

EPS Quick Tips

1 Preparing for EPS Release 2

Key information:

- a) Know when your local GPs are going live, and attend changeover sessions with them
- b) Work with GPs using the engagement checklist on our website (see link below)
- c) Ensure all relevant staff are fully trained in how to use your supplier's EPS system
- d) Check your NHS Choices profile
- e) Know how to report issues and request improvements

Guidance:

psnc.org.uk/preparingr2

2 Funding & payment

Key information:

- a) Once your pharmacy has gone live, your system supplier will give you a 'Golden Ticket' (i.e. a test prescription triggering your one-off £1000 EPS Release 2 payment)
- b) To begin ongoing payments, email the monthly allowance claim form to your Area Team (now sub region)
- c) Check your prescription totals match up on your Schedules of Payment with those you believe were submitted in that month

Guidance:

psnc.org.uk/nomination

6 Business continuity

Key information:

- a) Know who to contact in the event of a problem. Use the IT troubleshooting guide, and fill in contact information
- b) Create a contingency plan in case there is loss of internet/power/EPS
- c) Sign up to receive Spine alerts so you know if there are issues with the national EPS system

Guidance:

psnc.org.uk/epscontingency



3 Patient nomination

Key information:

- a) Explain the service fully to patients
- b) Do not influence patient choice
- c) Add nominations promptly
- d) Develop a Standard Operating Procedure (SOP)

Guidance:

psnc.org.uk/nomination

5 Smartcards

Key information:

- a) Check all Smartcards are working correctly prior to going live with EPS Release 2
- b) Know how to unlock your Smartcard
- c) Keep a record of your local Registration Authority's contact details

Guidance:

psnc.org.uk/smartcards

4 Endorsing & submission

Key information:

- a) Check the exemption category is correct and all necessary endorsements have been made
- b) Remember prescriptions dispensed in Month A have until the 5th of Month B to be submitted
- c) For any outstanding prescriptions, remember you have up to 180 days to dispense and submit them
- d) All tokens containing a patient signature must be put in the prescription bundle for audit purposes
- e) FP34C totals should include the total number of paper prescriptions/items plus any electronically submitted prescriptions/items

Guidance:

psnc.org.uk/epssubmission