



12th December 2020

Circular No. 037/20

Dear Pharmacist,

Enclosed is the 2021 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 2021 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 interface. At the top left is the HSE logo. To its right, it says 'Pharmacy Suite' and 'Username:'. Below this is a blue navigation bar with 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 '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 three light blue boxes: 'Help' with a 'Contact Us' link, 'Useful Links' with 'HSE' and 'IPU' links.

Given the challenging period and the exceptional circumstances that are faced by pharmacists at present, the HSE has taken the decision to streamline (where possible) and to minimise the administrative requirements under the GMS and other statutory schemes for pharmacies. Therefore pharmacies should 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 note there is a possibility that there may be changes for certain UK cohorts arising out of BREXIT. We await the outcome of BREXIT negotiations and PCRS will communicate same when the outcomes of the ongoing BREXIT negotiations are available.

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).

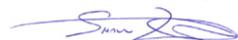
If you require yellow bags to facilitate claim submission please email PCRS.Supplies@hse.ie or fax your order to 01 – 834 3535. The address is pre-populated on the yellow bag and should not be altered however the Pharmacy number should be inserted in the box provided.

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



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

Health Service Executive, Primary Care Reimbursement Service
 J5 Plaza, North Park Business Park, Exit 5, M50
 North Road, Finglas, Dublin 11, D11 PXT0
 Tel: (01) 864 7100 Fax: (01) 834 3589

2021

January						
Mon	Tues	Wed	Thu	Fri	Sat	Sun
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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February						
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March						
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April						
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June						
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July						
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August						
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September						
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October						
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November						
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December						
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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 PCRS 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	
1st January	New Year's day Holiday
17th March	St. Patrick's day
5th April	Easter Monday
3rd May	Bank Holiday
7th June	Bank Holiday
2nd August	Bank Holiday
25th October	Bank Holiday
27th December	Bank Holiday
28th December	Bank Holiday