

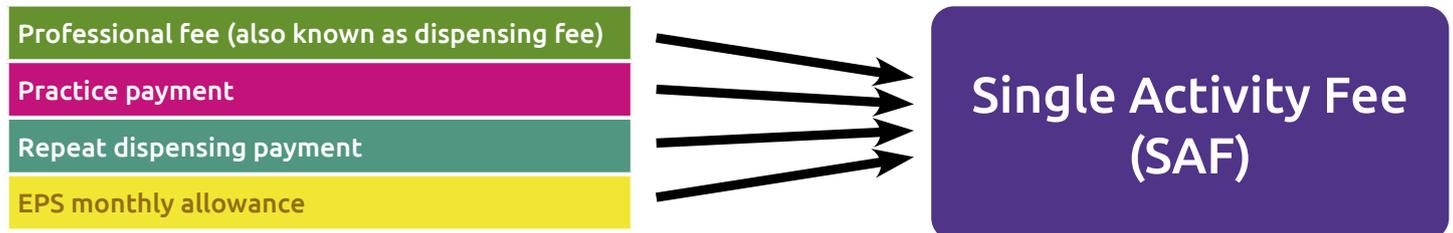
Understanding the Single Activity Fee

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 through the **Manage Your Service (MYS) portal**

What is the Single Activity Fee?

In December 2016, the Department of Health and Social Care introduced the SAF consolidating a range of payments into one single fee (see image 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?

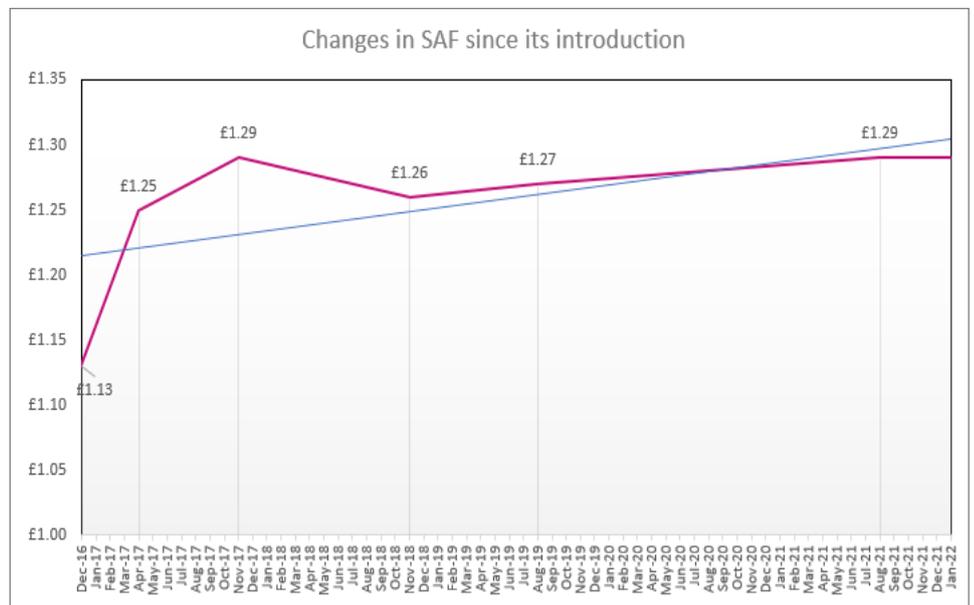
Currently, the SAF for items dispensed from August 2021 onwards is set at £1.29 per item. Since its introduction in December 2016, the SAF rate has fluctuated up and down. The change in SAF is based on the forecast of the total number of items dispensed to ensure that the fee delivery remains within the agreed funding envelope for the year.

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 items attract 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 needs to 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 counted for each flavour dispensed and endorsed (see example below).

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. For more information see our page [Items With Multiple Flavours](#)

Example of EPS prescription for mixed flavours:

For the EPS prescription right the prescriber has added the 'AF' endorsement to the prescriber endorsement field indicating that the patient requires multiple flavours. Please note that multiple flavours can only be claimed where the prescriber has selected the 'AF' endorsement. The addition of any free typed text such as assorted, mixed or various flavours to the dosage instructions of an EPS prescription, will not be seen by NHSBSA as they only extract prescriber endorsements (for example, 'AF') from the prescriber endorsement field of the EPS prescription message.

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

MRA DISPENSER	Age 33	Title, Forename, Surname & Address MR ANDREW CHARLTON
PHARMACY ADDR1	D.O.B 2003/1973	ADDRESS LINE 1
PHARMACY ADDR2		ADDRESS LINE 2
PHARMACY ADDR3		ADDRESS LINE 3
POSTCODE		ADDRESS LINE 4
PHARMACY CODE		ADDRESS LINE 5
	NHS Number	NHS NUMBER
DISPENSING TOKEN		
6 x Ensure liquid strawberry 250ml	Prescribed Medication Ensure liquid (Mixed Flavours) 24x250ml As directed	
6 x Ensure liquid orange 250ml		
12 x Ensure liquid Vanilla 250ml		
DISPENSING TOKEN - Not to be used as a prescription, even if signed by an authorised prescriber.		Date
DR A. JONES		GP Code
GP ADDRESS LINE 1		POSTCODE
GP ADDRESS LINE 2		PCT CODE
GP ADDRESS LINE 3		
TELEPHONE NUMBER		
PCT NAME		
		FP10DT007

Prescription includes an additional instruction to dispense 'mixed flavours'. In this case, the prescriber has selected the 'AF' button (this enables the dispenser to endorse and receive payment for dispensing multiple flavours) on their system

* The Assorted flavours or 'AF' button can be found on prescriber systems when prescribers are initially writing the prescription. This button must be selected for a pharmacy to be able to claim for multiple flavours. If you are not sure whether the 'AF' button has been selected, contact your system supplier to check how it is flagged on your system.

End of month submission

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 through the **MYS portal** 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).

PSNC's useful links

- Refer to our [Methadone dispensing \(FP10 and FP10MDA\)](#) page for guidance on endorsement and applicable fees.
- See our factsheet [Endorsing instalment forms correctly](#) for guidance on endorsing instalment prescriptions.
- See our [Dispensing Factsheet: No Charge and Multi-Charge Items](#) for information on items which incur either single multiple or no patient charges.
- See our [Prescription submission requirements](#) page for guidance on the endorsing and submission of prescriptions.
- Use the [NHS medicines database \(dm+d\)](#) to view reimbursement information. See [our page](#) for guidance on using dm+d.