

Ref PH453

To all Community Pharmacies in the Wessex area

Dear Pharmacist,

It is now time to submit the MUR and NMS quarterly reports for the second quarter of 2018/2019 i.e. for July, August and September 2018. The window for submission opens on **1 October 2018** and will remain open for **10 days** so please ensure that you submit the reports before **10 October 2018**.

The NHS Business Services Authority (NHSBSA), on our behalf, now administers the collection of completed MUR and NMS quarterly reports from pharmacy contractors in Wessex. Please do not send quarterly reports directly to us at Oakley road, use one of the methods described below to submit direct to NHSBSA. You will already have received a reminder direct from them.

There are 2 ways in which to submit the information to the NHSBSA but; we **strongly recommend that you use option 1** (the survey tool) unless you are bulk uploading for a number of pharmacies in one go.

The reason is that unless the spreadsheet you use for option 2 exactly matches the format used by the NHSBSA; you may receive a successful acknowledgement but the data will not upload and will show as missing so, it will then be necessary to do it again. The need for an exact match may include for example the font and size, the right number of spaces, a full stop or dot in the precise location etc.

The options available are therefore;

1. You can use the online tool to enter your information. This is similar to the way the CPAF survey is completed. This is accessed via the NHSBSA website <http://www.nhsbsa.nhs.uk/PrescriptionServices/5539.aspx> Please enter and submit all of the required information that you would normally enter into the reporting templates. This will be automatically uploaded into the NHSBSA system.

or

2. Download the electronic reporting templates from the NHSBSA website <http://www.nhsbsa.nhs.uk/PrescriptionServices/5539.aspx> complete the required information and save this as an .xlsx file in a local drive on your PC. Further information and guidance can also be found on the link above. You will then need to upload the electronic reporting templates to the NHSBSA Information Services Portal.

Please note that when the quarterly reports are requested, you are required to submit them by **10 October 2018** as this is one of the ongoing conditions for providing the service. The collated data generated from the reports is also very useful and can be used to support cases for service development and improvement.

Thank you for your co-operation.



Kind regards

**Helen Wardle**

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