



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.

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

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	Home Services Assessments Reports Claims Admin Help	
	Service Support NRT Voucher - Register Client	
	[b] NRT vouchers Your organisation is marked as a Test Provider Once client has been registered however, provisions saved here will be treated the same as for any other provider Click on NRT Voucher - Claim They can be claimable against funding* to generate claims They will send secure email patient notifications*	ision:
	Provisions cannot be deleted from the system.	soon as possible.
	Registration date 28-Jul-2020 Name	
	Date of Birth Enter as dd-mmm-yyyy (eg 23-Feb-1989)	
	Gender O Male O Penhale Ethnicity Select an option	I
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(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.

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

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	Home Services Assessments Reports Claims Admin Help	
	Service Support NRT Voucher - Claim	
	NRT Voucher Transaction Vour organisation is marked as a Test Provider Clients must be registered before vouchers can be processed. Inverse registered using the NRT Client Please ensure all clients are registered using the NRT Client They can be claimable against funding* to generate claims Registration service before entry of voucher information Ty ou need to test a particular feature by saving provisions, "Cancel" them as soon as possible.	
		_
	Supply Date 28-Jul-2020	
	Client Name If Client Name is not registered, click here to enter NRT Voucher - Register Client	
	Voucher No	
	Voucher issue date Enter as dd-mmm-vyvy (eg 23-Feb-1989)	
	Voucher provider	
	Notes	~
	Enter any relevant notes	•
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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.**



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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.

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NRT Supply Information - Patches		
Select patch type		
Qty Supplied Start trains product name and		
choose from dropdown menu.		- 1
Quantity is the Pack Size eg. 7 for		
patches.		~
NRT Supply Information - Inhalators and Sprays		
Relect InduStoray type		
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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	O Where 'Pays for each prescription item' is selected for Levy Status

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.

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For further information or clarification re this process guide please contact: **Steph McCurrie-Winkler - OYCE Health & Wellbeing Coach Manager (Mon-Thurs)** <u>steph.mccurrie-winkler@reedwellbeing.com</u> **07718 167873**

For information re: claims or payments please contact: Sarah French – OYCE Health & Wellbeing Manager (Tues-Fri) sarah.french@reedwellbeing.com 07925 147410

For referrals to One You Cheshire East: Call **Freephone 0808 1643 202** OR visit <u>www.oneyoucheshireeast.org</u>