

Circ No. 017/07

November 2007

Dear Doctor,

I enclose herewith Forms PSN/1P, which should be completed in respect of each Secretary / Nurse / Practice Manager in your employment. To facilitate the PCRS to make payments in respect of practice employees, the completed forms, together with Income Tax Forms P60, P35 and P35L, should be submitted to the Primary Care Reimbursement Service in January 2008.

In order for you to receive payment in any month, the appropriate documentation must be received by us before the end of the previous month. During 2008, any relevant changes that occur in the contract of employment with your Nurse, Secretary or Practice Manager, must be approved by the Local Health Manager before submission to the Primary Care Reimbursement Service. Termination of employee contracts must also be notified to your Local Health Manager and the PCRS with immediate effect.

If you require any further information on the above, please do not hesitate to contact the Doctor's Unit, in the PCRS.

Yours faithfully,



Patrick Burke  
Asst. National Director  
Finance Shared Services - PCRS  
Health Service Executive

Enc.

8. The patient should sign in the space provided for under 'Declaration By Authorised Person / Representative'. Please note that both the Doctor and Patient's signature are mandatory.

Any claims not completed correctly will automatically reject for payment. These claims will be reported on your Reclaim Listing, which form part of the monthly detailed payment listing issued to you by the PCRS. The reason for the rejection will be given and where applicable, you will be asked to insert additional/corrected information on the listing and return it to the PCRS for processing.

Each batch of Methadone claims should be submitted so as to reach not later than the 10<sup>th</sup> of the following month:

Health Service Executive,  
P.O. Box 6422,  
Exit 5, M50,  
North Road,  
Finglas,  
Dublin 11.

Please ensure that you include your GMS Doctor Number and your Name and Address on the Summary Form that accompanies your claims each month. Further supplies are available from our Registry Unit at the Primary Care Reimbursement Service. Should you have any queries in respect of claims submitted for payment please contact Doctors Unit or address your correspondence to the Unit Head, Doctors Unit.

Yours faithfully,



PATRICK BURKE  
Assistant National Director  
Finance Shared Services - PCRS