

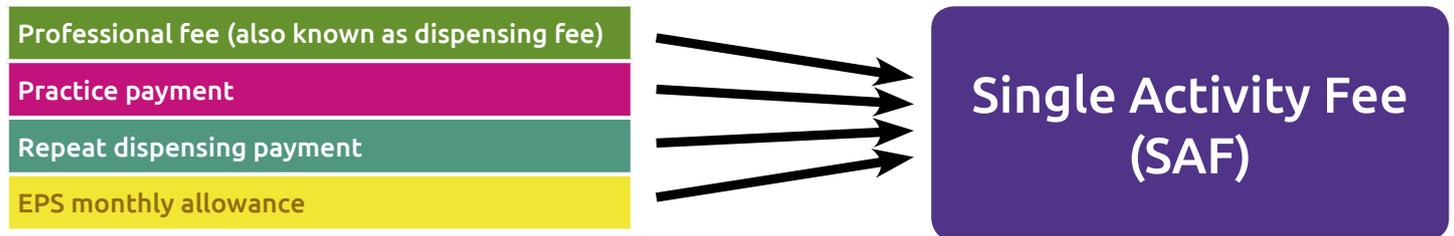
# Understanding the Single Activity Fee

PSNC's Dispensing and Supply Team explain what the Single Activity Fee is and provide examples of items that are eligible for multiple fees as well as those that attract no fee.

It is important to be aware of how many fees an item attracts to ensure you are claiming the appropriate number of fees for each prescription submitted for payment, and to declare the correct number of item totals on your end of month submission form (FP34C).

## What is the Single Activity Fee?

In December 2016, the Department of Health and Social Care introduced the Single Activity Fee (SAF) which replaced a range of payments into one single fee (see below). A SAF is paid automatically for all eligible items meaning no additional endorsement is required.



## What is the current value of a SAF and why does it change?

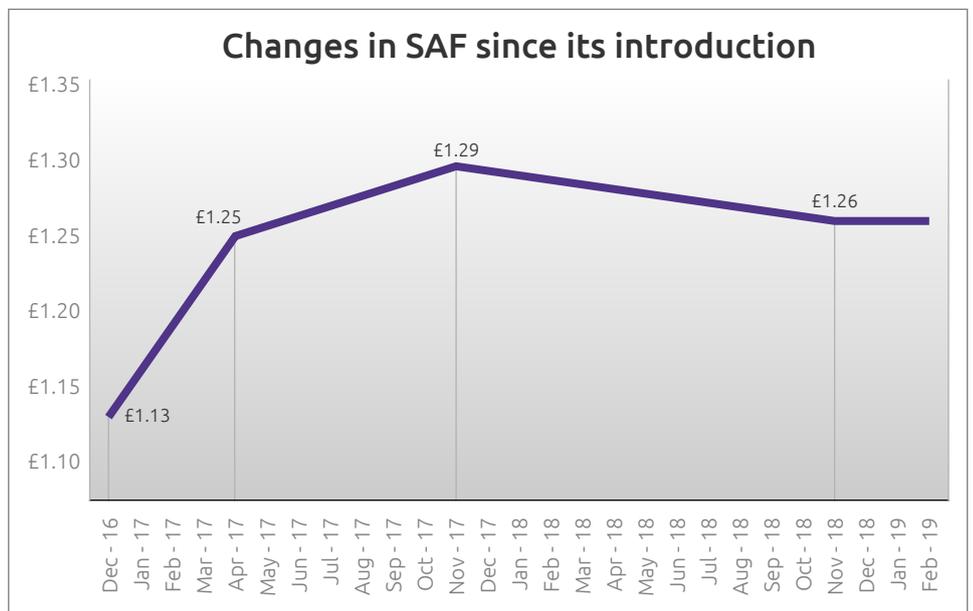
Since its introduction in December 2016, the SAF rate has fluctuated up and down. The change in SAF is based on the forecast of the total number of items dispensed to ensure that the fee delivery remains within the agreed funding envelope for the year. Currently, the SAF for items dispensed from November 2018 onwards is set at £1.26 per item.

## Do any items attract no SAF?

Whilst lymphoedema garments attract one SAF per pair, any additional options for base garments ordered on the same or a separate prescription form do not attract a separate SAF. No additional fees are payable other than those applicable to the base garment as all that is being dispensed is the base garment with optional modifications.

## Do certain item attracts multiple SAFs?

Some items for example certain combination drugs automatically attract multiple SAFs. For example, a prescription for Femoston 1/10mg tablets attracts two SAFs as it contains two types of tablets – one containing Estradiol 1mg only, and the other a combination of two active ingredients, Estradiol 1mg and Dydrogesterone 10mg.



It is important to keep track of the number of SAFs that can be claimed on each prescription; this can be made easier by recording the figure per prescription in the box provided on the bottom left hand corner of an FP10 prescription.

Completing the 'For dispenser No. of Prescriptions on form' box (circled) is good practice as it will make counting item totals easier for completion of the FP34C submission document at the end of the month. **Please note this figure is not used by NHSBSA when processing your bundle so it is vital that your FP34C is completed accurately.**

**Multiple SAFs apply if the following are on the same prescription:**

- Different drugs, types of dressings or appliances are supplied;
- Different formulations, strengths or presentations of the same drug or preparation are prescribed and supplied (including combination packs);
- For each interaction / "pick-up" for prescriptions for oral liquid methadone or other items prescribed and supplied on an instalment prescription (FP10MDA)
- Multiple flavours are prescribed and supplied – where a prescription orders multiple, assorted, various or mixed flavours one SAF can be claimed for each flavour supplied and endorsed. **With EPS prescriptions an 'AF' endorsement must be added by the prescriber in the prescriber endorsement field to receive a separate SAF for each flavour supplied.** In order to receive the appropriate amount of fees it is best practice for pharmacy teams to endorse exactly which flavours have been dispensed and make a note of the number of items dispensed on the prescription in the box provided in the bottom left hand corner of the prescription. When totalling up your items figures and entering onto your FP34C ensure one item is claimed for each flavour dispensed and endorsed.

Please note, if the prescription states 'flavour not specified' or specifies a named flavour for example, 'strawberry', the pharmacy will only be paid one SAF for the prescribed item. If multiple flavours are dispensed against a prescription stating 'flavour not specified', the pharmacy will only receive one SAF regardless of endorsement.

Multiple flavours have been endorsed, a SAF will be received for each flavour endorsed.\*

\*Reminder: where supplementary information has been added to a paper prescription, it should be placed in the red separator. Supplementary information added to an EPS prescription will not be seen by an NHSBSA operator. For EPS prescriptions, ensure the AF box has been ticked by the prescriber.

The example of mixed flavours below applies to paper prescriptions only.

Pharmacy Stamp Pharmacy stamp 1 Pharmacy lane NE1 3BR 111000222		Age DoB	Title, Forename, Surname & Address A Person 26 Anywhere Street Somewhere NE1 3JD
Please don't stamp over age box Number of days' treatment N.B. Ensure date is stated			
6 x Ensure liquid chocolate 250ml	24 x Ensure liquid chocolate 250 ml As directed - Various flavours		
6 x Ensure liquid vanilla 250ml			
1 x Ensure liquid coffee 250ml			
Signature of Prescriber <i>G Practitioner</i>		Date 01/01/2019	
For dispenser No. of Prescriptions on form 3		G Practitioner 34-36 Practice Street Old town NE1 3BR 0000 2222 5555	
NH			

A note has been made of the number of items dispensed, this will help when calculating your end of month totals

**Item declaration on FP34C**

It is important to be aware of the number of SAFs an item attracts and keep a note of this when dispensing; this will help to ensure accurate completion of your end-of-month submission document. It is important your FP34C submission document is completed accurately with the total number of SAFs declared in your total items figures section. The declared item totals are used to calculate your pharmacy Advance payment which can affect pharmacy cashflow if the total number of items declared are lower than the actual total number of items (or SAFs).

The NHS Business Services Authority (NHSBSA) applies a 5% tolerance for differences between your declared and NHSBSAs received item figures. If the figures are above this 5% tolerance, they will contact you to re-confirm your figures.

**PSNC's useful links**

- Refer to our Methadone dispensing (FP10 and FP10MDA) page for guidance on endorsement and applicable fees: [psnc.org.uk/methadone](http://psnc.org.uk/methadone)
- See our Dispensing Factsheet: No Charge and Multi-Charge Items for information on items which incur either single multiple or no patient charges: [psnc.org.uk/multichargesfactsheet](http://psnc.org.uk/multichargesfactsheet)
- See our Prescription Submission Factsheet for guidance on the endorsing and submission of prescriptions: [psnc.org.uk/submissionfactsheet](http://psnc.org.uk/submissionfactsheet)
- Use the NHS medicines database (dm+d) to view reimbursement information. See our page for guidance on using dm+d: [psnc.org.uk/dmd](http://psnc.org.uk/dmd)