



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte  
Seirbhís Aisíocaíochta Cúraim Phríomhúil  
Plás J5  
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Bealach Amach 5, M50  
An Bóthar Thuaidh  
Fionnghlas  
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Circular No. 064/16

21 December 2016

**RE: 2017 Schedule of Submission Dates for Pharmacy Claims**

Dear Pharmacist,

Enclosed please find the 2017 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 the 2017 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

**2017**

### CLAIMS SUBMISSION GUIDELINES

JANUARY							FEBRUARY								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
						1			1	2	3	4	5		
2	3	4	5	6	7	8	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28							
MARCH							APRIL								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
			1	2	3	4	5						1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9		
13	14	15	16	17	18	19	10	11	12	13	14	15	16		
20	21	22	23	24	25	26	17	18	19	20	21	22	23		
27	28	29	30	31			24	25	26	27	28	29	30		
MAY							JUNE								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7					1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11		
15	16	17	18	19	20	21	12	13	14	15	16	17	18		
22	23	24	25	26	27	28	19	20	21	22	23	24	25		
29	30	31					26	27	28	29	30				
JULY							AUGUST								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
					1	2									
3	4	5	6	7	8	9	7	8	9	10	11	12	13		
10	11	12	13	14	15	16	14	15	16	17	18	19	20		
17	18	19	20	21	22	23	21	22	23	24	25	26	27		
24	25	26	27	28	29	30	28	29	30	31					
31															
SEPTEMBER							OCTOBER								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
					1	2	3								
4	5	6	7	8	9	10	2	3	4	5	6	7	8		
11	12	13	14	15	16	17	9	10	11	12	13	14	15		
18	19	20	21	22	23	24	16	17	18	19	20	21	22		
25	26	27	28	29	30		23	24	25	26	27	28	29		
							30	31							
NOVEMBER							DECEMBER								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
			1	2	3	4	5						1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10		
13	14	15	16	17	18	19	11	12	13	14	15	16	17		
20	21	22	23	24	25	26	18	19	20	21	22	23	24		
27	28	29	30				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 3<sup>rd</sup> working day of the month. Supporting paperwork must be received by the PCRS 5pm on the 5<sup>th</sup> of each month. In the event that the 5<sup>th</sup> 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 5<sup>th</sup> of the month.

**Early Payment dates:**  
Bank files submitted on 14<sup>th</sup> working day, for payment into pharmacy accounts on 15<sup>th</sup> working day.

**Normal pay:**  
Files submitted after midnight on the 3<sup>rd</sup> working day, and before midnight on the 7<sup>th</sup> of the month, qualify for normal payment. Supporting paperwork must be received by the PCRS by 5pm on the 7<sup>th</sup> of each month. In the event that the 7<sup>th</sup> 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 7<sup>th</sup> of the month.

**Normal payment dates:**  
DPS: 5/6/7<sup>th</sup> of the following month. GMS: 19/20/21<sup>st</sup> 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 8<sup>th</sup> working day.

Bank holiday	
2 <sup>nd</sup> January	New Year's day holiday
17 <sup>th</sup> March	St. Patrick's day
17 <sup>th</sup> April	Easter Mon
1 <sup>st</sup> May	Bank Holiday
5 <sup>th</sup> June	Bank Holiday
7 <sup>th</sup> August	Bank Holiday
30 <sup>th</sup> October	Bank Holiday
25 <sup>th</sup> December	Christmas day
26 <sup>th</sup> December	St. Stephens day

- Bank holiday
- To qualify for early pay
- To qualify for normal pay
- Paperwork due date EP