



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte
Seirbhís Aisíoca Príomhchúraim
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Circular No. 028/11

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Dear Doctor,

I am writing to inform you about the new vaccination claiming system which will be available to you on the GP Application Suite from **Monday 12 December 2011**. The existing system will be phased out for vaccination claiming on **Friday 06 January 2012**.

Please note STC claim entry for all other claims types will remain unchanged.

The benefits of migration to the new standard vaccination recording web site include;

- Access to the most modern, and easy to use web site for vaccination recording.
- Automatic warning if the patient has received the vaccination already within the season from any GP or Pharmacist on a national basis.

Please read the frequently asked questions and the answers included in this letter.

Thank you for your support in relation to this matter.

Yours faithfully,

Patrick Burke
Primary Care Reimbursement Service

Frequently Asked Questions

Q1. How do I get access to the new vaccination recording web site to provide the details of vaccination services which I want to provide?

At the go live a new option titled “**Vaccination Services**” will be added to your GP Application Suite menu. The existing option titled “Claim Entry and Enquiry” will be renamed “**STC / Special Services**”

Q2. What process should I follow?

Type in the details of the proposed vaccination, then print off the paper record which the patient (or guardian) signs before providing the vaccination. This approach ensures that the proposed vaccination service has not already been provided by another health professional. It also provides confirmation to you that PCRS has validated the proposed service from a reimbursement point of view.

Q3. Where can I get training on the PCRS web site?

The web site has on screen assistance and validation to help if you forget to enter something. The web site for capturing these details is designed to minimize the time taken and is also designed to be simple to use. The on screen help and validation will ensure that you can record the necessary details.

Q4. What details do I need to provide?

You need to provide details of uptake for HSE Population Health and to support the processing and payment of claims e.g.

- a) the patient receiving the vaccination,
- b) the vaccination itself i.e. batch number and injection site,

Details	Source
Vaccination date,	User input
Vaccination batch number,	Drop down selection list
Injection site,	Drop down selection list
Cold Chain Account Number,	User input

- c) any “at risk” medical condition that the patient may have,

Details	Source
Medical risk code,	Drop down selection list

Q5. What details do I have to capture in respect of the patient?

Enter the patient’s Personal Public Service number (PPS number).

For patients in the target group, if the PPS number exists and the patient has a valid Medical Card / GP Visit Card/ Health (Amendment) Act, 1996 Card associated with this PPS number then this will be found automatically for you in most cases. The patient is entitled to free vaccination and the vaccination details submitted to PCRS are a claim for remuneration.

For patients in the target group, if the PPS number exists and no Medical Card / GP Visit Card /Health (Amendment) Act, 1996 Card is identified you will have an opportunity to input the Medical Card / GP Visit Card number / Health (Amendment) Act, 1996 Card. If Medical Card / GP Visit Card / Health (Amendment) Act, 1996 Card eligibility exists for this patient then they are entitled to free vaccination and the vaccination details submitted to PCRS are a claim for remuneration.

Q5. Continued.....

If the patient does not have Medical Card / GP Visit Card / Health (Amendment) Act, 1996 Card eligibility but the patient's PPS number is found then the vaccination details submitted to PCRS are simply a record in this case.

If the patient does not have Medical Card / GP Visit Card/ Health (Amendment) Act, 1996 Card eligibility and no PPS number is found, then the patient details including their PPS number should be recorded. The vaccination details submitted to PCRS are simply a record in this case also.

Q6. What other details do I have to capture in respect of the patient?

Family Doctor Name and Address in the case of a vaccination for a Non-Medical Card holder.

Q7. I get paid for vaccinating a Medical Card holder in the target group. Why do I need to record vaccinations provided to persons not in the target group?

Since the HSE provides the vaccine and may be required to look back it is important to capture details of **all** vaccinations. Future stock distribution requirements to vaccination service providers can also be determined with reference to records of vaccinations provided.

Q8. I don't want to use the web site. Can I continue to submit manual paper claims?

Manual paper claiming for GP claims will be supported for the time being. In the future with effect from a final date to be specified, reimbursement for services will be available in respect of electronic submissions only. Manual paper claiming for services will not be available. In addition to being more efficient, electronic processing will ensure services you provide are fully reimbursed.

Q9. What happens if the PCRS web site is down or my connection to the internet is not available?

The PCRS web site is available almost all of the time, 24 hours a day, 365 days a year. However, by way of backup, a vaccination record form will be available to download and copy. You should download this form and prepare a stock of forms as a backup to allow you provide vaccinations in the event of web site unavailability for any reason. Simply complete the form and enter the details later when the web site is available again. This form will contain the standard Data Protection notice which applies in the case of all records.

Data Protection Notice: Personal data collected by HSE PCRS is used for the purpose of providing a health service. It is required, stored, processed and disclosed to other bodies in accordance with the laws relating to proper treatment of personal data.

Extra care should be used in this case to verify the details which you will need to enter into the web site later. If some of the details are incorrect, e.g. the medical card is not valid then you will not be able to get reimbursed for this service via the web site.

Q10. Where do I get help if I have problems with PCRS web sites?

There are two elements involved in using web sites successfully. These are (a) the web site itself and (b) the browser software you are using to access the web site and your computer environment the browser is installed on.

Regarding the web site itself, PCRS are committed to announcing any planned downtime in advance to you. If there is unplanned downtime a message will be posted to this effect as soon as possible. There is a single national web site and to the extent any issue arises PCRS are generally aware of that immediately.

Regarding your browser software itself and your computer environment, you need to ensure that these components are covered with support agreements so that you have assistance readily available to you.