



# QuitManager

## **Payment Module User Guide: Payment Information & Invoice Generation**

**Contents:**

	Page
Provider Payment Process	3
Claim Periods April 2018 - March 2019	3
Payment Triggers and Tariff Amounts	4
Enhanced Payments	5
Dispensing Only (Introductory Dispensing Pharmacy and Standard Intermediate Stop Smoking Pharmacy Provider)	6
How are payments worked out?	6
Product Payments	7
How to access the payment module	7
Generating Payment Invoice	8
Payment Reporting	10
Pharmacy NRT Payment Report	12

If you have any questions or problems in relation to QuitManger please contact Rachel McIlvenna , [rachel\\_mcilvenna@middlesbrough.gov.uk](mailto:rachel_mcilvenna@middlesbrough.gov.uk) or Joanna Feeney ([Joanna\\_Feeney@middlesbrough.gov.uk](mailto:Joanna_Feeney@middlesbrough.gov.uk)).

## **Provider Payment Process**

Providers do not need to submit invoices to receive payment.

QuitManager will generate Invoices for activity from the previous month on the 11th working day of the month. For example, it will only be possible to generate invoices for May 2018 on and after the 11<sup>th</sup> working day of June 2018. In determining the working days in a month, Bank Holidays will NOT be counted.

Providers do not need to send Invoices to the Local Authority; the Local Authority will generate invoices on the 13th working day of the month (please see the table below for the schedule). This will allow 2 days for providers to review Invoices on QuitManager and to raise any query about the invoice. It is the responsibility of the Provider to report any discrepancies to the Stop Smoking Service by the 13th working day of the month. The invoice will be submitted for payment automatically if contact is not made by this deadline. If any queries are made after this time, reconciliation may take place at a later date.

You may also want to look at the Payment Report and the NRT Payment Report to ensure that you are happy that the invoice reflects the monthly activity. Within this guide please refer to the section on how to view an invoice and Payment Reports.

## **Claim Periods April 2018 - March 2019**

For activity between April 2020 - March 2021, the reporting period is detailed below:

<b>Month</b>	<b>11th Working Day</b>	<b>13th Working Day</b>
April 2020	15/05/20	19/05/20
May 2020	15/06/20	17/06/20
June 2020	15/07/20	17/07/20
July 2020	17/08/20	19/08/20
August 2020	15/09/20	17/09/20
September 2020	15/10/20	19/10/20
October 2020	16/11/20	18/11/20
November 2020	15/12/20	17/12/20
December 2020	16/01/21	18/01/21
January 2021	15/02/21	17/02/21
February 2021	15/03/21	17/03/21
March 2021	15/04/21	19/04/21

## Payment Triggers and Tariff Amounts

Below are details on the payment triggers and amounts that will determine how much each provider is paid for smoking related activity.

Payment Trigger	Amount
<p>Initial Assessment attended &amp; recorded and Quit Date Set</p> <p><b>Criteria for payment:</b> Recording a Valid 4 week follow up as either Quit, Not Quit or Lost to Follow up. Non recording of 4 week follow up during correct period may result in non payment.</p>	£10
<p>4 week Quit Self Reported (non Co verified)</p> <p><b>Criteria for payment:</b> Recording of a DH Valid 4 week Follow up on QuitManager indicating a successful 4 week Quit with the following criteria adhered to;</p> <ul style="list-style-type: none"> <li>• Smoker has not smoke after day 14 of Quit (Post Quit Date)</li> <li>• Smoking Status has been established (via Face to Face, telephone, SMS) during a session that has occurred between day 25 and 42 (post Quit Date)</li> </ul> <p>Any 4 Week follow ups recorded outside of the Valid DH Monitoring period (Day 25 - 42) are defined as not Valid Quits and subsequently payment cannot be made.</p>	£25
<p>4 Week Quit CO Verified</p> <p><b>Criteria for payment:</b> Recording of a DH Valid 4 week Follow up on QuitManager indicating a successful 4 week Quit with the following criteria adhered to;</p> <ul style="list-style-type: none"> <li>• Smoker has not smoke after day 14 of Quit (Post Quit Date)</li> <li>• Smoking Status has been established and verified by CO validation with a reading of &lt;10ppm.</li> <li>• Smoking status has been established during a session that has occurred between day 25 and 42 (post Quit Date)</li> </ul>	£25
<p>12 Week Quit CO Verified (77 - 98 days post Quit Date)</p> <p><b>Criteria for payment:</b> Recording of a DH Valid 12 week Follow up on QuitManager indicating a successful 12 week Quit with the following criteria adhered to;</p> <ul style="list-style-type: none"> <li>• Smoker has DH Valid 4 week follow up recorded as Quit</li> <li>• Smoking Status has been established and verified by CO validation with a reading of &lt;10ppm.</li> </ul> <p>Smoking status has been established during a session that has occurred between day 77 and 98 (post Quit Date)</p>	£40

As in line with the service specification, to be eligible for payment, a 4 or 12 Week follow up must be recorded on QuitManager within 10 days of the session taking place.

## Enhanced Payments

There are no longer any enhanced payments for pregnancy, young people, BME or those living in a deprived postcode

## Pharmacy Dispensing Activity

Standard Intermediate Stop Smoking Pharmacy Provider

Payment Trigger	Condition	Amount
Initial 5 Week Pharmacy Voucher	Once only fee inclusive of all dispensing throughout the 5 week period (1 week, 2 week, and 2 week). To be paid once the voucher is closed either by virtue of all dispensing completed or client LTF two weeks after the last possible dispensing date	£10
Subsequent 8 Week Pharmacy Dispensing Voucher Fee	Once only Fee inclusive of all dispensing throughout the remainder of the 12/13 week pathway (2 week, 2 week, 2 week and 2 week). To be claimed once the voucher is either closed by virtue of all dispensing completed or client LTF two weeks after last possible dispensing date	£5
Extension Voucher – 1 or 2 week Voucher initiated in Pharmacy 12 weeks post Quit Date (up to a maximum of 3 weeks)	Once only Fee for dispensed NRT supply made on or after the 12 week post quit date	£2.50

Champix Initial Recommendation Form		£12.50
Champix Continuation Recommendation Form (up to a maximum of 5 – 10 weeks)		£2.50

### Dispensing Only (Introductory Dispensing Pharmacy and Standard Intermediate Stop Smoking Pharmacy Provider)

Stop Smoking Support is provided within the community seeing a Non clinical but Clients receive products via Dispensing only Voucher or Champix Recommendation Form

Payment Trigger	Amount
1 week Dispensing Only Voucher	£10 – clinical check fee £2.50 – Dispensing fee
2 week Dispensing Only Voucher	£2.50 – Dispensing fee
Champix Initial Recommendation Form	£12.50
Champix Continuation Recommendation Form (up to a maximum of 5 – 10 weeks)	£2.50

#### How are payments worked out?


- Payment amounts are cumulative i.e. a client that has had an initial session recorded and is a 4 week and/or 12 week quit would receive a payment of either:  
£10 + £25 = £35 for a 4 week self-reported quit  
  
Or  
£10+ £25+ £25 = £60 for a 4 week quit which is CO verified  
  
Or  
£10+ £25+ £25+ £40= £100 for a 12 week quit which is CO verified
- The payments will be based on the timestamp of when the activity is recorded on QuitManager. For example, even if the follow up for a 4wk successful quit takes place on the 31st May. If it is recorded on the 1st June then the provider will be paid in the June pay run.
- The initial payment for the attended session and setting a quit date will not be triggered until a four week follow up has been recorded. This will ensure the quit date can only be claimed for once per episode. Therefore a four week follow up must be recorded, even if the status is lost to follow up (LTFU) or not quit. Failure to record a 4 Week Follow up will result in non-payment.
- As in line with the service specification, to be eligible for payment, a 4 or 12 week follow up must be entered within **10 days** of it taking place. A follow up entered too late will be reported in detail reports, but the 4 or 12 week payment value will be set to zero.

## Product Payments

- Product payments and voucher fees before the 4 week quit date will not be triggered until the 4 week follow up has been recorded. Failure to record a 4 Week Follow up will result in non-payment.
- Product payments and voucher fees after the 4 week quit will not be triggered until the 12 week follow up has been recorded. Failure to record a 4 Week Follow up will result in non-payment.
- Product payments and voucher fees after the 12 week follow up will not be triggered until either the episode has been completed or the date of 31 days after the 12 week follow up has been reached.
- A cut-off period of 10 days after a 12 week follow up will be implemented to encourage medication data to be entered by the Service Providers in a timely manner. Any medication data entered too late will be reported in detail reports, but the payment value will be set to zero.

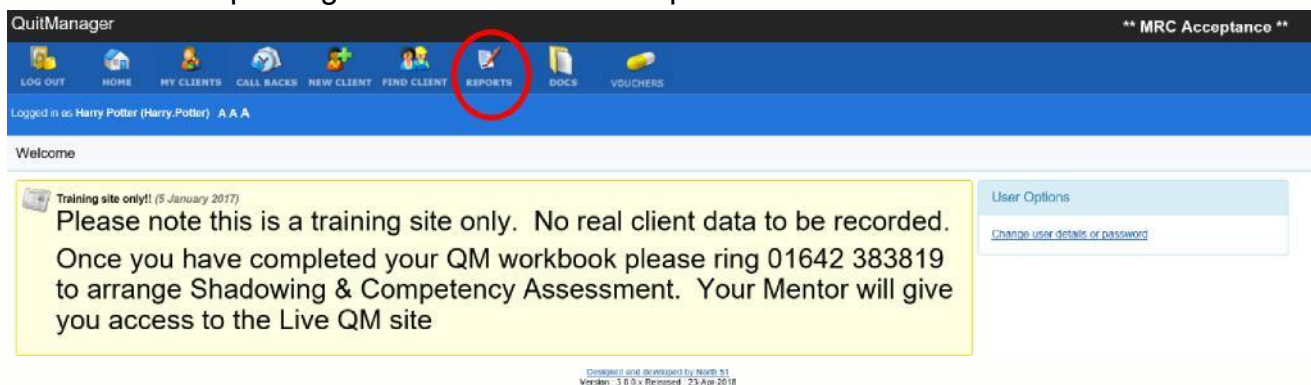
## How to access the Payment Reporting Module

1. Log onto QuitManager in the usual way using your username and password. All trained Stop Smoking Advisors have QuitManager access, if Pharmacy Manager / Practice Manager requires log on to QuitManager please contact Stop Smoking Service.

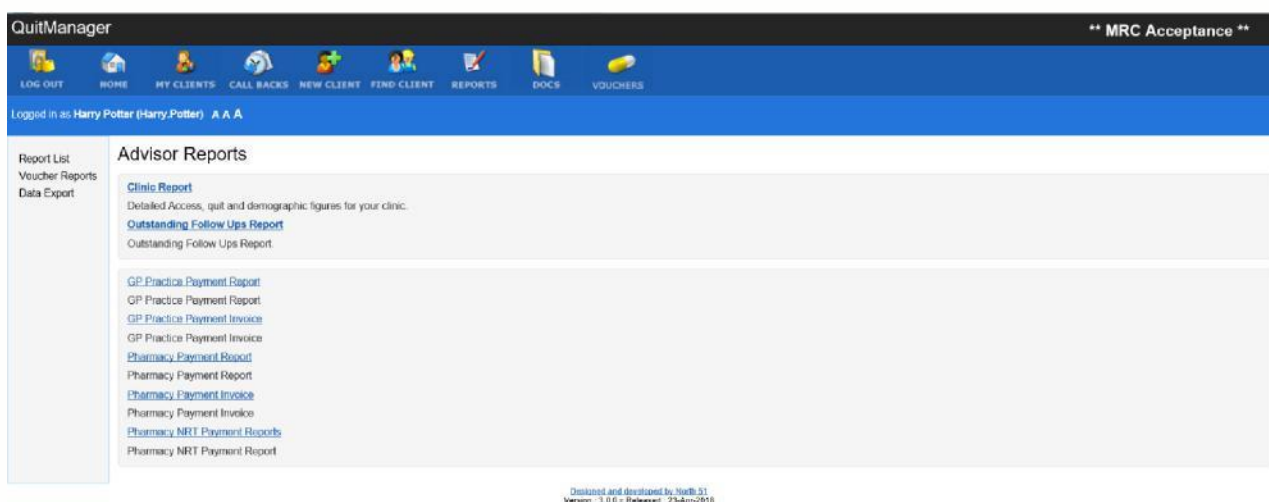


2. Once logged on you will be directed to the Home Page; the Home Page details any notifications from Stop Smoking Service in relation to upcoming campaigns, new guidance, training and reporting periods

3. On the top Navigation menu click on 'Reports' as shown below



4. This will take you through to the Advisor Reports page below.



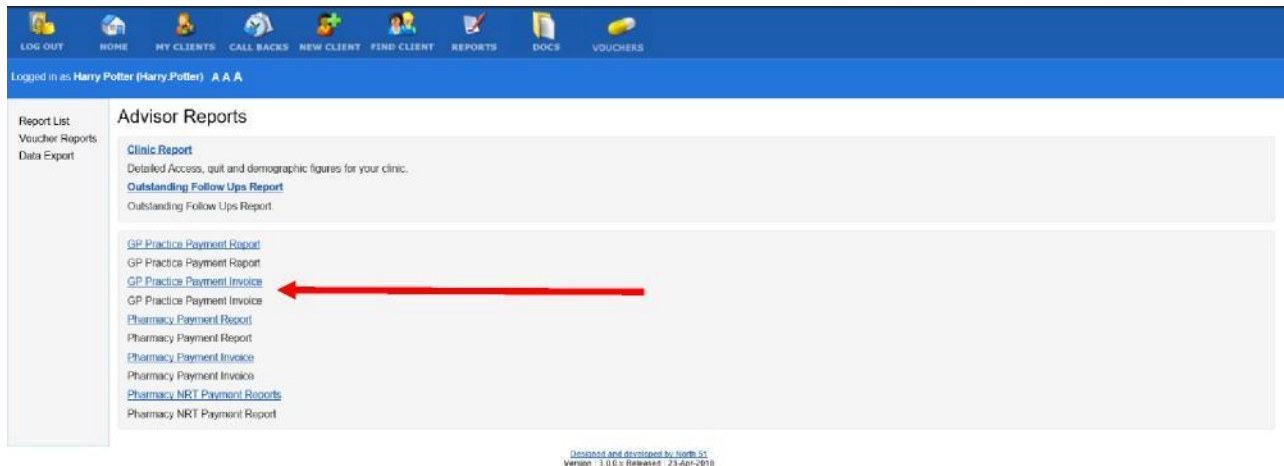
## Generating Payment Invoice

The Payment Invoice details the overall monthly payment to be received from the local authority, including;

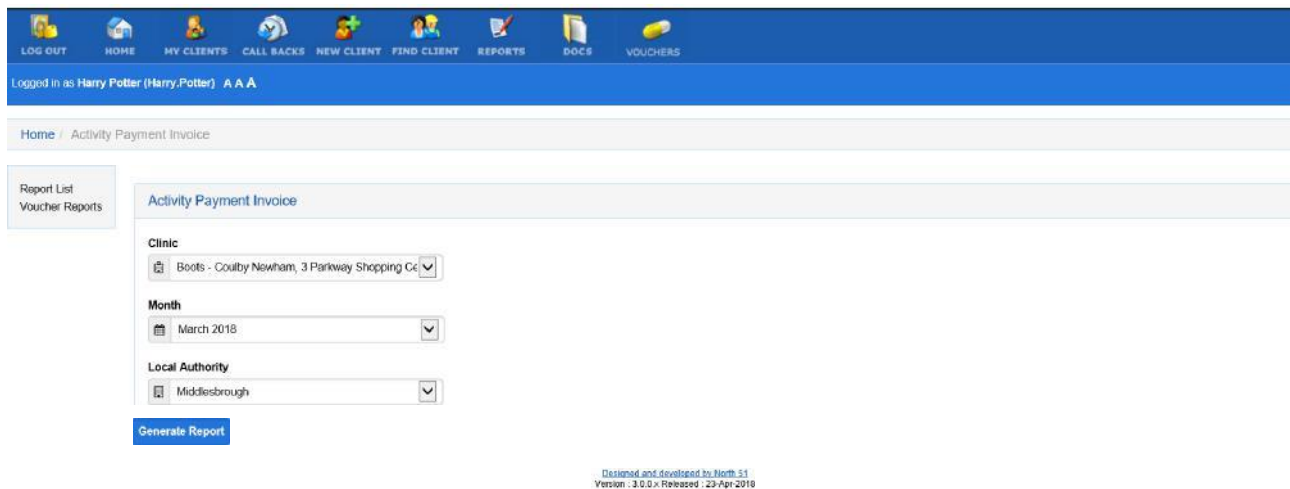
- **Tariff Payments** – Number of Intermediate Assessments (Quit Dates set), 4 Week Quits, Co Validated 4 Week Quits, 12 Week Quits, Maternal Co Validated Quits at 12 Weeks, Under 18 year old Co Validated Quits at 12 Weeks, BME Co Validated Quits at 12 Weeks and Deprived Postcode Co Validated Quits at 12 Weeks;
- **Product Costs** (Pharmacy only) – Products Dispensed on Pharmacy Vouchers, Products Dispensed on Dispensing Only Vouchers, Prescription Equivalent Charges
- **Pharmacy Dispensing & Clinical Check costs** (Pharmacy only) – Dispensing Only Vouchers, Champix Recommendation Forms



1. To generate an invoice click on the appropriate Invoice, i.e. Pharmacy Payment Invoice or GP Practice Payment Invoice.



2. On the next screen, you will be presented with a number of drop down boxes. Use these boxes to select the month and local authority you want to produce an invoice for. For example, in a Middlesbrough Pharmacy and are supporting any clients that live in Redcar & Cleveland, you will be able to generate invoice for both local authority areas and vice versa. Once Month and Local Authority have been selected click on 'Generate Report'



3. A pop up box will appear asking if you want to 'Open' or 'Save' the invoice. The invoice is generated as a PDF. Click on the appropriate option, to either open or save the invoice.

An example invoice is shown below:

Pharmacy Name:	<b>Pharmacy details will appear here.</b>
Pharmacy Code:	
Practice Address:	
Post Code:	
Phone Number:	
Fax Number:	

**INVOICE**

**CUSTOMER**

<b>Local Authority Name:</b>	Middlesbrough Borough Council, Public Health, Invoice & Debt Recovery, Mouchel Business Services, 4th Floor, Middlesbrough Council House, 50 Corporation Road, Middlesbrough	<b>Date:</b>	14/01/2015
<b>Address:</b>		<b>Invoice No:</b>	QM2311014M
<b>Post Code:</b>	TS1 2YQ	<b>Order No:</b>	

CLAIM FOR THE MONTH		Unit Price (exc VAT)	VAT	TOTAL
Quantity	Description			
	OF: October 2014			
2	1. Total number of intermediate assessments	30	0	£20.00
0	2. Total number of 4-week quitters	25	0	£0.00
1	3. Total number of self reported 4-week quitters with a CO reading below 10ppm	65	0	£65.00
0	4. Total number of 12-week quitters with a CO reading below 10ppm	20	0	£0.00
0	5. Total number of maternal smokers with a validated CO quit of below 10ppm at 12 weeks (Tier 3 only)	150	0	£0.00
0	6. Total number of smokers under the age of 18 with a validated CO quit of below 10ppm at 12 weeks	100	0	£0.00
0	7. Total number of smokers from specified BME groups with a validated CO quit of below 10ppm at 12 weeks	100	0	£0.00
0	8. Total number of smokers from deprived postcodes with a validated CO quit of below 10ppm at 12 weeks	20	0	£0.00
	9. Total product costs (ex VAT)	248.11	11.43	£259.54
2	10. Prescription Equivalent Charges	-6.71	0	£-13.42
		Sub Total		£319.69
		VAT		£11.43
		<b>TOTAL</b>		<b>£331.12</b>

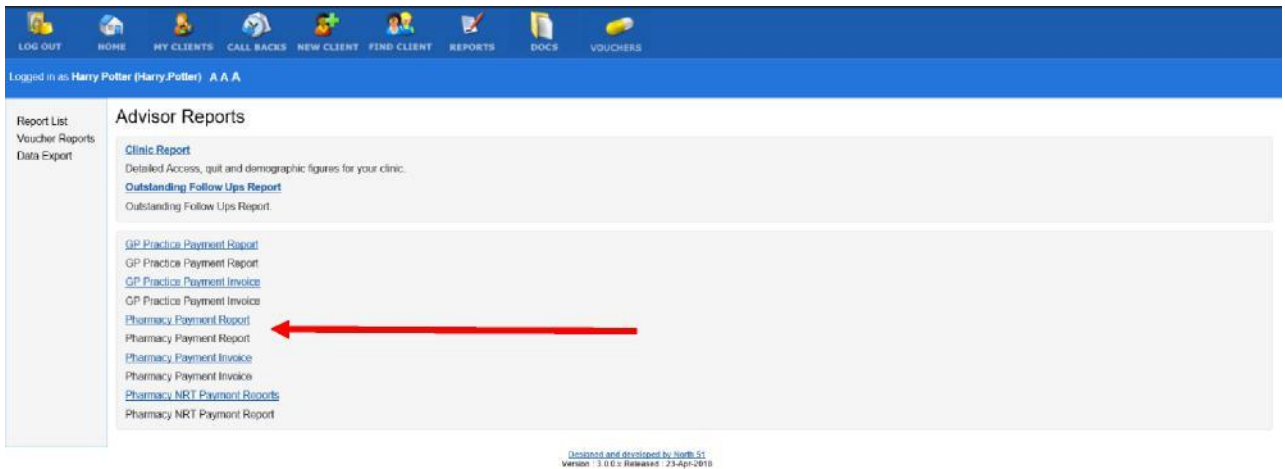
QuitManager automatically generates a unique invoice number on the invoice, prefixed QM, and containing an identifier of the clinic, the year and the month, and an identifier of the local authority (M or R)

**Payment Reporting**

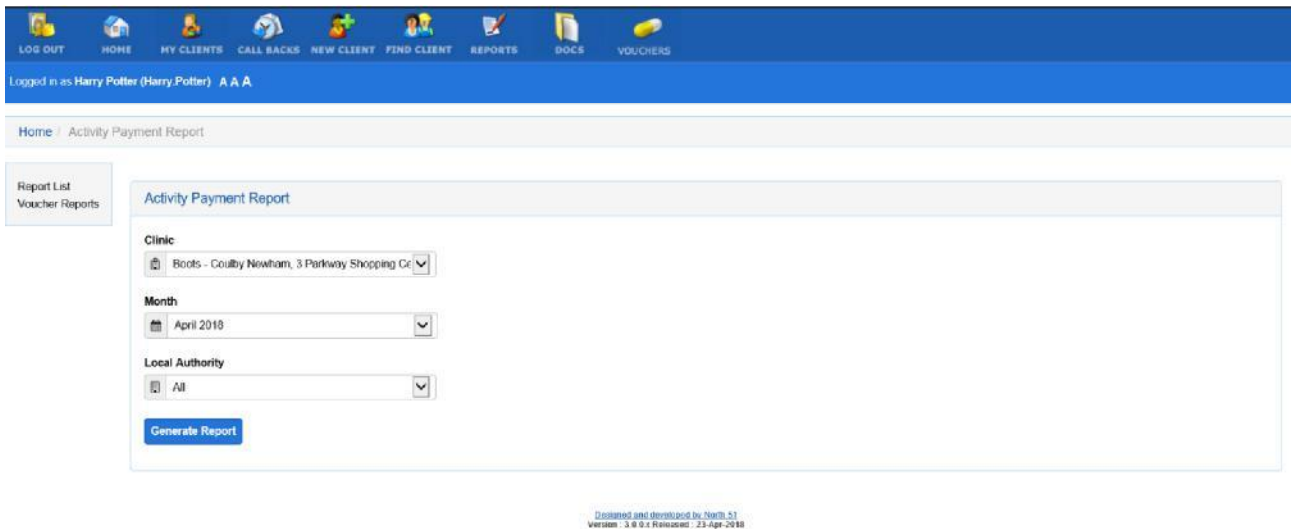
Payment reporting provides a detailed payment breakdown of all the Tariff payment triggers for a clinic by client. It gives providers a detailed breakdown of the information that appears on the invoice and will allow you to see the client details and tariff breakdown of what appeared on that months invoice. If you feel that you have not been paid correctly, please review the 'Payment Triggers and Amounts' section of this document. To use the payment reporting, the process is similar to generating an invoice.

1. From the QuitManager Home Page, click on 'Reports'

- On Advisor Report page, click on the appropriate Payment Report, i.e. Pharmacy Payment Report, or GP Payment Report



- On the next screen, select the month required for Payment Report and the Local Authority area; this can be Middlesbrough, Redcar & Cleveland or All.



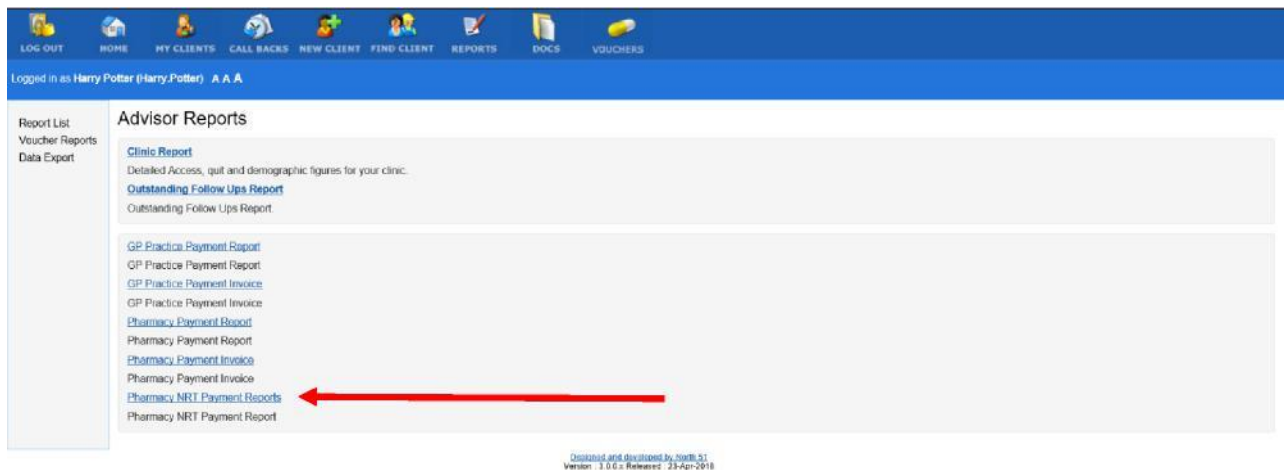
- After clicking on 'Generate Report', a pop up box will appear asking if you want to 'Open' or 'Save' the payment report. The payment report is generated as a PDF. Click on the appropriate option to either open or save.
- The Payment report will open in an Excel File and will provide a breakdown of the payments for each particular month; it provides a summary for each payment Tariff.

Pharmacy Payment Report																				
Provider Name:		Provider																		
Report Dates:		01-02-2018 - 28-02-2018																		
Patient ID	Forename	Surname	Intermediate assessment	Payment	£10.00	No	£0.00	No	£0.00	Yes	£85.00	No	No	No	No	No	No	No	No	Total
3635	Snow	White	Yes																	£10.00
10924	Prince	Charming	Yes																	£75.00
10401	Cinder	Ella	Yes																	£10.00

### Pharmacy NRT Payment Report (Including Champix)

The Pharmacy NRT Payment Report provides a detailed breakdown of all the Product costs (NRT & Champix from PGD), both Pharmacy initiated Voucher, Dispensing Only Voucher and Champix Recommendation forms featured on the invoice.

1. The NRT Payment Report is accessed via the Advisor Reports Page on QuitManager. The process for generating this report is identical to the process outlined in the previous section on generating Payment reports.



2. Similar to the Payment report, it will generate in report in an Excel file as shown below  
There are 2 Worksheets to this report; the first worksheet details the Products and costs associated with pharmacy Initiated Products, whilst the second worksheet details the Products and costs associated with Dispensing Only Products, where support is being provided in the Community and products have been dispensed in Community Pharmacy.

## Example Worksheet 1 – Pharmacy Initiated Products

Client ID	Client Name	Issue Date	Voucher reference number	Product	Number of Items	Net Cost per Item	Item VAT (5%)*	Net Total Product Cost	Total VAT (5%)*	Total product cost	Prescription equivalent charges	Voucher Fee	
				Initial Voucher Payment									£10.00
10037	Prince Charmin	04/12/2017											
10037	Prince Charmin	04/12/2017	stnt04526	15.00mg N	1	£16.24	£0.81	£16.24	£0.81	£17.05			
6078	Snow White	21/12/2017	sh2495	25.00mg N	1	£11.15	£0.56	£11.15	£0.56	£11.71			
6078	Snow White	21/12/2017		Subsequent Voucher Dispensing Fee								£5.00	
6078	Snow White	11/01/2018	sh2495	25.00mg N	2	£11.15	£0.56	£22.30	£1.12	£23.42			

## Example Worksheet 2 – Dispensing Only Products

Client ID	Client Name	Issue Date	Voucher reference number	Recorded Date	Number of Clinical Checks (first supply only)	Total Cost for Number of Clinical Checks (first supply only)	Number of Dispensing of one-week or two week supply once only	Total Cost for Number of Dispensing of one-week or two week supply only once	Product	Number of Items	Net Cost per item	Item VAT (5%)*	Net Total Product Cost	Total VAT (5%)*	Total Product Costs for dispensing only	Prescription equivalent charges
9427	Prince Charming	27/01/2018	Do201021	27/01/2018	0	0.00	0	0.00	14.00mg Niquitin CQ Patch	2	9.97	0.50	19.94	1.00	20.94	0.00
									4.00mg Nicorette Lozenge	2	12.17	0.61	24.34	1.22	25.56	0.00
10342	Snow White	30/01/2018	Do101269	30/01/2018	1	10.00	1	2.50	25.00mg Nicorette Patch 1	1	11.15	0.56	11.15	0.56	11.71	0.00
									4.00mg Nicorette Lozenge	1	12.17	0.61	12.17	0.61	12.78	0.00
4181	Cinder Ella	27/01/2018	Do101270	27/01/2018	1	10.00	1	2.50	25.00mg Nicorette Patch 1	1	11.15	0.56	11.15	0.56	11.71	0.00
									4.00mg Nicorette Lozenge	1	12.17	0.61	12.17	0.61	12.78	0.00