

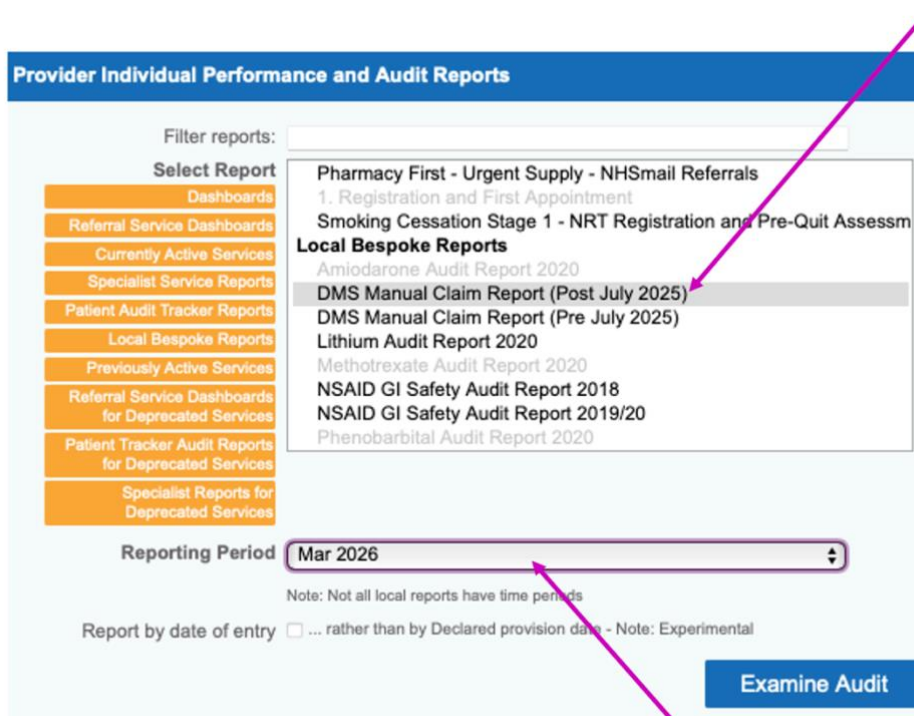
Focus on the Discharge Medicines Service Claims Process

In 2025 the DMS claims process via MYS was simplified. For Pharmacy Teams using PharmOutcomes a bespoke report is available which helps you to populate the information on MYS. 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 if you record each intervention on PharmOutcomes.

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.

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.



Provider Individual Performance and Audit Reports

Filter reports:

Select Report

- Dashboards
- Referral Service Dashboards
- Currently Active Services
- Specialist Service Reports
- Patient Audit Tracker Reports
- Local Bespoke Reports
- Previously Active Services
- Referral Service Dashboards for Deprecated Services
- Patient Tracker Audit Reports for Deprecated Services
- Specialist Reports for Deprecated Services

Local Bespoke Reports

- Pharmacy First - Urgent Supply - NHSmail Referrals
- 1. Registration and First Appointment
- Smoking Cessation Stage 1 - NRT Registration and Pre-Quit Assessm
- Amiodarone Audit Report 2020
- DMS Manual Claim Report (Post July 2025)**
- DMS Manual Claim Report (Pre July 2025)
- Lithium Audit Report 2020
- Methotrexate Audit Report 2020
- NSAID GI Safety Audit Report 2018
- NSAID GI Safety Audit Report 2019/20
- Phenobarbital Audit Report 2020

Reporting Period:

Note: Not all local reports have time periods

Report by date of entry ... rather than by Declared provision date - Note: Experimental

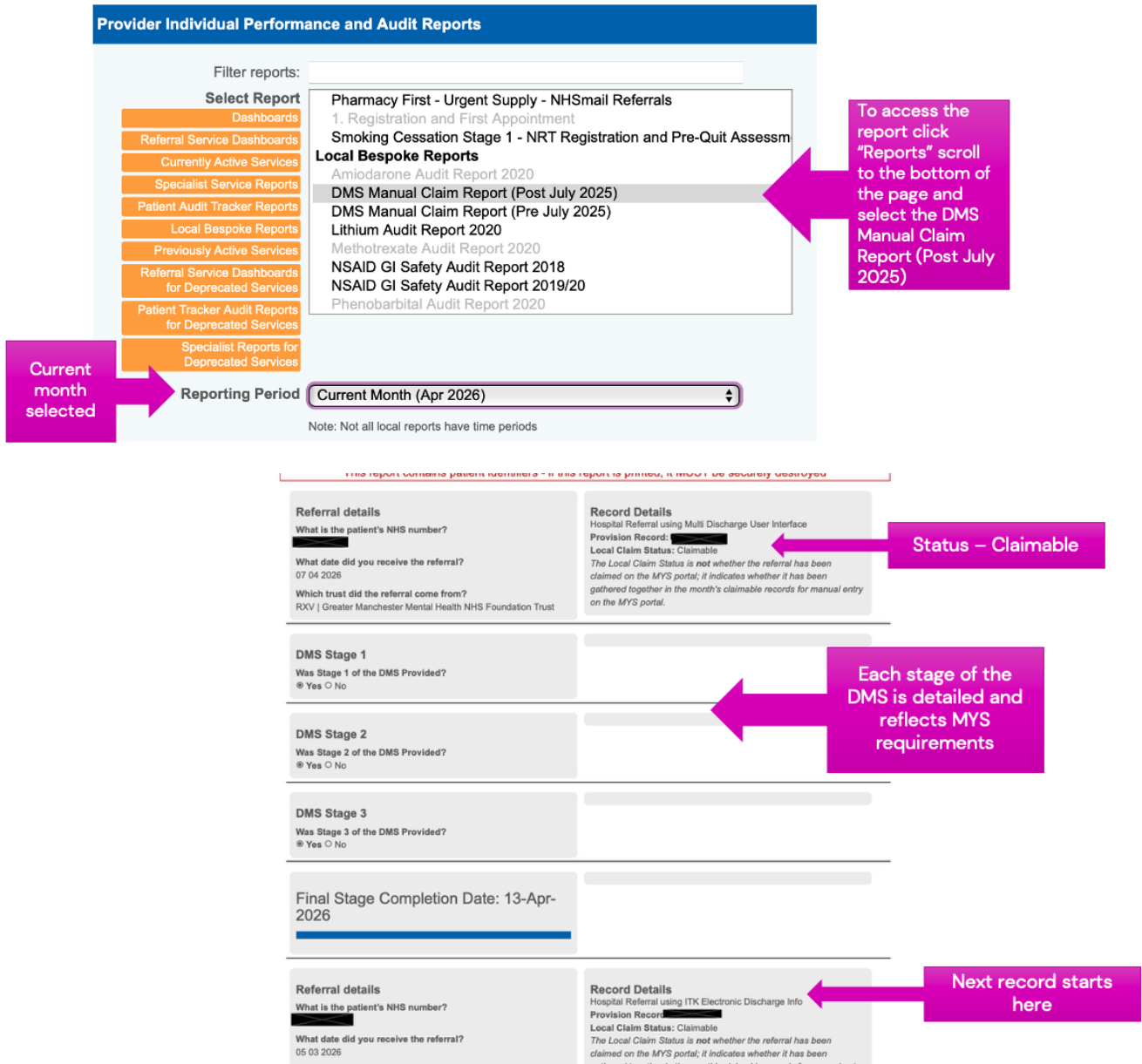
Examine Audit

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.



Provider Individual Performance and Audit Reports

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Pharmacy First - Urgent Supply - NHSmail Referrals

1. Registration and First Appointment

Smoking Cessation Stage 1 - NRT Registration and Pre-Quit Assessment

Local Bespoke Reports

- Amiodarone Audit Report 2020
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Reporting Period: **Current Month (Apr 2026)**

Note: Not all local reports have time periods

Referral details

What is the patient's NHS number?
[REDACTED]

What date did you receive the referral?
07 04 2026

Which trust did the referral come from?
RXV | Greater Manchester Mental Health NHS Foundation Trust

Record Details

Hospital Referral using Multi Discharge User Interface

Provision Record: [REDACTED]

Local Claim Status: Claimable

The Local Claim Status is not whether the referral has been claimed on the MYS portal; it indicates whether it has been gathered together in the month's claimable records for manual entry on the MYS portal.

DMS Stage 1

Was Stage 1 of the DMS Provided?
 Yes No

DMS Stage 2

Was Stage 2 of the DMS Provided?
 Yes No

DMS Stage 3

Was Stage 3 of the DMS Provided?
 Yes No

Final Stage Completion Date: 13-Apr-2026

Referral details

What is the patient's NHS number?
[REDACTED]

What date did you receive the referral?
05 03 2026

Record Details

Hospital Referral using ITK Electronic Discharge Info

Provision Record: [REDACTED]

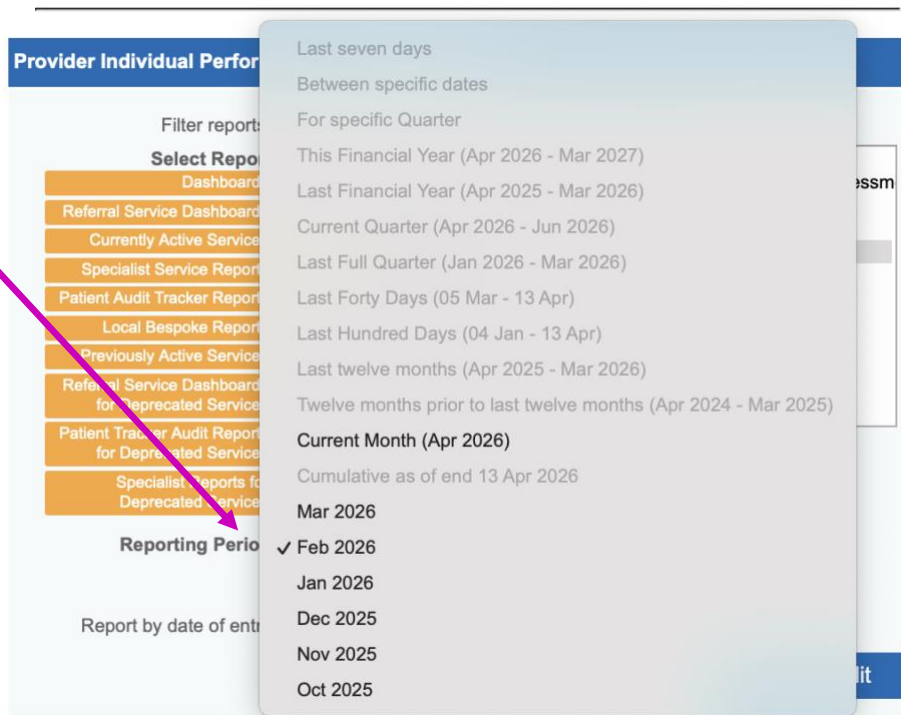
Local Claim Status: Claimable

The Local Claim Status is not whether the referral has been claimed on the MYS portal; it indicates whether it has been

- 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. Provisions will automatically be marked as claimed on the 1st day of the month following completion.

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"



Provider Individual Performance

Filter reports

Select Report

- Dashboard
- Referral Service Dashboard
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- Specialist Reports for Deprecated Services

Reporting Period

- Last seven days
- Between specific dates
- For specific Quarter
- This Financial Year (Apr 2026 - Mar 2027)
- Last Financial Year (Apr 2025 - Mar 2026)
- Current Quarter (Apr 2026 - Jun 2026)
- Last Full Quarter (Jan 2026 - Mar 2026)
- Last Forty Days (05 Mar - 13 Apr)
- Last Hundred Days (04 Jan - 13 Apr)
- Last twelve months (Apr 2025 - Mar 2026)
- Twelve months prior to last twelve months (Apr 2024 - Mar 2025)
- Current Month (Apr 2026)
- Cumulative as of end 13 Apr 2026
- Mar 2026
- ✓ Feb 2026
- Jan 2026
- Dec 2025
- Nov 2025
- Oct 2025

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

Referral details	Record Details
<p>What is the patient's NHS number?</p> <p>XXXXXXXXXX</p> <p>What date did you receive the referral?</p> <p>30 01 2026</p> <p>Which trust did the referral come from?</p> <p>RMC Royal Bolton Hospital</p>	<p>Hospital Referral using ITK Electronic Discharge Info</p> <p>Provision Record: XXXXXXXX</p> <p>Local Claim Status: Claimed</p> <p><i>The Local Claim Status is not whether the referral has been claimed on the MYS portal; it indicates whether it has been gathered together in the month's claimable records for manual entry on the MYS portal.</i></p>

← Status – Claimed

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.

Note: The payment must be claimed via the no later than the 5th day of the month following that in which the NHS DMS was completed. If the contractor fails to submit by this deadline, later submissions will be accepted but only if made within three months of the date by which the claim should have been submitted. Later claims will not be paid.