

## One You Cheshire East NRT Voucher Claim Process

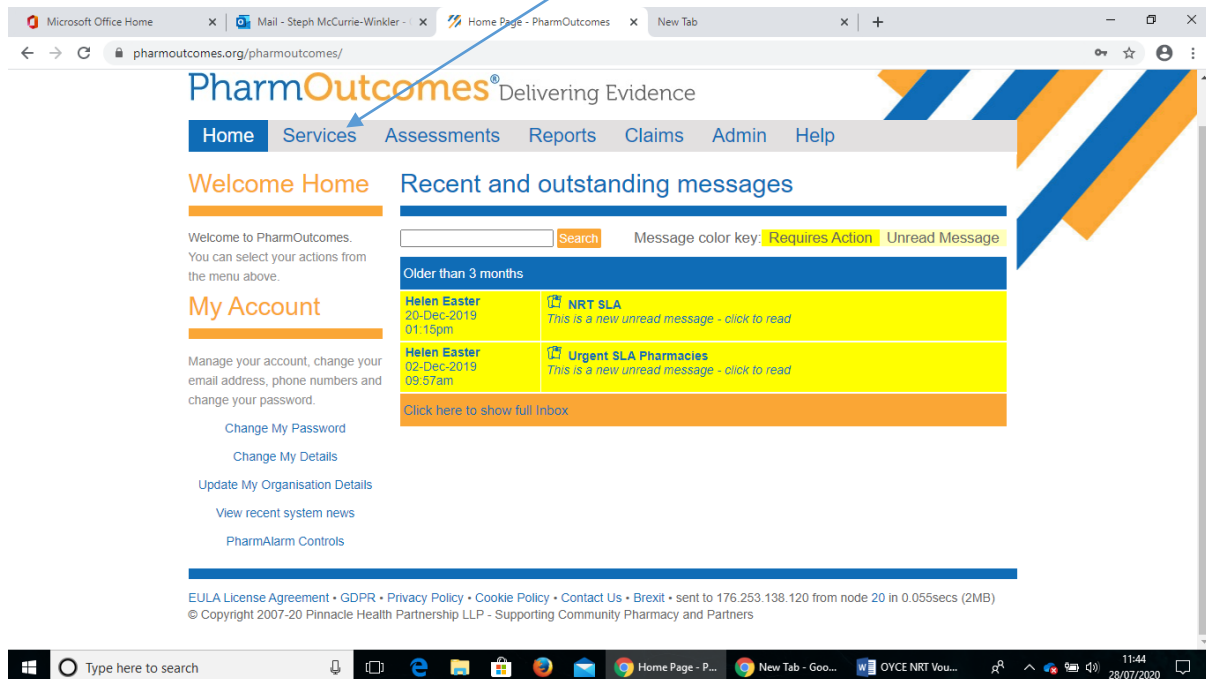
Please follow the below process in order to claim the drug tariff costs for Nicotine Replacement Therapy issued to patients in branch via the NRT Voucher Scheme as part of the One You Cheshire East Be Smoke Free programme.

You will need to complete two short screens; **NRT Voucher – Register Client** (only to be completed once for each client) **and NRT Voucher – Claim**.

\*Please note: Payments for NRT voucher claims will be made on a quarterly basis.

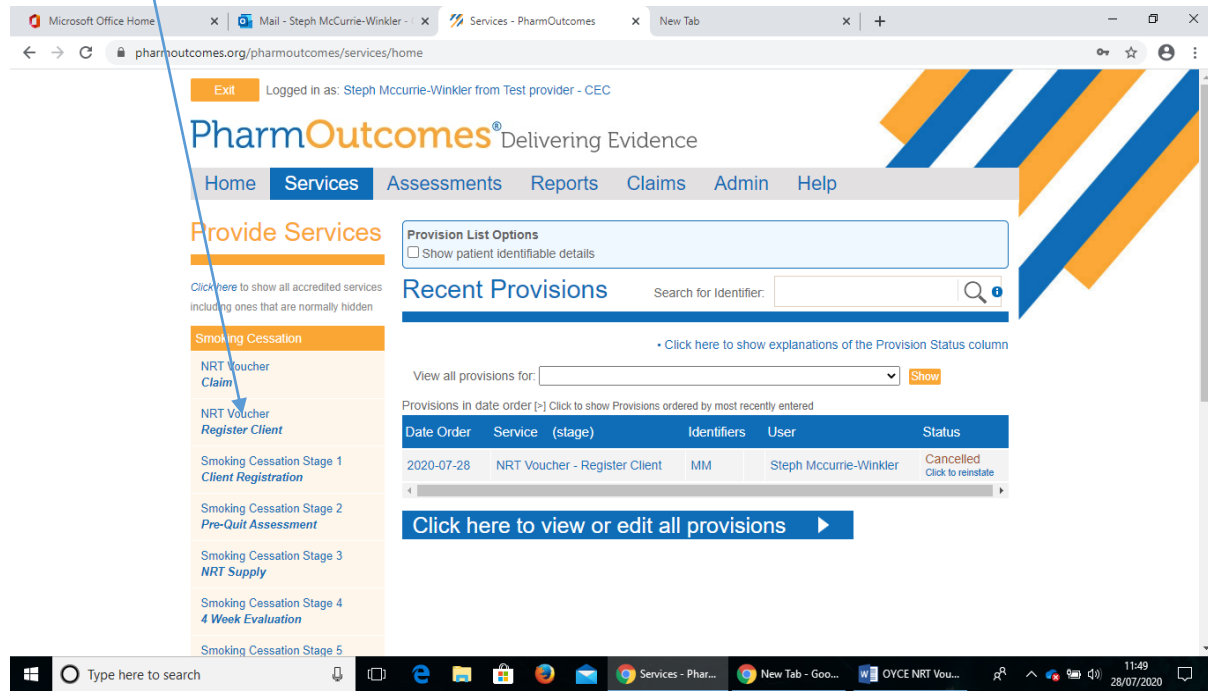
### Logging on and selecting the services tab

Log in to PharmOutcomes and select the **Services** tab from the Home page.

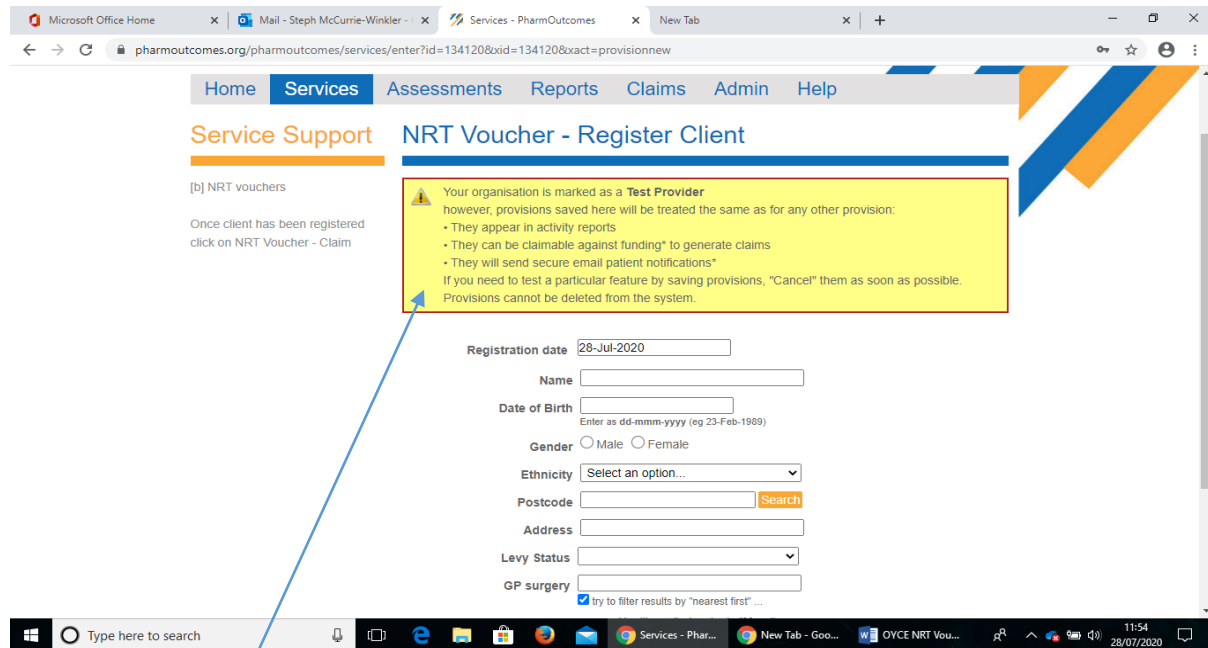


**STEP 1: Completing NRT Voucher – Register Client**

Select **NRT Voucher – Register Client**. You will only need to register a client’s details once. When the client revisits the pharmacy with subsequent vouchers, you can call up the client by accessing the NRT Voucher – Claim screen.



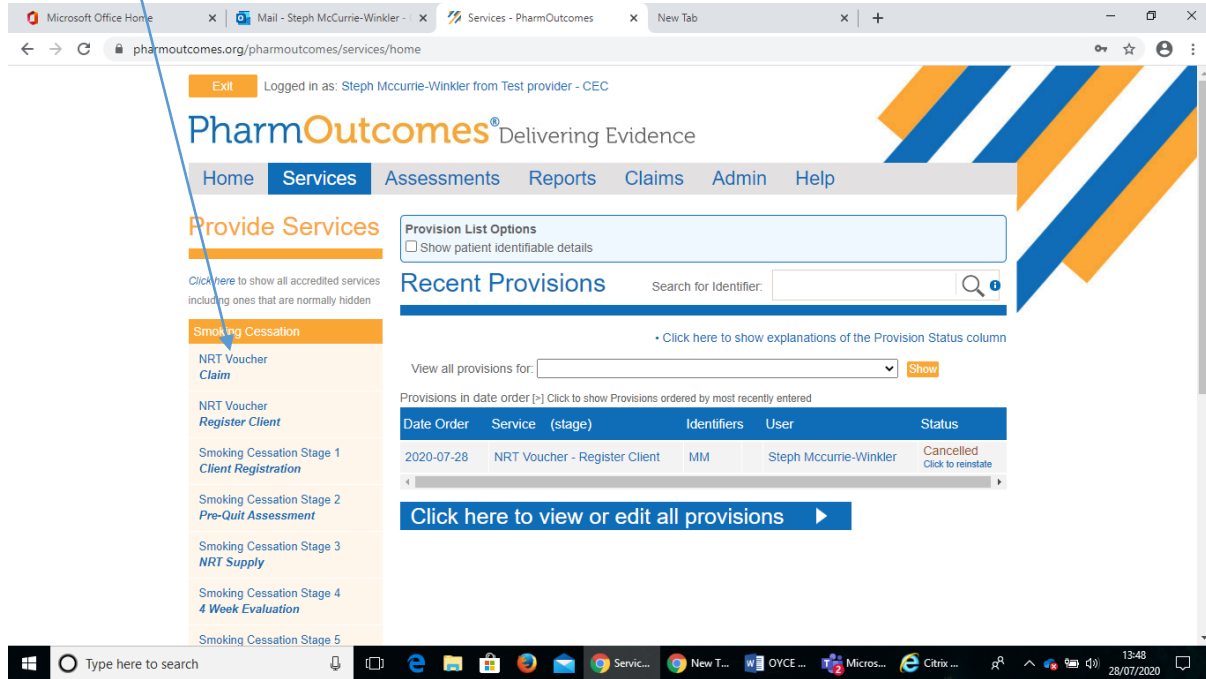
Complete ALL fields below and click **SAVE** after GP surgery entry.



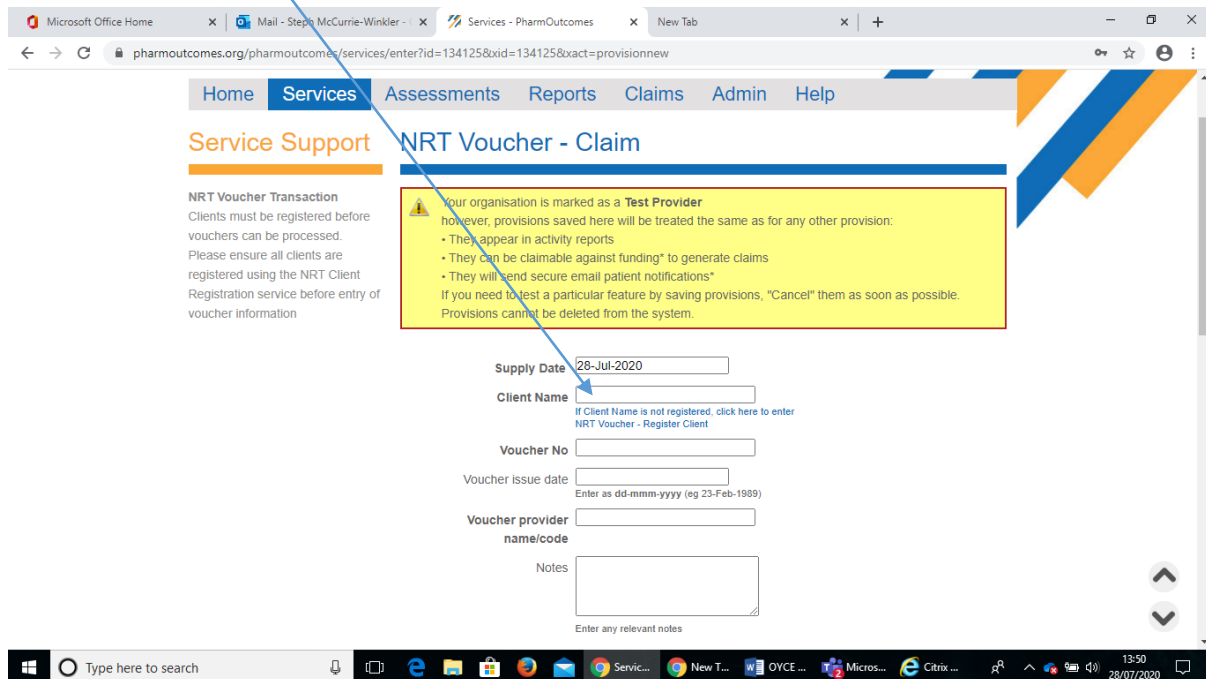
(Please ignore this box – it is for testing purposes only).

**STEP 2: Completing NRT Voucher -Claim**

Select **NRT Voucher – Claim**. This is where you will link the client you have registered to the voucher for which you are making the claim.

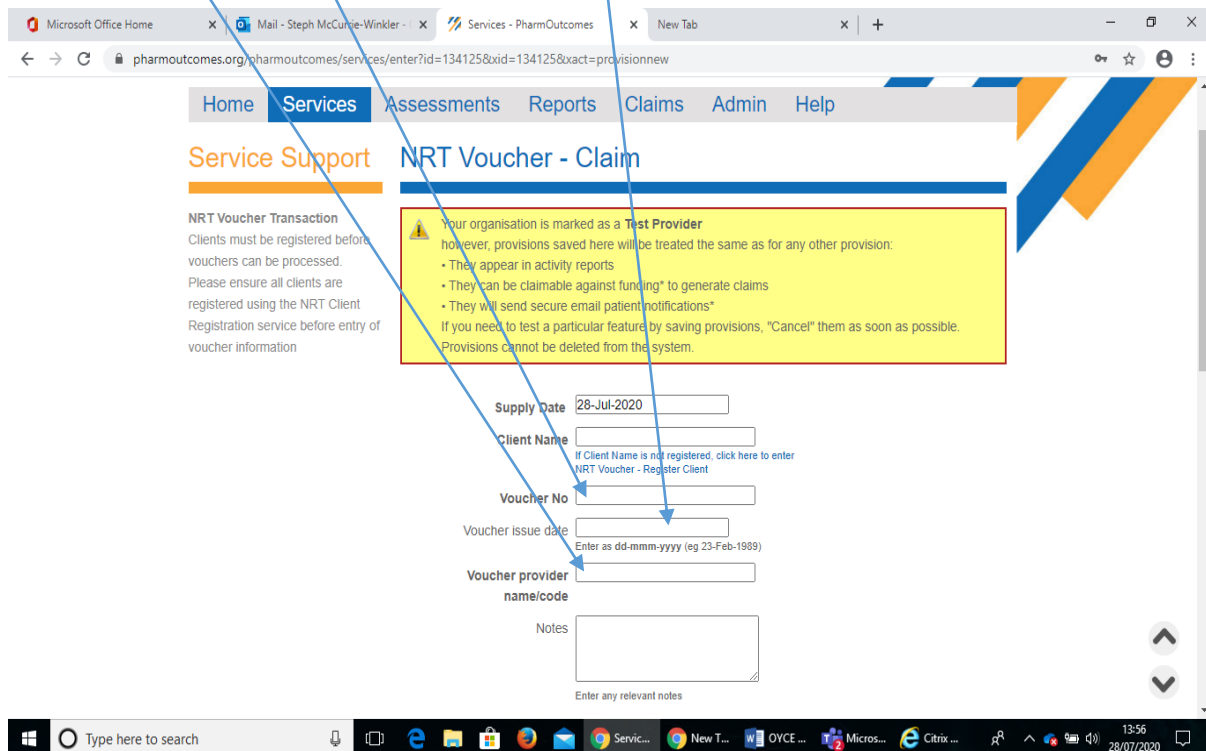


Begin to type in the **client name** and the field will recognise the client, then select name.



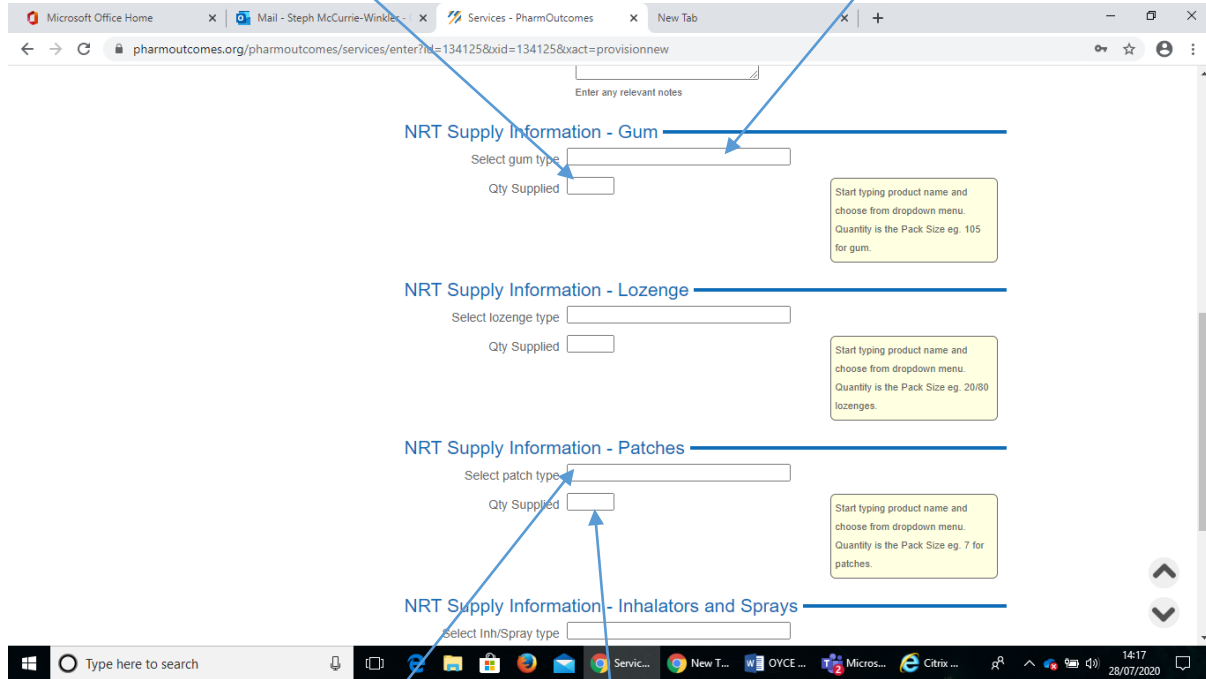
Enter **voucher number** here. This is a **four digit number** that can be located on the top left hand side of the physical voucher, along with the **voucher issue date** in the correct format, which can be found in the bottom left hand corner of the physical voucher.

Enter the **name** of the Health Coach who completed the voucher here. This name will be one of three; **Karolina Ayers, Adam Jones or Kevin Pack.**



Enter the NRT that has been requested by the Be Smoke Free Coach by referring to the physical voucher and then selecting the appropriate NRT type (s) below.

e.g Nicorette Icy White Gum 4mg 105 pieces would be **Gum Type = Nicorette Icy White 4mg** and **Quantity Supplied = 105 pieces**. **Please note: DO NOT record the number of packs/boxes in Qty Supplied.**



The screenshot shows a web browser window with the URL `pharmoutcomes.org/pharmoutcomes/services/enter?ile=134125&xid=134125&xact=provisionnew`. The page contains four sections for NRT supply information:

- NRT Supply Information - Gum:** Includes a dropdown for 'Select gum type' and a text input for 'Qty Supplied'. A yellow tooltip says: 'Start typing product name and choose from dropdown menu. Quantity is the Pack Size eg. 105 for gum.'
- NRT Supply Information - Lozenge:** Includes a dropdown for 'Select lozenge type' and a text input for 'Qty Supplied'. A yellow tooltip says: 'Start typing product name and choose from dropdown menu. Quantity is the Pack Size eg. 20/80 lozenges.'
- NRT Supply Information - Patches:** Includes a dropdown for 'Select patch type' and a text input for 'Qty Supplied'. A yellow tooltip says: 'Start typing product name and choose from dropdown menu. Quantity is the Pack Size eg. 7 for patches.'
- NRT Supply Information - Inhalators and Sprays:** Includes a dropdown for 'Select Inh/Spray type'.

For patches, please input the brand name with patch strength and quantity supplied (number of patches 7, 14) e.g. **Nicorette INVISI Patch 25mg (7)**. **Click SAVE.**

**STEP 3: Completing Levy Status and Number of charges paid**

Please select one option from the dropdown menu for **Levy Status** to indicate NHS prescription particulars for the client.

For **Number of charges paid** please select **1** for each item that appears on the voucher, irrespective of the amount issued per item, e.g. Voucher for Nicorette INVISI 25 mg patch (7) x 2 and Nicorette Icy White Gum 4mg (105 pieces) x 2, please input **2 charges**. **Click SAVE.**

**Levy Status**

**Number of charges paid**

Where 'Pays for each prescription item' is selected for Levy Status

**Save**

You have now **registered and claimed for the voucher** for the client. This can be repeated for each voucher without having to re-register the client via Step 1 of this process.

For further information or clarification re this process guide please contact:

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For information re: claims or payments please contact:

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For referrals to One You Cheshire East:

Call **Freephone 0808 1643 202** OR visit [www.oneyoucheshireeast.org](http://www.oneyoucheshireeast.org)