



Circular 001/20

8th January 2020

Dear Doctor,

I enclose herewith Forms PSN/1P and Practice Support Subsidy 2019 Payroll Summary, which should be completed in respect of each Secretary / Nurse / Practice Manager in your employment. To facilitate us to make payments in respect of practice employees, the completed forms, should be submitted to us before 31st January 2020.

In order for you to receive payment in any month, the appropriate documentation must be received by PCERS before the end of the previous month. Please be advised that failure to submit forms and supporting documentation in a timely fashion may cause a delay in payments.

During 2020, any relevant changes that occur in the contract of employment with your Nurse, Secretary or Practice Manager, must be approved by the Community Healthcare Organisation (CHO) before submission to the PCERS. Termination of employee contracts must also be notified to your CHO and the PCERS immediately.

If you require any further information on the above, please do not hesitate to contact the Doctor's Unit by telephone 01-8647100 or by email to PCRS.GPTaxDetails@hse.ie

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Shaun Flanagan'.

Shaun Flanagan
Primary Care Eligibility & Reimbursement Service

Primary Care Eligibility & Reimbursement Service- FORM PSN/1P

Claim for payment of subsidy towards the cost of employing a Practice *Secretary/Nurse/Manager as provided for under Department of Health Circular No. 5/89

CERTIFICATION OF EMPLOYMENT AND CLAIM FOR PAYMENT OF SUBSIDY FOR PRACTICE*SECRETARY / NURSE / MANAGER.

I certify that _____ has been in my continuous
(Name of *Secretary/Nurse/Practice Manager)

employment at my Practice Centre at _____

During the period from _____ to _____ as approved by the

HSE CHO _____ on _____

SIGNED: _____ DR. NO. _____

**Delete as appropriate*

A separate form PSN/1P (Photocopy original if necessary) claiming subsidy towards the cost of employing each Practice Secretary / Practice Nurse or Practice Manager should be submitted annually in arrears during the month of January. Each separate claim must be accompanied by a copy of Employees' Employment Detail Summary (P60 replacement) as evidence of the payment of salary and return of Income Tax deducted during the previous tax year.

Each claim and related documentation should be submitted to:

DOCTORS UNIT
Primary Care Eligibility & Reimbursement Service
Units 1-5 Ground Floor
J5 North Park Business Park
Exit 5 M50
North Road
Finglas, Dublin 11
D11 PXTO

Changes in personnel or conditions of existing contract of employment must have the approval of the Health Service Executive prior to notification to the Primary Care Eligibility & Reimbursement Service.



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Practice Support Subsidy - 2019 Payroll Summary

*Please complete in Block Letters

Employee Type	
Name of Employee	
Employee PPSN	
Exit Date if applicable	
Gross Pay	
Employee's PRSI Contribution	
Total (employee + employer) PRSI Contribution	
Total Number of Insurable Employment Weeks	
Social Insurance Contribution Class	

Completed by: _____ Date: _____

Practice Stamp:

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Please complete and attach with PSN/1P for relevant staff member and return to: Doctors Unit, PCERS, Unit 1-5 Ground Floor, J5 North Park Business Park, Exit 5 M50, North Road, Finglas, Dublin 11. D11 PXTO