

Dear Colleague

## UNIVERSAL ACCESS LATERAL FLOW DEVICE TEST KITS – COMMUNITY PHARMACY COVID-19 TEST KIT DISTRIBUTION SERVICE – CORRECT REPORTING OF SUPPLY

### Purpose

1. [Circular PCA \(P\)\(2021\) 08](#) set out arrangements for a pharmacy distribution service for members of the public to access lateral flow test kits. Following the successful launch of the service, this circular will clarify the requirements for and the importance of reporting supply of kits to ensure proper remuneration for their distribution.

### Detail

2. Paragraph 10 of the above circular sets out how contractors should record and make claims for kits supplied. Payment verification undertaken by Practitioner Services (PSD) has reported that submissions are being made incorrectly which is having an impact on PSD's ability to accurately and swiftly make payments. This also has an impact on the quality of the data captured to help inform service provision and future design changes.
3. Contractors must select:
  - The correct UCF Service (Covid-19 LFD Supply),
  - Supply item (Lateral Flow Device Kit),
  - Correct quantity of packs
  - Batch number
  - Dispensed item reference (Lateral Flow Device Kit (7 tests))
4. Any variation from this process will result in non-payment as the fee for distribution includes a responsibility to record accurate data to support the programme. This will be enforced for all incorrect reports made from the beginning of August onwards. June and July reports will receive payment. Other services (e.g. EHC, Pharmacy First) which are

12 August 2021

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### Addresses

#### For action

NHS Board Chief Executives  
Director Practitioner Services,  
NHS NSS

#### For Information

NHS Directors of Pharmacy

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### Enquiries to:

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processed incorrectly through the LFD service are not collected and will also not be paid.

5. Contractors are asked to pay particular attention to recording the number of kits dispensed. A pack of 7 tests must be reported as one kit. Any deviation from this creates additional work for PSD.
6. Community Pharmacy Scotland has been consulted on the content of this circular.

**Action**

**7. NHS Boards are asked to:**

- **note the contents of this Circular**
- **Adhere to the reporting requirements set out in circular [Circular PCA \(P\)\(2021\) 08](#).**

Yours sincerely,



**Alison Strath**  
Interim Chief Pharmaceutical Officer  
Pharmacy and Medicines Division