The Discharge Medicines Service (DMS) has complex reporting requirements that need to be completed at the end of each month. These requirements see contractors having to enter a lengthy data set for each DMS intervention completed into the Manage Your Service (MYS) portal.

The NHS BSA are preparing a digital interface (API) to allow PharmOutcomes to send DMS claims automatically to the Manage Your Service (MYS) portal. However, this API is not yet available for use.

Recognising that the data set reporting requirements for DMS are extensive and not easily identified without printing each record to transpose to the portal, and as an interim measure, the Pinnacle team have developed a bespoke report to help with data return. This report effectively converts your DMS records to a format aligned with the requirements of the MYS portal. This will reduce workload for pharmacy team members.

How to use the report

Access the report from the “Reports” tab. Scroll to the bottom of the page. Under the heading “Provider Individual Performance and Audit Reports”, click the orange button “Local Bespoke Reports” to the left of the reports list as shown below. The DMS Manual Claim Report appears in the list for selection.

Click on the report and select the month required from the drop-down box “Reporting Period”.

![Image of report interface showing how to select the report and month]

Click on the report and select the month required from the drop-down box “Reporting Period”.
Every record for the month selected will appear in a report in the order and form required for direct input to the MYS portal.

**IMPORTANT** DMS service interventions can span multiple months. To allow pharmacies to keep track of their records, the report displayed is different depending on which month you choose:

- **Current month:** This report will list all provisions in the current month AND previous months that have NOT yet been marked in the platform as ‘Claimed’. These completed records appear as “Claimable” in the report. This means the interventions have been completed in the current month but PharmOutcomes is not expecting the pharmacy to have entered these into MYS at this stage i.e., it is anticipated that the completed interventions for the previous month will be entered at the start of each month in line with prescription bundle submission e.g. In June you would enter May’s completed DMS records to MYS.

To access the report click “Reports” scroll to the bottom of the page and select the DMS Manual Claim Report. Each stage of the DMS intervention is detailed and the report reflects the MYS requirements.
• Previous months: This report will list all provisions in the month they were marked as ‘Claimed’ i.e., interventions that have been completed in the previous month. These provisions appear as “Claimed” in the report.

To select the previous months report, use the audit controls to select the reporting period by clicking into the box and selecting the required month. Click “Examine Audit”

In all previous months reports, the claim status will always be “Claimed” as the system has anticipated that the pharmacy will have entered these records into MYS.

We recommend that pharmacy teams always enter the last completed months activity into MYS at the beginning of the following month e.g. enter April data in May and May in June etc. This way only completed records marked as “Claimed” will be entered as records may well be edited in the current month.

This onward reporting process will be automated as soon as the NHSBSA API is released.

NB: This report contains patient identifiers - if this report is printed, it MUST be securely destroyed.