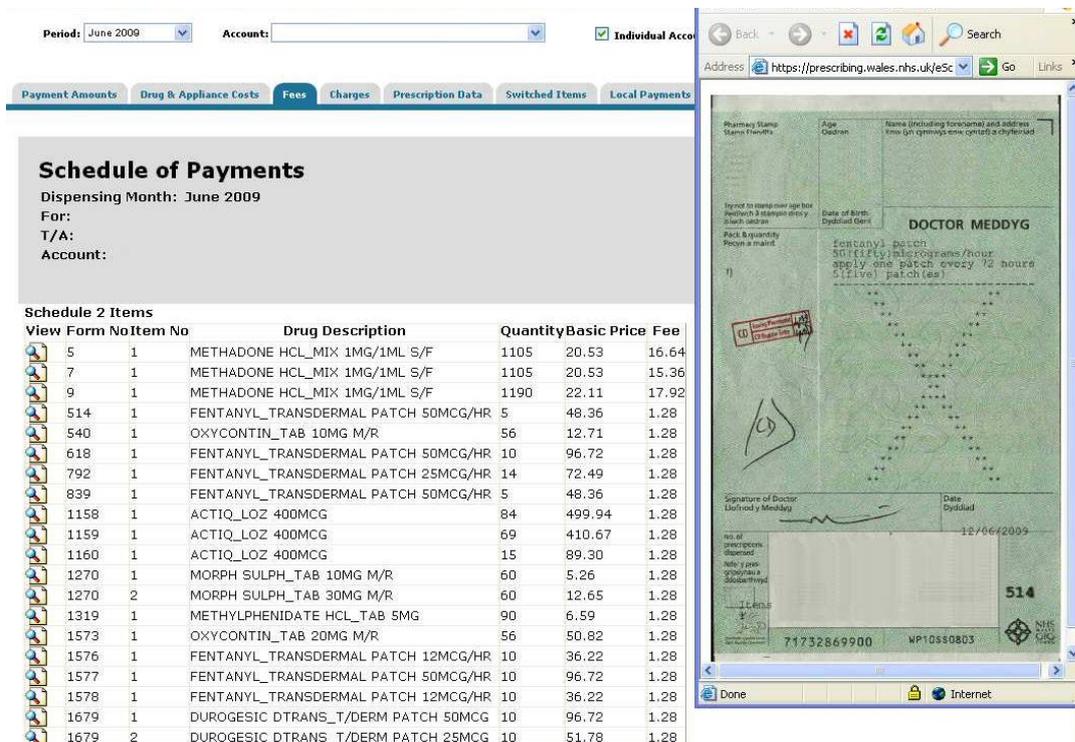
IMAGES OF PRESCRIPTION FORMS

Prescription Images

eSchedule provides a facility to view an image of any dispensed prescription form that has been reimbursed. Prescribing Services scan every form submitted for re-imbursement. The images obtained are then stored and made available through this (and other) applications .

To view a prescription image

1. Access any of the prescription line item reports (see section 7 above)
2. Click on the prescription icon  for the item you want to view
3. The image opens in a new window (you can size this window to enable you to view the report and the image at the same time)



The screenshot shows the eSchedule web application interface. On the left, there is a 'Schedule of Payments' report for June 2009. The report includes a table of 'Schedule 2 Items' with columns for 'View Form No', 'Item No', 'Drug Description', 'Quantity', 'Basic Price', and 'Fee'. A prescription icon is visible next to each row in the table. On the right, a browser window displays a scanned image of a prescription form. The form is for 'DOCTOR MEDDYG' and includes fields for patient name, age, sex, and address. The drug prescribed is 'Fentanyl patch' with a strength of '50 micrograms/hour'. The instructions state to 'apply one patch every 12 hours (five patches)'. The form also features a signature of the doctor and a date of 12/06/2009.

View Form No	Item No	Drug Description	Quantity	Basic Price	Fee
5	1	METHADONE HCL_MIX 1MG/1ML S/F	1105	20.53	16.64
7	1	METHADONE HCL_MIX 1MG/1ML S/F	1105	20.53	15.36
9	1	METHADONE HCL_MIX 1MG/1ML S/F	1190	22.11	17.92
514	1	FENTANYL_TRANSDERMAL PATCH 50MCG/HR	5	48.36	1.28
540	1	OXYCONTIN_TAB 10MG M/R	56	12.71	1.28
618	1	FENTANYL_TRANSDERMAL PATCH 50MCG/HR	10	96.72	1.28
792	1	FENTANYL_TRANSDERMAL PATCH 25MCG/HR	14	72.49	1.28
839	1	FENTANYL_TRANSDERMAL PATCH 50MCG/HR	5	48.36	1.28
1158	1	ACTIQ_LOZ 400MCG	84	499.94	1.28
1159	1	ACTIQ_LOZ 400MCG	69	410.67	1.28
1160	1	ACTIQ_LOZ 400MCG	15	89.30	1.28
1270	1	MORPH SULPH_TAB 10MG M/R	60	5.26	1.28
1270	2	MORPH SULPH_TAB 30MG M/R	60	12.65	1.28
1319	1	METHYLPHENIDATE HCL_TAB 5MG	90	6.59	1.28
1573	1	OXYCONTIN_TAB 20MG M/R	56	50.82	1.28
1576	1	FENTANYL_TRANSDERMAL PATCH 12MCG/HR	10	36.22	1.28
1577	1	FENTANYL_TRANSDERMAL PATCH 50MCG/HR	10	96.72	1.28
1578	1	FENTANYL_TRANSDERMAL PATCH 12MCG/HR	10	36.22	1.28
1679	1	DUROGESIC DTRANS_T/DERM PATCH 50MCG	10	96.72	1.28
1679	2	DUROGESIC DTRANS_T/DERM PATCH 25MCG	10	51.78	1.28

Fig. 11 – The Schedule 2 Items report with a prescription image displayed

SEARCHING FOR DISPENSED ITEMS

eSchedule's drug search facility allows users to search for any reimbursed item in a pharmacy account using the name of the reimbursed drug.

NOTE
The drug search facility is only available when an individual pharmacy account is selected

To search for a reimbursed item

1. Click on the Drug Search tab
2. Enter the first few letters of the drug name e.g. "Fentan"
3. Click SUBMIT
4. The available drug list is populated with all matching presentations from the Prescribing Services reimbursement drug database
5. Click on the drug(s) you want to search for
6. Click ADD to add them to the search drug list
7. To remove any unwanted selections: -
 - I. Click on the unwanted drug in the search drug list
 - II. Click REMOVE
8. When you have completed your drug selection click SELECT

TIP
To select more than one drug from the drug lists, hold down **CTRL** while you click on the drug name

Schedule of Payments
 Dispensing Month: June 2009
 For:
 T/A:
 Account:

Enter drug description

Available drugs list

- FENTANYL CIT_INJ 50MCG/ML 10ML AMP
- FENTANYL CIT_INJ 50MCG/ML 2ML AMP
- FENTANYL/DROPERIDOL_INJ 0.1/5MG/2ML AMF
- FENTANYL_LOZ 1.2MG
- FENTANYL_LOZ 1.6MG
- FENTANYL_LOZ 200MCG
- FENTANYL_LOZ 400MCG
- FENTANYL_LOZ 600MCG
- FENTANYL_LOZ 800MCG
- FENTANYL_NSL P/SPY 500MCG 10ML
- FENTANYL_PATCH SELF-ADH 10MG

Selected drugs list

- FENTANYL_TRANSDERMAL PATCH 100MCG/HR
- FENTANYL_TRANSDERMAL PATCH 12MCG/HR
- FENTANYL_TRANSDERMAL PATCH 25MCG/HR
- FENTANYL_TRANSDERMAL PATCH 50MCG/HR
- FENTANYL_TRANSDERMAL PATCH 75MCG/HR
- FENTANYL_TRANSDERMAL SYSTEM 40MCG (80D)

Drug Name	Items	Contractor	Basic Price
FENTANYL_TRANSDERMAL PATCH 100MCG/HR	3		249.27
FENTANYL_TRANSDERMAL PATCH 12MCG/HR	7		199.21
FENTANYL_TRANSDERMAL PATCH 25MCG/HR	2		98.39
FENTANYL_TRANSDERMAL PATCH 50MCG/HR	6		435.24

Summary results list Drug Search selection page

9. The Summary Results List of dispensed items matching your selection is displayed
10. Click on the drill-down hyperlinks to see a list of the individual items

Drug Search Results

View	Form Number	Item Number	Drug Description	Contractor Basic Price
	2892	1	FENTANYL_TRANSDERMAL PATCH 100MCG/HR	83.09
	2894	1	FENTANYL_TRANSDERMAL PATCH 100MCG/HR	83.09
	5047	1	FENTANYL_TRANSDERMAL PATCH 100MCG/HR	83.09

Fig. 13 – The Drug Search results page

RETURNS

eSchedule provides details of your monthly returns.

Current Month Report

The Current Month Report provides details of the number of returns, return code and reason why they have been returned for the current month. By clicking on the hyperlinked number, you will be able to view an image of the prescriptions

Statement of Payments | Payment Amounts | Drug & Appliance Costs | Fees | Charges | Prescription Data | Switched Items | Local Payments | Cat M & ZD | NCSO Drugs | Drug search | **Returns**

Current Month Report

November 2021

endorsement	Reason	num
RB01	No price listed for item dispensed	1
RB03	Presentation/Pharmaceutical Form required	1
RB06	Details of Quantity required	1
RB08	Unclear Order or Endorsement	1
Total		4

Trend by Reason Code Report

The Trend by Reason Code Report provides details of the number of returns, return code and reason why they have been returned over a specific period of time. You can change the time period by selecting the From and To dropdowns. As above, you will also be able to view the script images by clicking on the numbers.

Statement of Payments | Payment Amounts | Drug & Appliance Costs | Fees | Charges | Prescription Data | Switched Items | Local Payments | Cat M & ZD | NCSO Drugs | Drug search | **Returns**

Trend By Reason Code Report From: To:

Endorsement	Reason	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Totals
RB01	No price listed for item dispensed	4	9	4	7	2	1	2	3	2	4	4	1	43
RB02	Product Name of Appliance or exact Drug tariff Item supplied (including dimensions if applicable)	0	0	0	0	0	0	0	0	0	0	2	0	2
RB03	Presentation/Pharmaceutical Form required	0	5	6	1	4	0	0	4	2	1	2	1	26
RB04	Details of size required	0	0	1	0	0	0	0	0	0	0	0	0	1
RB05	Details of strength required	0	0	0	1	0	0	0	2	0	0	0	0	3
RB06	Details of Quantity required	1	0	0	0	0	0	1	2	1	1	1	1	8
RB08	Unclear Order or Endorsement	1	1	0	1	0	1	0	1	0	0	0	1	6
RB23	Invoice Price (Less Discount/Rates), Manufacturer's Licence Number, Batch Product Number, Pack Size	0	1	0	1	0	0	2	0	0	0	1	0	5
Total		6	16	11	11	6	2	5	12	5	6	10	4	94

eReturn Open Status Report

The eReturn Open Status Report provides details of the number of returns that require your attention.

FEES DETAIL

For Health Board users, and users with access to a chain of Pharmacies, the Fee Search option will allow you to see all priced prescriptions within your chain/Health Board for the fee types listed below.

Statement of Payments | Payment Amounts | Drug & Appliance Costs | Fees | Charges | Prescription Data | Switched Items | Local Payments | Drug search | NCSO Drugs | Returns | **Fees Detail**

Fees Search:

- Please Select
- 2A Unlicensed Medicines(Specials)**
- 2B Appliances
- 2C Prescriptions for oral liquid methadone
- 2D Methadone packaged dose
- 2E Controlled drug Schedule 2
- 2E Controlled drug Schedule 3
- 2F Expensive Items
- Out of Pocket Expenses

Once you have selected the relevant Fee type, you can see which pharmacy dispensed the prescription, and the Quantity/payment information as per below.

Account: Individual Accounts Period: [Click here to download your schedule of payments](#)

Statement of Payments | Payment Amounts | Drug & Appliance Costs | Fees | Charges | Prescription Data | Switched Items | Local Payments | Drug search | NCSO Drugs | Returns | **Fees Detail**

Fees Search: Drug search:

* excluding professional fee 90p

View	Account No	Form No	Item No	Drug Description	Pack Description	Quantity	Ingredient Cost	2E Schedule 3 fees	Total of Additional Fees*
	601002A	33	1	Gabapentin 300mg capsules	100	112	£3.48	£0.43	0.53
	601002A	42	1	Gabapentin 600mg tablets	100	42	£2.25	£0.43	0.53
	601002A	73	1	Pregabalin 25mg capsules	56	56	£2.68	£0.43	0.43
	601002A	162	1	Pregabalin 75mg capsules	56	56	£4.64	£0.43	0.43
	601002A	164	1	Pregabalin 75mg capsules	56	14	£1.16	£0.43	0.53
	601002A	184	1	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	184	2	Pregabalin 50mg capsules	84	56	£3.38	£0.43	0.53
	601002A	189	1	Pregabalin 300mg capsules	56	56	£5.18	£0.43	0.43

1 2 3 4 5 6 7 8 9 10 ...

By clicking on the 'View' magnifying glass on the left hand side, you can view the images of all prescriptions in the selected Fee Search.
If you would like to refine the selection further, you can search for a specific item using the Drug Search box.

Account: Individual Accounts Period: [Click here to download your schedule of payments](#)

Statement of Payments | Payment Amounts | Drug & Appliance Costs | Fees | Charges | Prescription Data | Switched Items | Local Payments | Drug search | NCSO Drugs | Returns | **Fees Detail**

Fees Search: Drug search:

* excluding professional fee 90p

View	Account No	Form No	Item No	Drug Description	Pack	Quantity	Ingredient Cost	2E Schedule 3 fees	Total of Additional Fees*
	601002A	184	1	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	260	1	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	378	2	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	408	1	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	410	1	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	509	1	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	701	2	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53
	601002A	823	1	Pregabalin 100mg capsules	84	56	£3.99	£0.43	0.53

1 2 3 4 5 6 7 8 9 10 ...

Once you have typed the name, or partial name of a drug in the Drug Search box, a new drop down will appear showing all drugs that match this criteria. Select the one you are interested in and the screen will automatically update to show your results. Click the reset button to go back to the full list of drugs.

PRINTING

Printing Reports

To print reports please make sure that you use the Print Report button in the top right hand corner of the screen to ensure that the report is properly formatted for the printer. d

If you use your web browser's print button the report will not format properly.



Printing Images

You can use your web browser's print button (or File – Print) to print images.

DOWNLOAD SCHEDULE

Download schedule of payments

You can download your schedule of payments using the Download Schedule button at the top right of the page.



This will allow you to view your schedule in a PDF format and you can print and/or save a copy to your computer.