



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte, Seirbhís Aisíocaíochta Cúraim Phríomhúil  
Bealach amach 5 an M50, An Bóthar Thuaidh, Fionnghlas  
Baile Átha Cliath 11, D11 XKF3  
Guthán: (01) 864 7100 Facs: (01) 834 3589

Health Service Executive, Primary Care Reimbursement Service  
Exit 5, M50, North Road, Finglas, Dublin 11, D11 XKF3  
Tel: (01) 864 7100 Fax: (01) 834 3589

Circular 026/17

8<sup>th</sup> June 2017

**RE: GMS Contract – Claims for Special Type Consultations (STC) and Special Items of Service (SIS)**

Dear Doctor,

I refer to your Agreement for Provision of Services under Section 58 of the Health Act 1970 (the 'GMS Contract') as amended or varied by circular.

The purpose of this letter is to remind all General Practitioners (GPs) of their contractual obligations under the aforesaid agreements relating to the completion, retention and submission of Special Type Consultation forms (STC) (as provided by the HSE) and Special Items of Service (SIS).

GPs are obliged to:

- 1) Engage in accurate and proper record keeping of the consultation undertaken for which a claim is made;
- 2) Ensure that all Special Type Consultation forms are fully and accurately completed. This includes a contemporaneous recording of the time and date of the consultation, the service provided to the patient, together with the patient signature confirming the service was received;
- 3) Allow an audit of all original claims submitted on request to evidence third party verification;
- 4) Submit to the HSE when requested the fully completed Special Type Consultation forms;
- 5) Retain all original, fully completed, Special Type Consultation claim forms securely for a period of no less than six years.

General Practitioners were made aware of these obligations when taking up a GMS Contract, with such obligations being reiterated by way of Circular 020/2006 dated 30 May 2006.

The HSE is obliged to verify the accuracy and reasonableness of claims submitted for payment and routinely checks STC and SIS claims. This is done through verifying details contained in the electronic claims submitted against original claim forms.

In completing this exercise, the HSE will deem any claim electronically submitted that *does not* have a corresponding fully completed original STC form submitted for verification as a claim not in accordance with the GMS contract, and is entitled to recoup any payment made on foot of those claims.

Thank you for your co-operation in this matter.

Yours sincerely,

Anne Marie Hoey  
Assistant National Director  
Primary Care Reimbursement & Eligibility