



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte
Seirbhís Aisíocaíochta Cúraim Phríomhúil
Plás J5
Lárionad Gnó na Páirce Thuaidh
Bealach Amach 5, M50
An Bóthar Thuaidh
Fionnghlas
Baile Átha Cliath 11
D11 PXT0

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Primary Care Reimbursement Service
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Circular No. 001/16

4th January 2016

RE: 2016 Schedule of Submission Dates for Pharmacy Claims

Dear Pharmacist,

Enclosed please find the 2016 schedule of submission dates for pharmacy claims, outlined clearly in calendar format. The colour coded calendar will assist your pharmacy team in preparation for claims submission to the Primary Care Reimbursement Service (PCRS).

To ensure claims are submitted by the due date(s), which will facilitate timely payments, please arrange to place this calendar prominently in your pharmacy so staff are aware of 2016 schedule.

On behalf of the PCRS, I would like to take this opportunity to wish you and your staff a very Happy New Year.

Yours faithfully,

Anne Marie Hoey,
Primary Care Reimbursement Service



PHARMACY CLAIMS CALENDAR

2016

CLAIMS SUBMISSION GUIDELINES

JANUARY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

MARCH

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Step 1: Submit Claims:

To qualify for early payment, electronic claims must be received by the PCRS no later than midnight on the 3rd working day of the month. Supporting paperwork must be received by the PCRS by 5pm on the 5th of each month.* In the event that the 5th of any month falls on Saturday or Sunday, or a Public Holiday, supporting paperwork should be received by PCRS on the next working day after the 5th of the month.

(* - Except January 6th)

Early Payment dates:

Bank files submitted on 14th working day, for payment into pharmacy accounts on 15th working day.

Normal pay:

Files submitted after midnight on the 3rd working day, and before midnight on the 7th of the month, qualify for normal payment. Supporting paperwork must be received by the PCRS by 5pm on the 7th of each month. In the event that the 7th of any month falls on Saturday or Sunday, or a Public Holiday, supporting paperwork should be received by PCRS on the next working day after the 7th of the month.

Normal payment dates:

DPS: 5/6/7th of the following month. GMS: 19/20/21st of the following month.

Step 2: Exceptions Files:

Exception files are available for download no later than 4 working days from receipt of file and in most cases are available within 24 hours. The final corrected exception file must be transmitted by midnight on the 8th working day.

Bank holiday

1 st Jan	New Year's day
17 th March	St. Patrick's day
28 th March	Easter Monday
2 nd May	Bank Holiday
6 th June	Bank Holiday
1 st August	Bank Holiday
31 st Oct	Bank Holiday
25 th Dec	Christmas day

 Bank holiday

 To qualify for early pay

 To qualify for normal pay

 Paperwork due date EP