The Route of a Contractor’s Submission

**BATCH RECEIVED AND PREPARED FOR SCANNING:**
- Removal of paperclips
- Removal of sticky labels
- Removal of all wrapping, elastic bands and paper bags

**SUBMISSION DOCUMENT (FP34C) AND PRESCRIPTION FORMS SCANNED:**
- Image taken of back and front of forms
- Information from FP34C input
- Intelligent Character Recognition (ICR) software run

**DATA ENTRY CAPTURE, CORRECTION AND CONFIRMATION:**
- Prescriber Details
- Product Details
- Charge Status Confirmation*

**MANUAL INTERVENTION:**
Manual capture of data and correction processes including:
- Broken Bulk items
- Capture of Resubmitted forms

**APPLICATION OF ACCUMULATION OF PAYMENT RULES:**
- Confirm payment period complete

**PREPARE FORMS IN ‘RED SEPARATORS’:**
- Out of Pocket expense claims
- Broken Bulk claims
- Items with a net ingredient cost of £100 or more
- Specials
- Handwritten amendments
- Prescriber’s signature encroaching on prescribed items

*CHARGE STATUS CONFIRMATION - Discrepancy between a contractor’s submitted status and ICR captured status

Continuous loop until confirmed as correct by exception handler

Print and dispatch referred back prescriptions

Payment Adjustments