



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte  
Seirbhís Aisíoca Príomhchúraim  
Bealach amach 5 an M50  
An Bóthar Thuaidh  
Fionnghlas  
Baile Átha Cliath 11

Guthán: (01) 864 7100  
Facs: (01) 834 3589

Health Service Executive  
Primary Care Reimbursement Service  
Exit 5, M50  
North Road  
Finglas  
Dublin 11

Tel: (01) 864 7100  
Fax: (01) 834 3589

CIRC: 011/12

August 2012

Dear Pharmacist,

Enclosed please find annual supply of bags required to submit your electronic claims. Please advise if you do not require your yearly supply of yellow bags. Please ensure the address is clearly visible and insert your pharmacy number on the label. **Please do not use staples or any other sharp objects to close the bags as staff have cut their hands opening them.**

Please note the following requirements for early payment:

1. **Both DPS and GMS claims must be transmitted electronically** to the PCRS within 3 working days of the end of the month using the PCRS's contracted data carrier.
2. All claim forms (DPS / GMS / Hospital Emergency / Stock Orders / LTI / EEA / DTSS / High Tech and HAA) are to be tagged in bundles separately and enclosed in the yellow bag.
3. All claims must be submitted in numeric order.

4. All claims must be received by the PCRS no later than the 5<sup>th</sup> of the month following the month of dispensing.

Please ensure the balance of your yellow bags are securely retained on your premises.

Yours faithfully,

*David Moore*

David Moore  
Head of Corporate Services