



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte
Seirbhís Aisíocaíochta Cúraim Phríomhúil
Plás J5
Lárionad Gnó na Páirce Thuaidh
Bealach Amach 5, M50
An Bóthar Thuaidh
Fionnghlas
Baile Átha Cliath 11
D11 PXT0

Health Service Executive
Primary Care Reimbursement Service
J5 Plaza
North Park Business Park
Exit 5, M50
North Road
Finglas
Dublin 11
D11 PXT0

Fón: (01) 864 7100
Facs: (01) 834 3589

Tel: (01) 864 7100
Fax: (01) 834 3589

Circular No. 042/16

16th September 2016

Re: Claim Submission

Dear Pharmacist,

In 2015 the HSE Primary Care Reimbursement Service (PCRS) processed in excess of 80 million business transactions. We endeavour 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 physical claims is greatly appreciated.

To qualify for **early payment**, electronic claims must be received by the PCRS no later than midnight on the 3rd working day of the month. Supporting paperwork must be received by the PCRS by close of business (17:00) on the 5th of each month.

In the event that the 5th of any month falls on Saturday or Sunday, or a Public Holiday, supporting paperwork should be received by PCRS on the next working day after the 5th of the month.

To qualify for **normal payment**, claims submitted after midnight on the 3rd working day, and before midnight on the 7th of the month, qualify for normal payment. Supporting paperwork must be received by the PCRS by close of business (17:00) on the 7th of each month.

In the event that the 7th of any month falls on Saturday or Sunday, or a Public Holiday, supporting paperwork should be received by PCRS on the next working day after the 7th of the month.

To ensure your claims are processed promptly, please ensure the appropriate claim forms for the schemes are tagged together with a properly completed Summary of Claims Certificate at the top of the bundle.

Enclosed please find a supply of yellow bags, treasury tags, summary certificates and elastic bands required to submit your supporting paperwork. Please ensure the address is clearly visible on the yellow bag and insert your pharmacy number in the box provided.

Within the yellow bag provided please submit claims in two separate bundles as follows:

Bundle 1: GMS Regular, GMS Repeat, Hospital Emergency, Stock Order and Dental Claims secured using elastic bands.

Bundle 2: DPS, LTI, High Tech, HAA and EC Claims secured using elastic bands.

Please ensure no sharp objects are used to secure the content in the yellow bag(s) as staples and other sharp material can present a hazard when opening the bag(s).

Supporting paperwork which is received after the close off date or not presented as requested will be put to one side and processed as time allows.

We have enhanced services available on our Pharmacy Application Suite on www.pcrs.ie to enable you to order additional supplies of the following items:

- Unified Claim Forms
- GMS Summary Forms
- DPS Summary Forms
- LTI/EEA/HAA Summary Forms
- Methadone Summary Forms
- High Tech Summary Forms
- DPS Emergency Registration Forms
- Treasury Tags

If you require additional yellow bags please email PCRS.Supplies@hse.ie or fax your order to 01-8343535.

Thank you for your co-operation in relation to this matter.

Yours faithfully,



Anne Marie Hoey

Primary Care Reimbursement & Eligibility