



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte  
Seirbhísí Comhroinnte Airgeadais  
Seirbhís Aisioca Príomhchúraim  
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Health Service Executive  
Finance Shared Services



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Circular No. 020/09

6<sup>th</sup> November 2009

### **Pandemic (H1N1) 2009 (Swine Flu) Vaccination Programme**

Dear Doctor

The roll out of the national immunisation plan is being coordinated and managed by the National Immunisations Office. We are providing support by making payments to GP's in respect of vaccinations administered. Much of the effort to date has been focused on developing a streamlined processes to reduce the time, work and cost involved for GP's in making claims for payment for administering the vaccinations, and for the HSE to ensure that we can process, validate and make these additional payments within a reasonable timeframe, while capturing all of the required information.

#### **Electronic Claimants:**

The majority of HSE contractor GP's are registered for, and use, the PCRS online application suite of products. For those GP's the process is very straight forward, when providing a vaccination simply complete the online H1N1 form, print it, have the patient sign it and your claim is already made.

The online form populates many of the fields automatically for the majority of the population (approx. 3.6 million of the population), e.g. when entering a valid PPSN the person's Name, Address and Date of Birth is automatically filled in, with many of the other fields being point and click. This process also ensures complete and faster payments for online GP's, with no rejections or reclaims, and supports immediate feedback to the national planning process.

No paperwork is required to be sent to us. The form should be retained for your own records and audit, if required.

In the unlikely event of a technical problem precluding login to the online system an emergency third party verification form is available on our website, and on the National Immunisations Office website [www.immunisation.ie](http://www.immunisation.ie), for online GP's. This is not a claim form and is designed to allow for continuation of the immunisation and client verification process, with subsequent online entry for claims purposes.

#### **Manual Claimants:**

Paper claim forms were sent out to GP's that registered with the National Immunisations Office to provide the vaccinations but are not registered with us to make their claims electronically. This is a more laborious and costly process, in terms of the time, effort and postage for the GP and his/her staff, and delays feedback to the national planning process, therefore I would encourage any manual GP to sign up for the electronic suite of products available at PCRS, which includes the simplified online claiming for H1N1 immunisations by calling 01 8647145/146

Manual H1N1 immunisation claims should be submitted under separate cover to your normal claims, in an envelope clearly marked 'Pandemic (H1N1) Vaccination Programme', and will be paid in the normal pay cycle, where possible.

Manual claimants requiring additional paper claim forms should fax such requests to: 01 8343589. Only faxed requests can be fulfilled.

Details of all H1N1 immunisation payments will be reported under a separate heading on your monthly Itemised Listing. A set of Frequently Asked Questions will shortly be available on our website [www.hse.ie](http://www.hse.ie).

The majority of contractor GP's make their claims electronically. In order for the HSE to be able to make the payments for these vaccinations to GP's within a reasonable timeframe, with the significant additional workload involved, we must rely on electronic GP's to make these claims online, and would encourage any GP that is not registered to do so as soon as possible, by calling the above number.

This is a significant national undertaking for all concerned. We would like to thank you for all of your efforts to date in dealing with the Pandemic and request your cooperation and patience as the Vaccination Programme continues over the coming months.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Patrick Burke', with a horizontal line extending to the right.

Patrick Burke,  
Assistant National Director,  
Primary Care Reimbursement Service.