



13th December 2021

Circular No. 31/21

Dear Pharmacist,

Enclosed is the 2022 schedule of electronic submission dates for pharmacy claims, outlined clearly in calendar format. The colour coded calendar will assist your pharmacy team in preparation for claims submission to the Primary Care Reimbursement Service (PCRS). To ensure claims are submitted by the due date(s), which will facilitate timely payments we recommend the calendar is placed prominently in your pharmacy so staff are aware of the 2022 schedule.

PCRS cannot be held responsible for any technical issues that arise outside of our direct control. Pharmacy businesses should build a contingency into their submission schedule to deal with such unforeseeable technical problems that arise from time to time. In addition, normal financial contingency arrangements are a matter for the pharmacist. A 'Transmission History' tool has been added to the Pharmacy Application Suite to assist in confirming electronic files have been received on time.

The screenshot shows the Pharmacy Suite web application interface. At the top left is the HSE logo and the text 'Pharmacy Suite'. Below this is a 'Username:' field. A blue navigation bar contains the following items: 'Welcome', 'Claiming' (circled in red), 'Reporting', 'Correspondence', 'Supplies', 'High Tech Module', and 'Logout'. On the left side, there is a vertical menu with green buttons for 'Home', 'Claiming', 'Eligibility Confirmation', 'Reporting', and 'Correspondence'. The main content area is titled 'Claiming' and contains three links: 'Vaccination Services', 'Phased Dispensing', and 'Transmission History' (circled in red). On the right side, there are two light blue boxes: 'Help' with a 'Contact Us' link, and 'Useful Links' with links for 'HSE' and 'IPU'.

Pharmacies should continue to retain the usual supporting documentation at the end of the month until further notice. Dental Prescriptions and EEA claims should be submitted in the usual manner for manual processing by the Pharmacy Processing Unit. Please ensure if a Healthmail prescription is being sent for reimbursement a unified claim form which includes the relevant drug code and quantity dispensed is attached to the Healthmail prescription.

Paperwork for manual claims processing must be received by close of business on the **7th of each month**. If the deadline falls on the weekend or bank holiday, it moves to the next available working day. 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.

To ensure your claims are processed promptly, 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.

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).

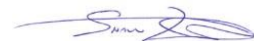
If you require yellow bags to facilitate claim submission please email PCRS.Supplies@hse.ie or fax your order to 01 – 834 3535. The address is pre-populated on the yellow bag and should not be altered however the Pharmacy number should be inserted in the box provided.

The Pharmacy Application Suite on www.pcrs.ie will enable you to order additional supplies of the following items should you so require.

- Unified Claim Forms
- GMS Summary Forms
- DPS Summary Forms
- LTI/EEA/HAA Summary Forms
- Opioid Substitution Scheme Summary Forms
- High Tech Summary Forms
- Treasury Tags

Your continued assistance and co-operation in relation to the procedures for the submission of claims is greatly appreciated.

Yours Sincerely



Shaun Flanagan
Primary Care Reimbursement Service



2022

January

Mon	Tues	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Mon	Tues	Wed	Thu	Fri	Sat	Sun
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Mon	Tues	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

Mon	Tues	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Mon	Tues	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Mon	Tues	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Mon	Tues	Wed	Thu	Fri	Sat	Sun
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Mon	Tues	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

Mon	Tues	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Mon	Tues	Wed	Thu	Fri	Sat	Sun
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Mon	Tues	Wed	Thu	Fri	Sat	Sun
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ELECTRONIC CLAIMS SUBMISSION GUIDELINES

Step 1: Submit Claims

- Early Pay** - To qualify for early payment, electronic claims must be received by the PCERS no later than midnight on the **3rd working day** of the month.
- Normal Pay** - Files submitted after midnight on the **3rd working day**, and before midnight on the **7th day** of the month, qualify for normal payment.

Step 2: Exception Files

Exception files are available for download no later than 4 working days from receipt of file and in most cases are available within 24 hours. The final corrected exception file must be transmitted by midnight on the **8th working day**.

Payment Dates

- Early Pay:** Bank files submitted on 14th working day, for payment into pharmacy accounts on 15th working day.
- Normal Pay:** DPS: 5/6/7th of the following month.
GMS: 19/20/21st of the following month.

- Bank Holiday**
- To qualify for Early Pay**
- To qualify for Normal Pay**

Bank Holiday	
3rd January	New Year's day Holiday
17th March	St. Patrick's day
18th April	Easter Monday
2nd May	Bank Holiday
6th June	Bank Holiday
1st August	Bank Holiday
31st October	Bank Holiday
26th December	Bank Holiday
27th December	Bank Holiday