

EHC Consultation and Claims Process Options

Public Health Nottinghamshire County Council understand that not all Pharmacies operate in the same way and what is advantageous to one may be a bind to another. With this in mind and having taken on-board feedback from Pharmacists there are now the following options for completing the consultation form (and in turn to support the claim process) for Emergency Hormonal Contraception services:

- Option 1.** Pharmacists complete the claim form directly onto PharmOutcomes (online) during the consultation but must ensure they print off the form and have the client sign before leaving, this form must be kept by the Pharmacy in a secure confidential place for a period of 10 years and may be requested by Nottinghamshire County Council for auditing purposes.

- Option 2.** Pharmacists undertaking the consultation using the paper consultation form (which can be photocopied as the top sheet is no longer to be sent to Nottinghamshire County Council), gaining the signature of the client then uploading onto PharmOutcomes as soon as possible after the consultation, this form must then be kept by the Pharmacy in a secure confidential place for a period of 10 years and may be requested by Nottinghamshire County Council for auditing purposes.