

## Naloxone submission user guide

Step 1: Select Naloxone from submit claim drop down box and click the start form to claim button.

LPHS Portal > Claims > Transactions > Reports

**LPHS PORTAL**

**Alerts**  
No Alerts

**Tip of the Day**  
Password Reset - You can now self serve password resets

**Claims**

**Profile**  
NCC's Demo Pharmacy  
Address:  
County Hall  
Loansdean  
Morpeh  
Northumberland

**Submit Claim**  
Naloxone  
Start Form to Claim>>

Stop Smoking Submissions

**Pharmacy templates**  
[Click Here to Download Stop Smoking Form Template](#)  
[Click Here to Download Sexual Health \(Plan B\) Form Template](#)  
[Click Here to Download Opioid Initial Consultation Form Template](#)

Step 2: Enter a client reference number or click generate NCC ref if you don't have an existing reference and click next. Please read and agree to the declaration if training has been completed.

**Naloxone Claim**

**Declaration:** Please tick that a designated person at the pharmacy has completed the training:  Yes

Enter your client reference  
123456

**OR:**

Enter existing NCC Reference (if you have it)

Don't have a reference? Generate one here: [Generate NCC Ref](#)

[Next >>](#)

Step 3: Enter postcode and select lookup ward and LSOA button then continue to complete the remaining fields and click next to continue. The main screen has been populated below as an example.

### Naloxone Claim

123456

#### Details

Outside Northumberland?

LSOA/Ward Lookup (NOTE: postcode is NOT stored, please provide full postcode where possible)

PostCode:  Lookup Ward and LSOA Morpeth Kirkehill E01027458/Northumberland 018C

DOB / Age:   Note: DoB will Automatically populate Age

Gender:  Female  Male

Ethnicity:

Initials of Pharmacist:

Date of Appointment:

Has Brief Advice been provided to patients?:  Yes  No

Has a leaflet been provided to a patient?:  Yes  No

Is it a supply or re-supply:  Supply  Resupply

If it is a re-supply why?:

Batch Number:

Expiry Date:

Date of Submission:

Next >>

Step 4: Review information and click submit if correct, or go back to amend

## Naloxone Claim

123456

### Confirmation

[Click to Print This Page](#)

The claim information is validated - please review and action appropriately (note:- unless actioned, nothing at this stage has been submitted!)

LSOA: E01027458/Northumberland 018C

WARD: Morpeth Kirkhill

Age: 40

Gender: Female

Ethnicity: White British

Consultant: PF

DateDispensed: 01/04/20

Advice: Yes

Leaflet: Yes

Supply: Supply

Resupply: n/a

BatchNum: 123456

BatchExpiry: 30/12/20

Submit

(Process this information for a claim)

Cancel

(abort!)

Go Back!

(woops, go back and change something!)

Upon submission you will see the following screen to show claim has been submitted successfully.

## Naloxone Claim

123456

### Submitted Successfully

Thank you for your submission!

[Return Home](#)

[Complete another Naloxone Claim](#)