Circular 036/16

18 July 2016

Dear Doctor,

In 2015, the HSE - Primary Care Reimbursement Service (PCRS) processed in excess of 80 million business transactions. We endeavor 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 7th of the month, in order to ensure prompt payment. Should the 7th of the month fall on a weekend or a public holiday, the deadline for claims 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 accompanied by a properly completed summary of claims certificate. For your convenience, please find enclosed a supply of address labels and summary certificates.

Currently, over 80% of General Practitioners submit their STC/SS/OOH claims via the online claim submission process. The benefits of this facility include:

• Online Claim Entry
• Online Claim Review
• Online registration for Cycle of Care
• Confirm a client's Medical Card eligibility status, at point of service
• Downloadable and printable Itemised - Listings (5year archive)
• Add a new baby
• Complete a sensitive renewal
• Complete patient reinstatement
• Remove a patient from a panel list

If you are interested in registering for the online 'GP Application Suite' please email cert.info@hse.ie for an application form.

Yours sincerely,

Anne Marie Hoey
Primary Care Reimbursement & Eligibility