

GP Payments

Submitting Adjustments

Version V2.0 - 29th June 2022

NHS
England

Primary Care Support England

Introduction

GP Payments administration is now managed through PCSE Online.

You can now create, upload and submit your monthly payment schedules through the adjustments section of PCSE online. Once submitted, a notification will be sent to an advisor in our payments team who will include these amounts in the practices contractual payment.

You can use the CSV file / Adjustment screens in PCSE Online to:

- **Create claims**
- **Create adhoc revisions to a practices PMS baseline as i.e. from the current month onwards.**

If you require a monthly recurring or regular payment/s to be stopped, Click [here](#) to download the stop payment instructions and email template. Then send the details to: pcse.payments@nhs.net.

Whether you are submitting an adjustment for a practice's enhanced service or some additional service that has been agreed with your office, managing monthly contract schedule payments through PCSE Online is quicker, easier to track, and secure.

Contents

If there is a specific section in this guide that you would like to see, please **click** one of the icons below to be taken straight to that section.





Adjustments - Video Overview

Lets take a first look at the Adjustment screen within PCSE Online.

Click on the **Play** button below to see an overview of the adjustment screens within PCSE Online.



Adjustment Screen Overview

1m 59s
[Click to play the video](#)



Search for an existing adjustment (Monthly Contract Schedule)

To view existing contract schedule adjustments, first you need to:

- Log in to PCSE Online
- Click GP Payments
- Choose Payments
- Click Adjustments

You will now be in the **Adjustments** screen (see right)

Click on the magnifying glass icons to see more information.

HOME GP PAYMENTS HELP

Home > Adjustments

Adjustments

ADJUSTMENT BATCH REFERENCE NUMBER OR NAME:

REQUESTING ORGANISATION NAME OR CODE:

CREATED BY:

AMOUNT FROM:

AMOUNT TO:

CREATION DATE FROM:

CREATION DATE TO:

STATUS:

View all individual adjustments

Adjustment Batch Ref	Adjustment Batch Name	Payment lines in Batch	Amount (£)	Requesting Organisation	Created By	Creation Date	Status
202070000043	UAT_ADJ_Task_034	11	148,873.68	NHS England South East (Kent, Surrey and Sussex)	RLT DataEntry	08/07/2020	Draft
202070000043	UAT_ADJ_Task_034	0	0.00	NHS England South East	RLT DataEntry	08/07/2020	Draft

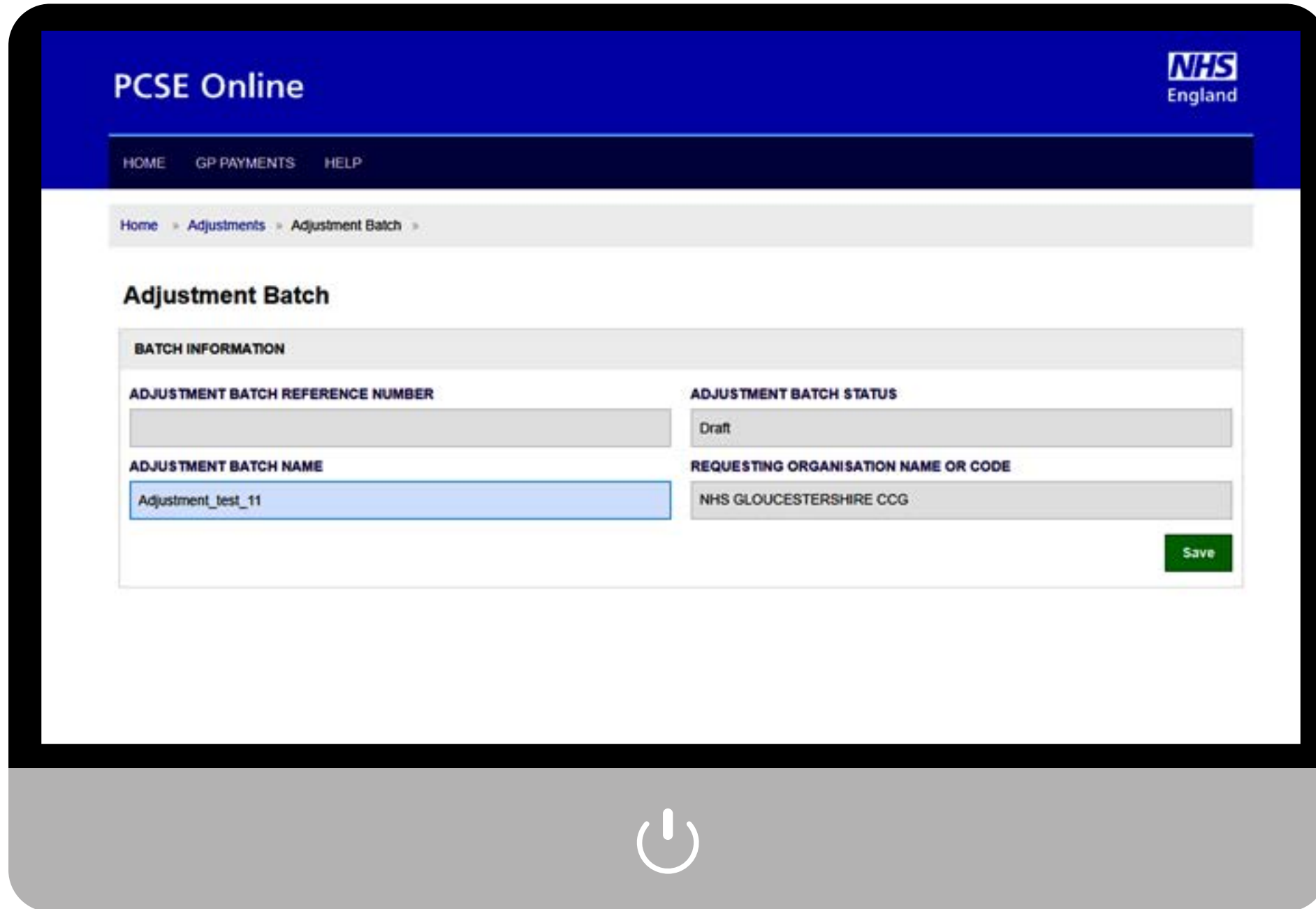


Upload a new contract variation

To create a new adjustment, first you need to:

- **Log in to PCSE Online**
- **Click GP Payments**
- **Choose Payments**
- **Click Adjustments**
- **Click New adjustment under the search criteria.**

Click on the magnifying glass icons to see how this is done.





Upload a new contract variation

Once you have saved your **ADJUSTMENT BATCH NAME**, an **ADJUSTMENT BATCH REFERENCE NUMBER** will be populated and red text will appear stating:

“For new changes to apply to Adjustment Batch. Please click on Update.”

The update button (Green) can be found to the right of the screen under the **BATCH INFORMATION**.

Click on the magnifying glass icons to see how this is done and then click **Next**.

Adjustment Batch

BATCH INFORMATION

ADJUSTMENT BATCH REFERENCE NUMBER

ADJUSTMENT BATCH STATUS

ADJUSTMENT BATCH NAME

REQUESTING ORGANISATION NAME OR CODE

For new changes to apply to Adjustment Batch. Please click on Update.

CONTRACTOR CODE OR NAME

AMOUNT FROM

AMOUNT TO

PAYMENT TYPE

PAYMENT DATE FROM



PAYMENT DATE TO



Upload Bulk Adjustments

Contractor Code	Contractor Name	Commissioner	Payment Type	Amount (£)	Payment Month	Payment Date	Description	Action
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Upload a new contract variation

Keep in mind the importance of aligning the correct GMS/ PMS code to the right practice contract type.

PMS and GMS have different pay codes associated. i.e. if you choose a PMS payment type that isn't compatible with GMS, the upload will reject as an error/mismatch

Please note that when you are uploading the contract variation file via PCSE Online, uploads may take up to an hour depending on the number of commissioners loading at that time and the size of the files, but it should only take this time on rare occasions.

Click on the magnifying glass icons to see how this is done and then click **Next**.

The screenshot shows a web form for uploading contract variations. At the top, there are two input fields: 'ADJUSTMENT BATCH NAME' with the value 'Adjustment_test_11' and 'REQUESTING ORGANISATION NAME OR CODE' with the value 'NHS GLOUCESTERSHIRE CCG'. Below these is a red warning message: 'For new changes to apply to Adjustment Batch. Please click on Update.' and a green 'Update' button.

The middle section contains several input fields: 'CONTRACTOR CODE OR NAME', 'AMOUNT FROM', 'AMOUNT TO', 'PAYMENT TYPE', 'PAYMENT DATE FROM' (with a date picker icon), and 'PAYMENT DATE TO' (with a date picker icon). A green 'Search' button is located at the bottom right of this section.

Below the search section, there are three buttons: 'Upload Bulk Adjustments', 'Enter Bulk Adjustment', 'Bulk Adjustment Request', and 'CSV Upload Request'. Below these is a file upload area with a 'Choose File' button, the text 'No file chosen', and a download icon.

At the bottom, there is a table with the following columns: Contractor Code, Contractor Name, Commissioner, Payment Type, Amount (£), Payment Month, Payment Date, Description, and Action. The table is currently empty.





Upload a new contract variation

A pop up window will appear saying:

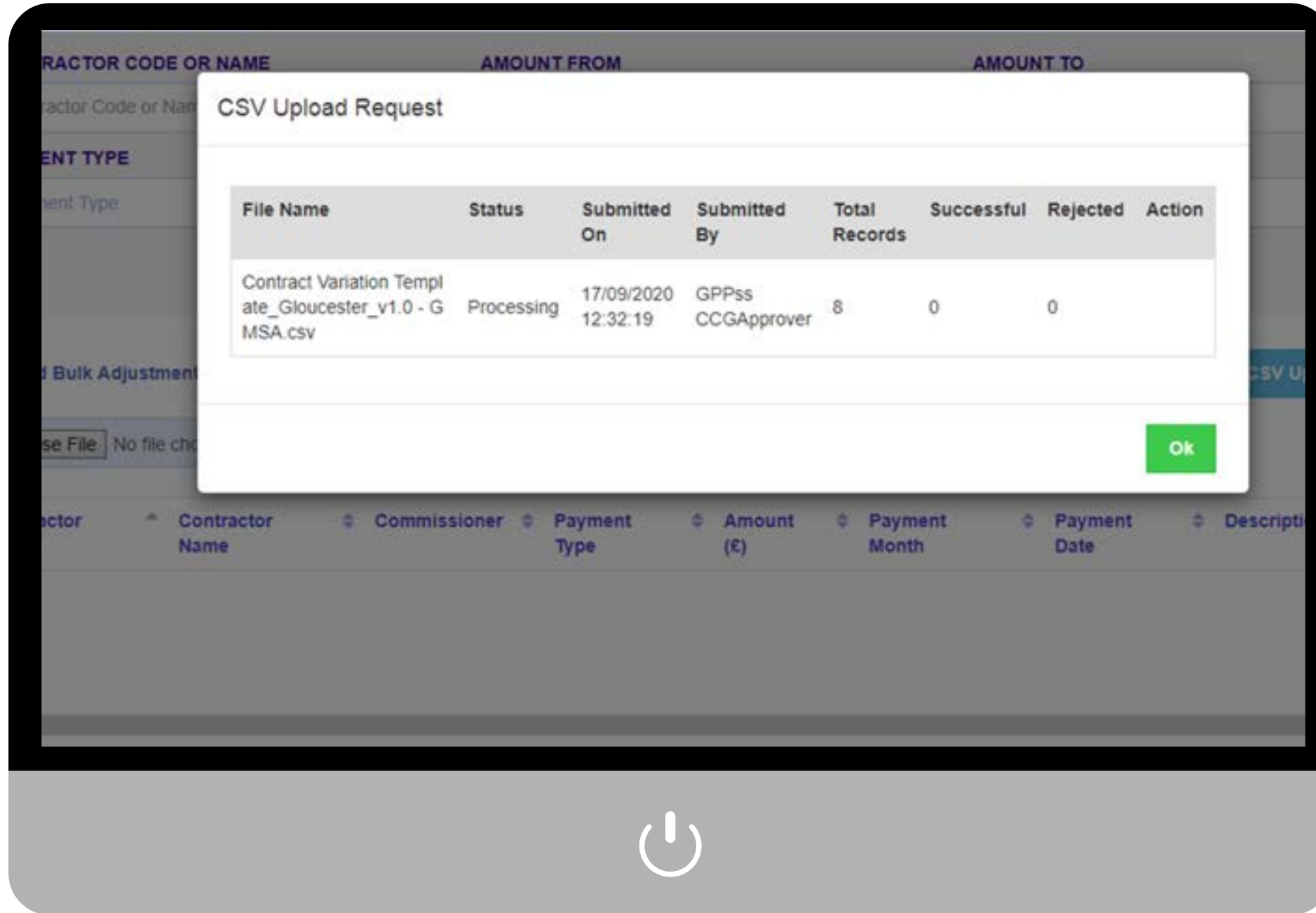
CSV Upload Confirmation
CSV Submitted for processing.

CSV Upload Confirmation

CSV Upload submitted for processing

Click **OK** on this box when ready.

Click on the magnifying glass icons to see how this is done and then click **Next**.





Upload a new contract variation

Click on the magnifying glass icons to see more information.

You can upload numerous different contract variation CSV files here. Once you have uploaded a file, we would recommend that you navigate to the bottom of the page and click **Save for Later**.

Once you are happy with the contract variation you have uploaded, you can scroll to the bottom of the screen and either **Save for Later (We would recommend saving the form after every upload)** to the bottom or you can click **Submit** and the monthly payment schedules will be adjusted from the date specified.

The screenshot shows a web interface for uploading bulk adjustments. At the top right is a green 'Search' button. Below it are three blue buttons: 'Upload Bulk Adjustments', 'Enter Bulk Adjustment', 'Bulk Adjustment Request', and 'CSV Upload Request'. A file upload area contains a 'Choose File' button and the text 'No file chosen'. Below this is a table with columns: Contractor Code, Contractor Name, Commissioner, Payment Type, Amount (£), Payment Month, Payment Date, Description, and Action. The table contains three rows of data. At the bottom right is a blue 'Add a new adjustment' button. At the bottom left are 'Cancel' and 'Back' buttons. At the bottom right are 'Revert To Draft', 'Save for Later', and 'Submit' buttons. A footer bar contains links for 'Terms & Conditions', 'Privacy', 'Accessibility', and 'Cookies'.

Contractor Code	Contractor Name	Commissioner	Payment Type	Amount (£)	Payment Month	Payment Date	Description	Action
LB4028	Forest Health Care	NHS GLOUCESTERSHIRE CCG IS LOCATED IN THE GEOGRAPHY OF South West North	OOH Pay	50.00	October	09/10/2020	OOH Pay (GMS) this has an extended field	Edit Delete
LB4028	Forest Health Care	NHS GLOUCESTERSHIRE CCG IS LOCATED IN THE GEOGRAPHY OF South West North	Appraisal - Appraiser costs	-75.00	October	09/10/2020	Appraisal - Appraiser costs (GMS) Oct	Edit Delete
LB4034	Partners In Health Pavilion Family Drs	NHS GLOUCESTERSHIRE CCG IS LOCATED IN THE GEOGRAPHY OF South West North	Appraisal - Appraiser costs	250.00	October	14/10/2020	Appraisal - Appraiser costs (GMS)	Edit Delete

Save for Later Submit



Create a new monthly payment schedule in PCSE online

Instead of filling out a new contract variation spreadsheet and uploading this into PCSE Online, you can also specify a bulk adjustment in the Adjustment screens itself and specify what changes need to take effect, who this applies to and when.

To create a bulk upload adjustment, first you need to:

- Log in to PCSE Online
- Click GP Payments
- Choose Payments
- Click Adjustments
- Click New adjustment under the search criteria and enter a new Adjustment Batch Name. (Alternatively you can search for an existing monthly contract schedule and apply new changes to this)

Adjustment Batch

BATCH INFORMATION

ADJUSTMENT BATCH REFERENCE NUMBER
202090000166

ADJUSTMENT BATCH STATUS
Draft

ADJUSTMENT BATCH NAME
Adjustment_test_11

REQUESTING ORGANISATION NAME OR CODE
NHS GLOUCESTERSHIRE CCG

For new changes to apply to Adjustment Batch. Please click on Update.

Update

CONTRACTOR CODE OR NAME
Contractor Code or Name

AMOUNT FROM
Amount From

AMOUNT TO
Amount To

PAYMENT TYPE
Payment Type

PAYMENT DATE FROM
dd/mm/yyyy

PAYMENT DATE TO
dd/mm/yyyy

Search

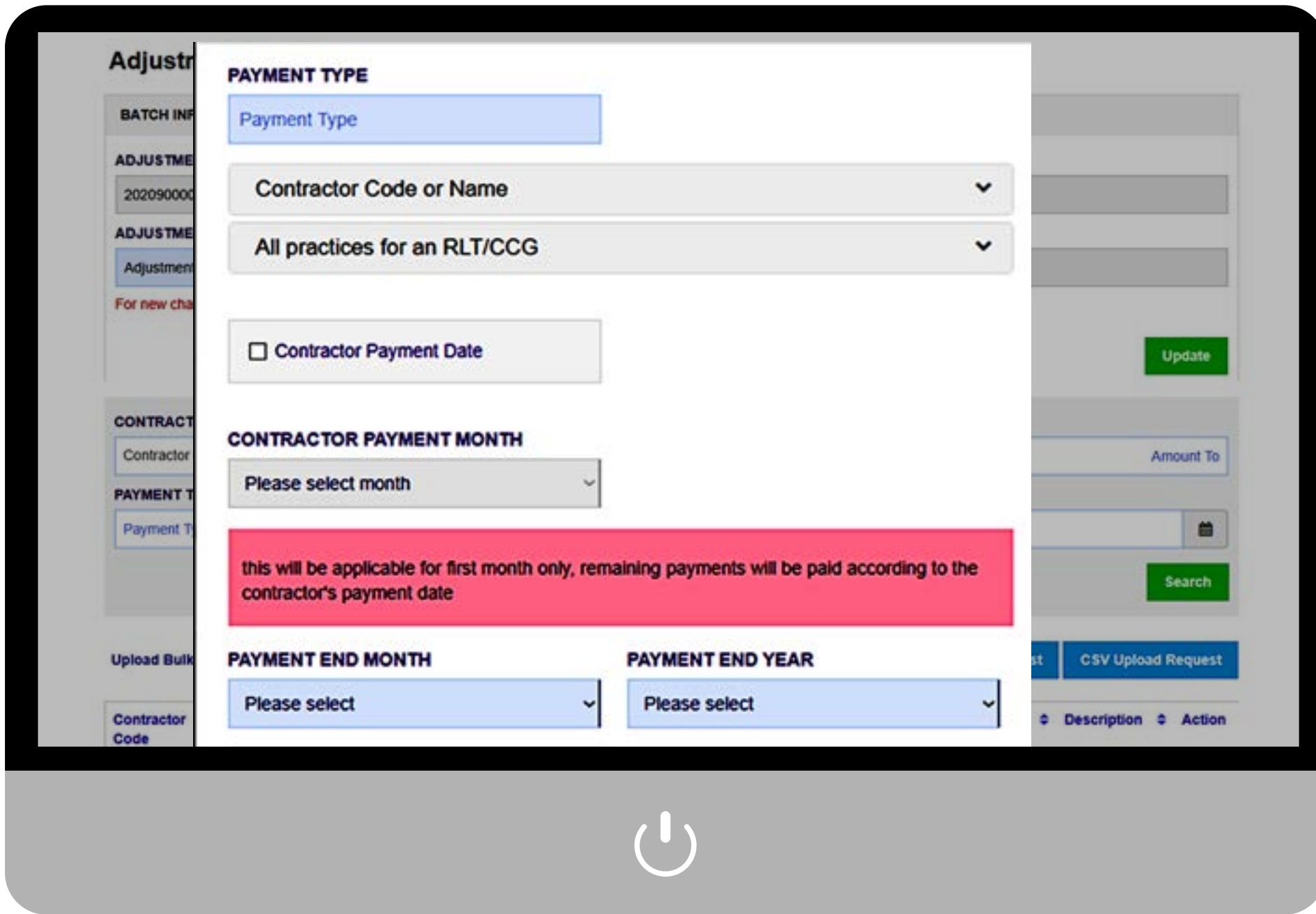
Upload Bulk Adjustments

Enter Bulk Adjustment Bulk Adjustment Request CSV Upload Request

Contractor Code	Contractor Name	Commissioner	Payment Type	Amount (£)	Payment Month	Payment Date	Description	Action
-----------------	-----------------	--------------	--------------	------------	---------------	--------------	-------------	--------

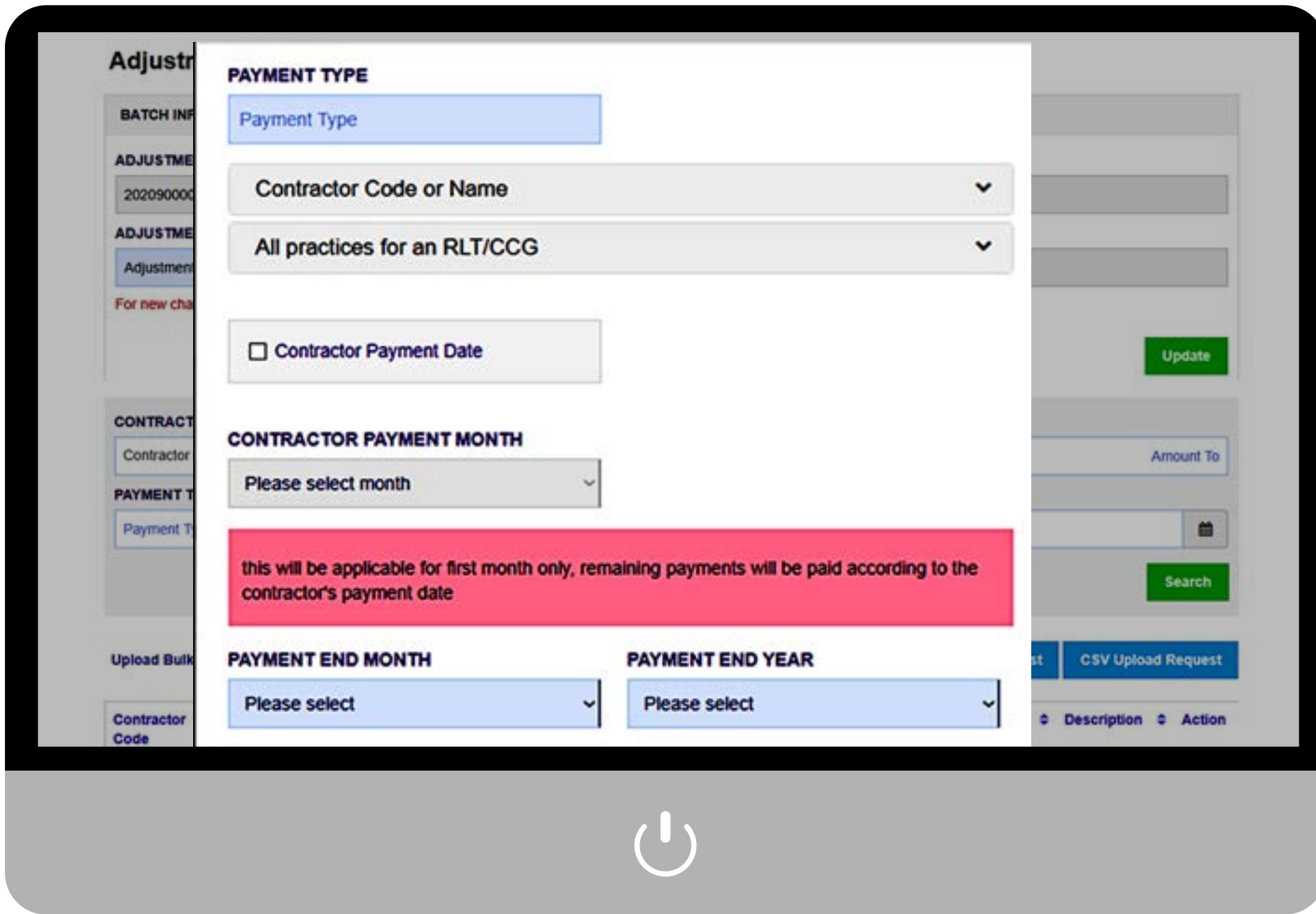
Create a new monthly payment schedule in PCSE online

Once this pop up appears, you can begin to specify what needs to be included in the monthly payment schedule. Click on the magnifying glass icons to see more information and then click **Next**.



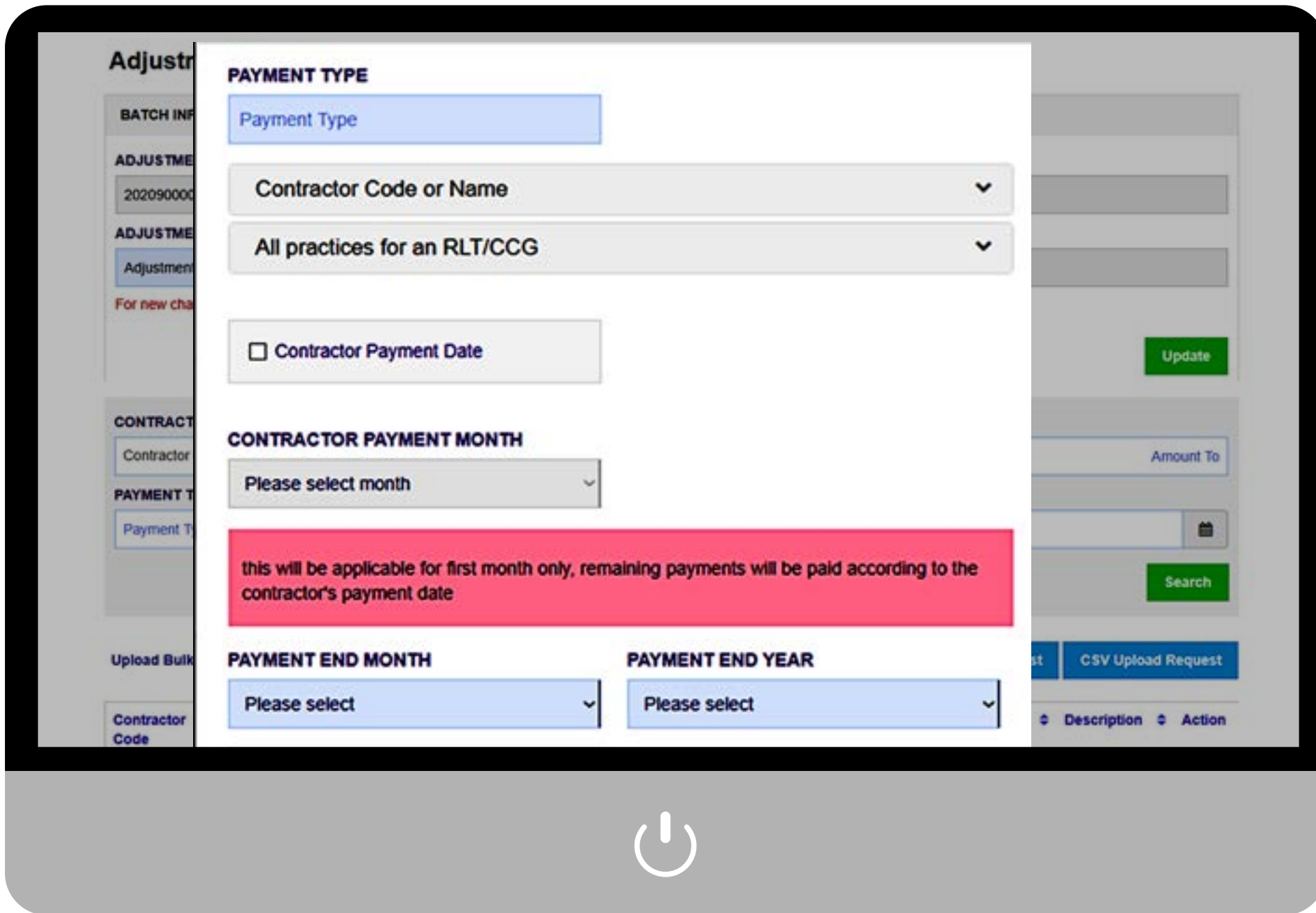
Create a new monthly payment schedule in PCSE online

Click on the magnifying glass icons to see more information and then click **Next**.



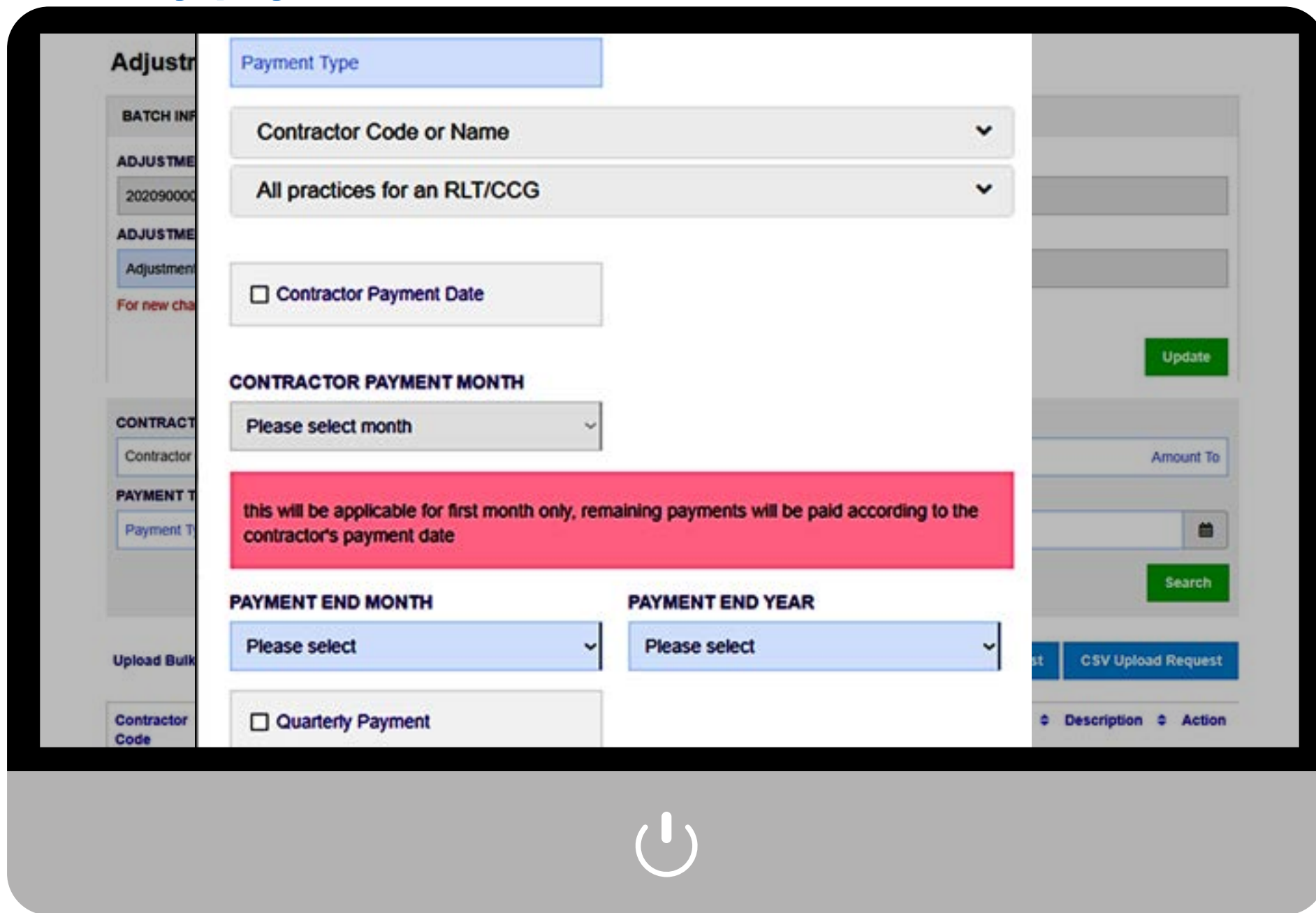
Create a new monthly payment schedule in PCSE online

Click on the magnifying glass icons to see more information and then click **Next**.



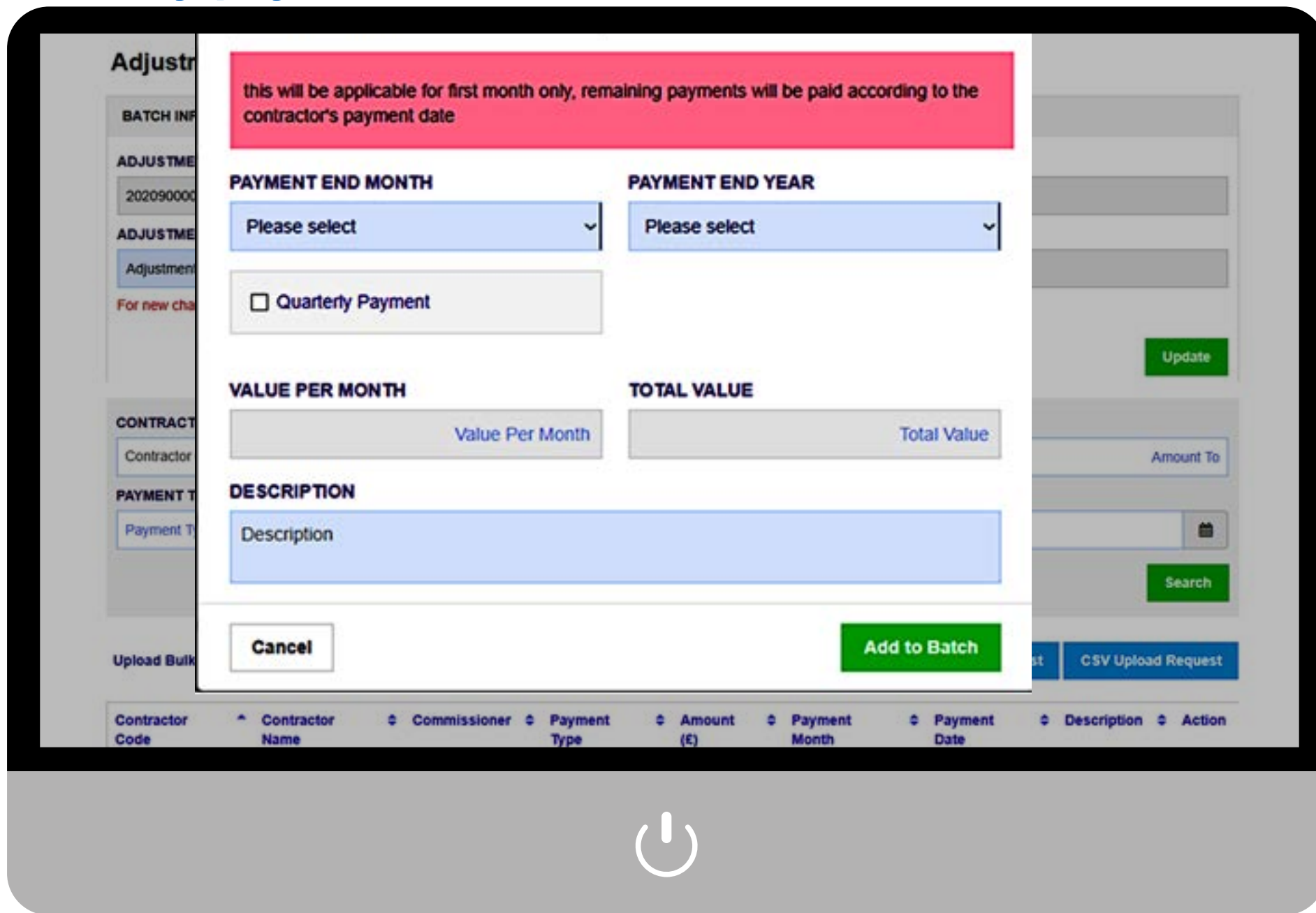
Create a new monthly payment schedule in PCSE online

Click on the magnifying glass icons to see more information and then click **Next**.



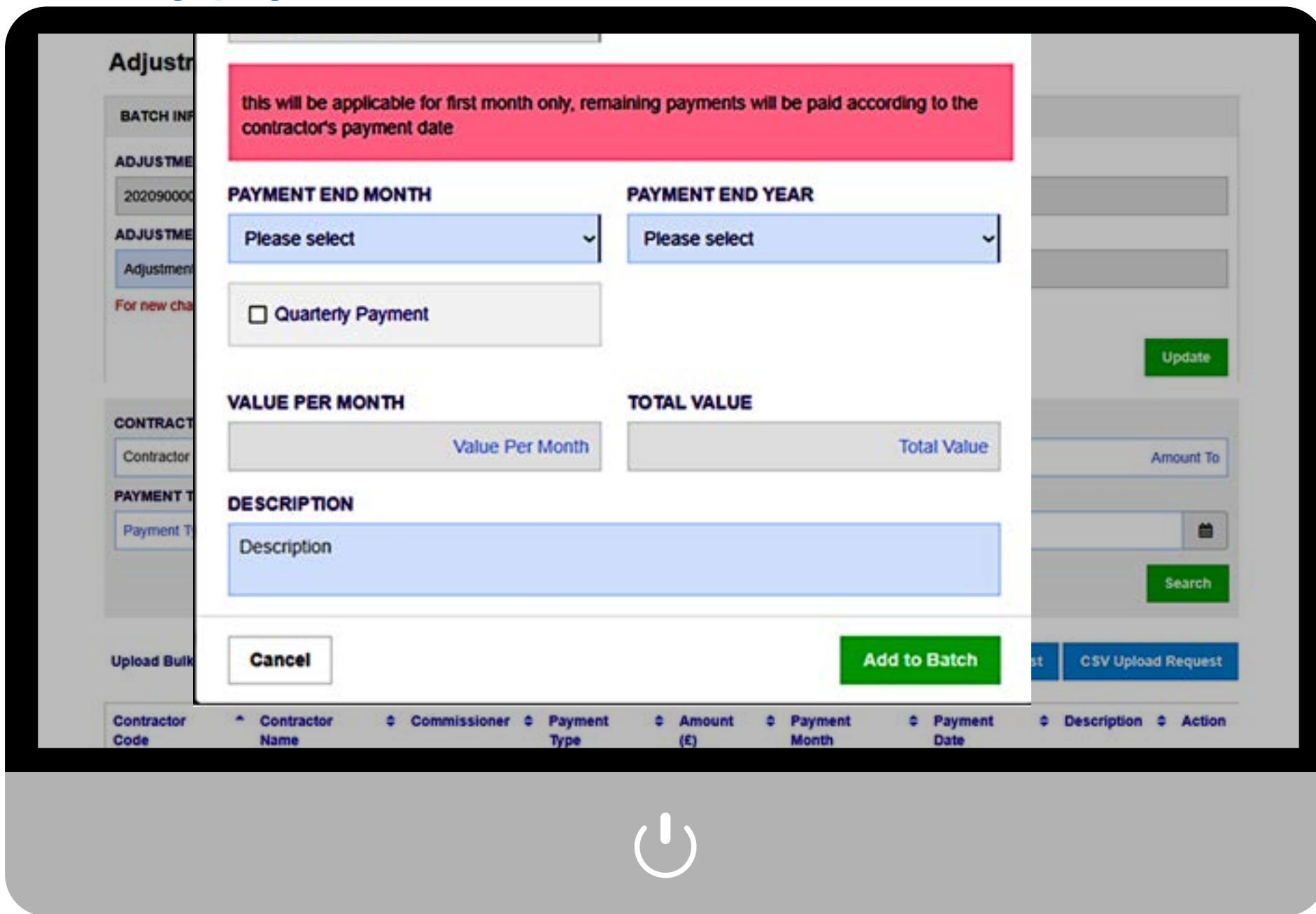
Create a new monthly payment schedule in PCSE online

Click on the magnifying glass icons to see more information and then click **Next**.



Create a new monthly payment schedule in PCSE online

Click on the magnifying glass icons to see more information.



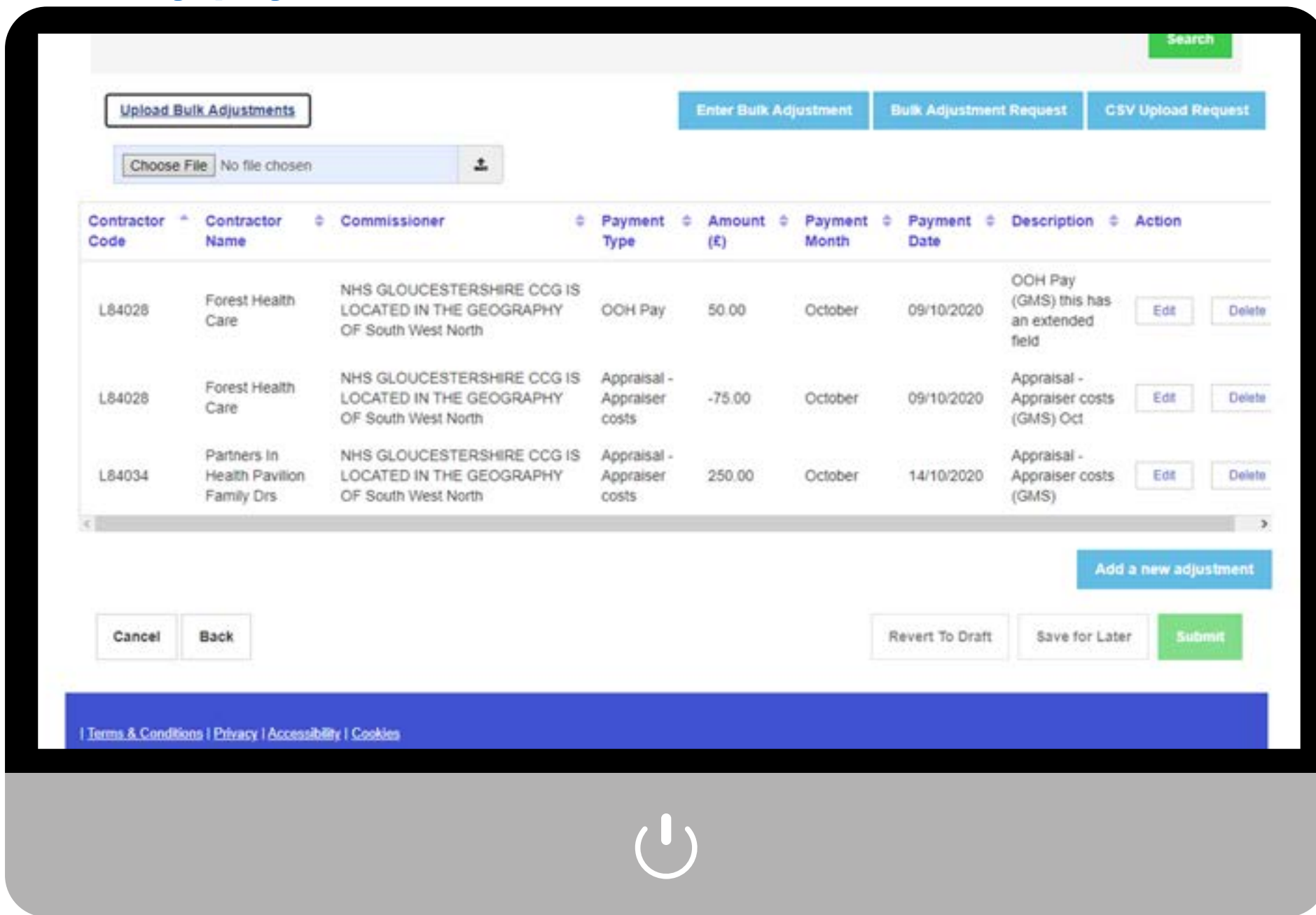
Create a new monthly payment schedule in PCSE online

Click on the magnifying glass icons to see more information.

Once you are happy with the monthly payment schedule you have created inside of PCSE Online, you can scroll to the bottom of the screen and either **Save for Later** (We would recommend saving the form after every upload) to the bottom or you can click **Submit** and the monthly payment schedules will be adjusted from the date specified.

Save for Later

Submit



Amend an existing batch adjustment

Keep in mind, if the batch has already been approved, then you cannot amend it. You will have to create a new batch. To amend an existing batch adjustment, first you need to:

- Log in to PCSE Online
- Click GP Payments
- Choose Payments
- Click Adjustments

Now you are on this screen, click the magnifying glass icon to see the next steps.

CONTRACTOR CODE OR NAME **AMOUNT FROM** **AMOUNT TO**

Contractor Code or Name Amount From Amount To

PAYMENT TYPE **PAYMENT DATE FROM** **PAYMENT DATE TO**

Payment Type dd/mm/yyyy dd/mm/yyyy

Search

Upload Bulk Adjustments **Enter Bulk Adjustment** **Bulk Adjustment Request** **CSV Upload Request**

Choose File No file chosen

Contractor Code	Contractor Name	Commissioner	Payment Type	Amount (£)	Payment Month	Payment Date	Description	Action
L84028	Forest Health Care	NHS GLOUCESTERSHIRE CCG IS LOCATED IN THE GEOGRAPHY OF South West North	OOH Pay	50.00	October	09/10/2020	OOH Pay (GMS) this has an extended field	Edit Delete
L84028	Forest Health Care	NHS GLOUCESTERSHIRE CCG IS LOCATED IN THE GEOGRAPHY OF South West North	Appraisal - Appraiser costs	-75.00	October	09/10/2020	Appraisal - Appraiser costs (GMS) Oct	Edit Delete
L84034	Partners in Health Pavilion Family Drs	NHS GLOUCESTERSHIRE CCG IS LOCATED IN THE GEOGRAPHY OF South West North	Appraisal - Appraiser costs	250.00	October	14/10/2020	Appraisal - Appraiser costs (GMS)	Edit Delete

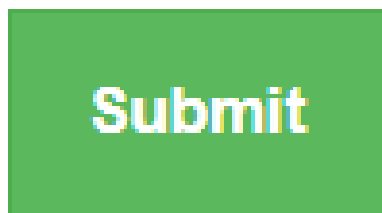


Amend an existing batch adjustment

Once you have completed the previous steps, a pop up box will appear showing you the status of the batch to which all the selected payments belong.

Click **OK**

Once you have amended the batch. Click **Submit** and confirm your submission.



Centre	RLT	by GPs - contra						
B00002	Hoselane Medical Centre	CCGDeI2 - Leeds IS LOCATED IN THE GEOGRAPHY OF Leeds RLT	Prescription charges collected and remitted by GPs - contra	1,500.00	August	21/08/2020	Screens Batch Adjustment	Edit Del
B00002	Hoselane Medical Centre	CCGDeI2 - Leeds IS LOCATED IN THE GEOGRAPHY OF Leeds RLT	Prescription charges collected and remitted by GPs - contra	1,500.00	May	21/05/2020	Screens Batch Adjustment	Edit Del

[Add a new adjustment](#)

CONTRACTOR CODE OR NAME	PAYMENT TYPE	AMOUNT
<input type="text" value="B00002"/>	<input type="text" value="Colorectal Cancer"/>	<input type="text" value="750.00"/>
PAYMENT MONTH	PAYMENT DATE	DESCRIPTION
<input type="text" value="June"/>	<input type="text" value="22/06/2020"/>	<input type="text" value="One off"/>

[Add](#)

[Cancel](#) [Back](#) [Revert To Draft](#) [Save for Later](#) [Submit](#)

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How do I review and approve an adjustment?

An email notification has just come through telling you that an adjustment has been submitted for approval based on one of your practices monthly contract schedule.

To review this, first you need to:

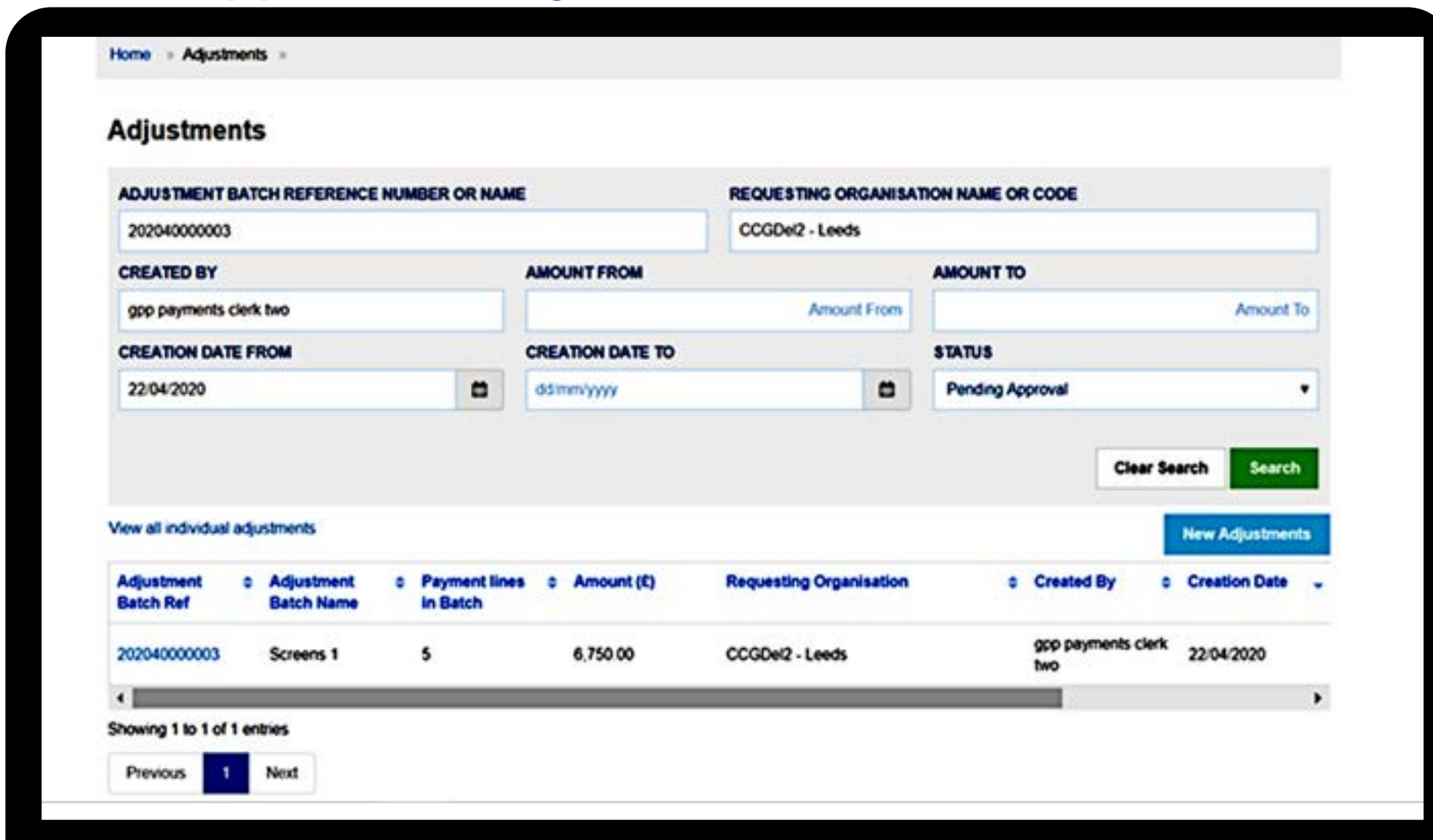
- Log in to PCSE Online
- Click on the envelope (Notifications icon)
- Find the notification and click Review.

Alternatively:

- Click GP Payments
- Choose Payments
- Click Adjustments

You can now start to review the adjustment that has been created

Click on the magnifying glass icons to see how this is done.



How do I review and approve an adjustment?

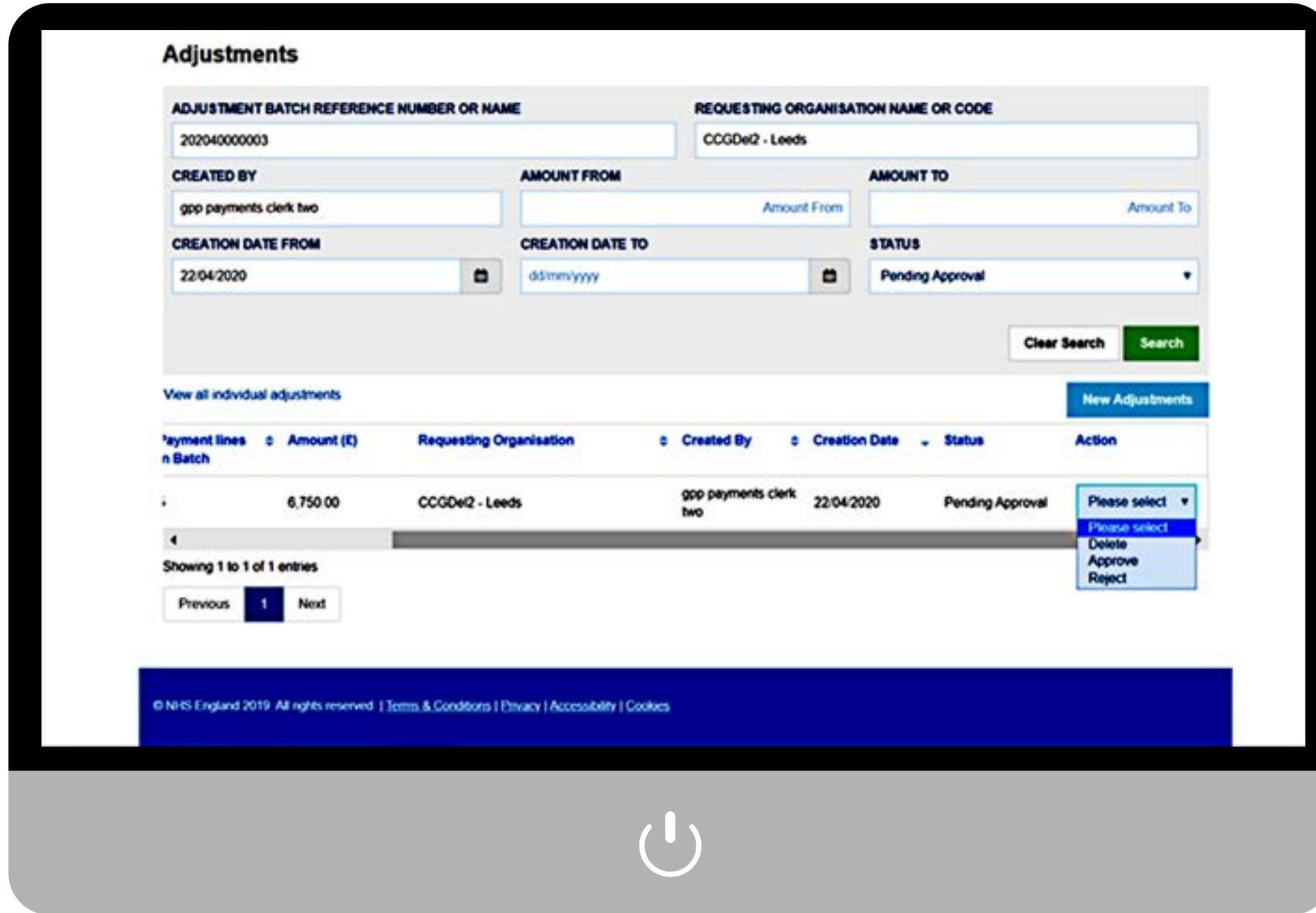
At this point, you have three options:

- **Draft** Which will revert the claim into a draft to edit
- **Cancel**
- **Back**

When you are in the review section, will have three options again.

Click on the magnifying glass icons to see how this is done.

Once you have selected your outcome, confirm your choice by clicking **Apply** and then **Confirm**.



Step-by-step clicks

Each process has been summarised below in a series of step by step quick clicks. If you would like to see these processes in more detail, return to the contents page and click on the relevant process.

Search for an existing adjustment

1. Log in to PCSE Online
2. Click GP Payments
3. Choose Payments
4. Click Adjustments
5. Enter your search criteria
6. Click Search
7. Table below will now be populated with the relevant adjustments

Create a new adjustment

1. Log in to PCSE Online
2. Click GP Payments
3. Choose Payments
4. Click Adjustments
5. Click Create New Adjustment
6. Enter an adjustment batch name
7. Click Save and Update when prompted
8. Select the practice (contractor) of whose monthly contract schedule needs to be adjusted
9. Enter the amount from and amount to, as well as that practices payment type and payment date (from and to)
10. Complete the adjustment info and then click Add New Adjustment
11. Click submit.

Amend an existing batch adjustment

1. Log in to PCSE Online
2. Click GP Payments
3. Choose Payments
4. Click Adjustments
5. Search for the relevant existing adjustment
6. A pop up box will appear showing you the status of the batch to which all the selected payments belong. Click OK
7. Click Add a new adjustment and then fill in the necessary details in the free type text boxes.
8. Click Submit.

Create a batch adjustment

1. Log in to PCSE Online
2. Click GP Payments
3. Choose Payments
4. Click Adjustments
5. Click New Adjustment
6. Enter the Payment type, Contractor code or name who's contracted payment schedule is being adjusted, the contractor payment date, Contractor payment month or alternatively, you can select a custom date
7. Enter the payment end year and end date (You will also have the option to pay the adjustment quarterly by ticking the Quarterly Payment button)
8. Next, you will need to select the value you wish to be paid each month and the total value of all the payments compiled.
9. Finally, you need to enter some text in the description box and click Add to Batch. A pop up will appear showing that the adjustment is processing.

How do I review and approve an adjustment?

1. Log in to PCSE Online
2. Click GP Payments
3. Choose Payments
4. Click Adjustments
5. Click on the relevant adjustment reference number
6. Review the adjustment
7. Submit your decision (Delete, Approve or Reject)



Primary Care Support England

Your feedback helps us to make things better.

How satisfied are you with this interactive guide for managing adjustments?

Very Satisfied

Satisfied

Dissatisfied

Very Dissatisfied

Go back to the contents page

Contact Us

For further support and information, please visit our website:



PCSE Website

www.pcse.england.nhs.uk

To visit PCSE Online:

PCSE Online

For queries relating to a particular service, please use our:



Online Enquiries Form

<https://pcse.england.nhs.uk/contact-us/>

Or alternatively, you can call our:



Customer Support Centre

0333 014 2884