



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Seirbhísí Comhroinnte
Seirbhís Aisioca Príomhchúraim
Bealach amach 5 an M50
An Bothair Thúaidh
Fionnghlas
Baile Átha Cliath 11

Finance Shared Services
Primary Care Reimbursement Service
Exit 5, M50
North Road
Finglas
Dublin 11

Guthán: (01) 8647100
Facs: (01) 834 3589

Ph: (01) 8647100
Fax: (01) 834 3589

Ref: 011/08

September 2008

Re: Influenza/Pneumococcal Programme 2008/2009

Dear Doctor

To assist in the processing and validation of these claims, please enter **the batch number only in the appropriate space on the STC claim form**. The approved list of vaccinations, including batch numbers, for the 2008/2009 Program is attached.

If you are using a batch that is not on the approved list, please provide all batch details on the claim form. **Claims without the appropriate batch number will not be reimbursed until the batch details are provided.**

Claiming Procedure for Influenza/Pneumococcal Claims

- Enter the appropriate Special Service codes 'R', 'S' or 'T' in the Special Service Code box on the STC claim form.
- Only enter 'H' when the Special Service 'R', 'S' or 'T' is provided to a patient outside surgery hours i.e. 5pm to 9am (Monday to Friday) or all day Saturday, Sunday & Bank Holidays.
- Enter the appropriate batch number beside the Batch Number heading on the claim form. Please ensure that the batch number is clearly legible. Claims will not be reimbursed where the Batch number is submitted on a sticker only and no hand-written details are present on the claim form.
- If the injection site is other than the arm, please fill in the details in the appropriate space.
- If claiming Special Service Code 'T' (Influenza/Pneumococcal), clearly enter all batch numbers used on the STC claim form.
- Patient signature must be provided on both Flu Vaccinations and Special Service claims.

Your co-operation in this matter is appreciated.

Yours faithfully,

Patrick Burke
Assistant National Director
Finance Shared Services PCRS

