



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte
Seirbhís Aisíocaíochta Cúraim Phríomhúil
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Circular 015/16

8th April 2016

Dear Contractor

In 2015, the HSE - Primary Care Reimbursement Service (PCRS) processed in excess of 80 million business transactions. We endeavour to provide you with an excellent service and strive to ensure your claims are processed in an efficient and timely fashion. Your continued assistance and co-operation in relation to the procedures for the submission of claims would be greatly appreciated.

Claims must be submitted by the **20th** day of the month in order to ensure payment on the second Thursday of the following month. Should the 20th day of the month fall on a weekend or a public holiday, the deadline for claim submission will be the close of business on the next working day. One bundle of claims per month should be submitted for processing and must be appropriately tagged and accompanied by a properly completed summary of claims certificate. For your convenience, please find enclosed a supply of address labels, treasury tags and summary certificates.

Under the Dental Treatment Services Scheme (DTSS), Dentists may prescribe to eligible persons a range of medicines from the list of 'Dental Prescribable Items'. The 'Dental Prescribable Items' list is updated periodically and for your perusal I attach a copy of the most recent edition. However in an effort to ensure you have an up to date version available to you at all times, the full and complete list is now available on the 'List of Reimbursable Items' link on www.pcrs.ie.

All prescriptions should be correctly completed on an official DTSS prescription form. Please note the DTSS prescription form will shortly be available in three parts. The top copy is the original prescription form, the second copy is retained by the pharmacy and the third copy should be retained by you for record purposes.

Thank you for your co-operation in relation to this matter.

Yours faithfully

Anne Marie Hoey
Primary Care Reimbursement Service