

# Community Pharmacist Consultation Service

## MYS Claims Userguide

All claims for the CPCS service **MUST** be made via the Manage Your Service (MYS) portal. The process of reporting claims has been automated by a link on Sonar (London CPCS) and NHSBSA.

### Claiming for The CPCS service

*The claiming process will be available between 1st - 5th of each month for the previous period. October & November 2019 claims can be made up to December 20th 2019.*

All claiming must be done via the MYS portal. All completed consultations on Sonar will be in the MYS portal for claiming. It is recommended that you claim monthly but you are able to claim retrospectively up to a 6-month period. Once you have logged into the MYS portal, you will see a tab called Community Pharmacist Consultation Service. After selecting this option, you will be taken to the CPCS Claim confirmation page.

<b>Community Pharmacist Consultation Service</b>			
Urgent medicines supply and minor illness referrals			
<b>Current submissions</b>			
Period	Urgent medicines consultations	Minor illness consultations	Action
November 2019	...	...	<a href="#">Submit</a>
October 2019	...	...	<a href="#">Submit</a>

\*Octobers claims may be on a separate line or added to the November period.

On this page you can choose which month you wish to claim for as well as viewing your previous months' submission data. To make a claim, you should select the 'Review & Submit' link next to the period that has not yet been claimed. This will take you to the claims review page for CPCS for the period selected.

**BETA** This is a new service - your [feedback](#) will help us to improve it.

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## Community Pharmacist Consultation Service

Urgent medicines and minor illness consultations

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### September 2019 submission

Check the number of referrals for your submission. If you think these are incorrect, contact your CPCS IT provider.

Type of consultation	Number of referrals	Number of items
Urgent medicines supply	...	...
Minor illness referrals	...	...

Declaration

The top part of the page shows a service breakdown including: type of service provided, the number of referrals completed, the number of items dispensed for urgent supply..

The declaration follows: You have to agree with the date shown on the declaration page and confirm the declaration disclaimer, complete your name and any additional email addresses you would like the confirmation to go to. The NHSBSA will automatically send a confirmation to your shared email address. Once completed, tick the box to agree and accept the declaration and select the 'Next' button.

Type of consultation	Number of referrals	Number of items
Urgent medicines supply	...	...
Minor illness referrals	...	...

Declaration

I am claiming payment in accordance with the terms of the Community Pharmacy Consultation Service, as set out in the service specification and the Pharmaceutical Services (Advanced and Enhanced Services) (England) (Amendment) Directions 2015. I declare that the information on this submission form is correct and complete.

I confirm that the pharmacy named above has been registered with the NHS Business Services Authority as a provider of this service and understand that this payment claim will not be approved if the pharmacy has not been registered.

First name

Last name

We'll send an email to **premises.address@nhs.uk**.

If you would like a copy sent to another email address, please enter it below.

Email address (optional)

I agree and accept this declaration.

Clicking the 'Next' button takes the provider to the Submission Page. Once you have submitted your declaration, you'll be taken to a confirmation page. This will confirm your submission is complete and your payment will be made as part of the payment by the NHSBSA.