



30<sup>th</sup> June 2022

Circular 019/22

Ref: Sample Returns of Supporting Documentation

Dear Pharmacist,

While the HSE reverts to business as usual, the issue of monthly returns of General Medical Scheme (GMS) prescriptions / Unified Claim Forms (UCF) (Blue Receipt) arises. Before the pandemic, pharmacy contractors submitted supporting documentation for items dispensed under Community Drug Schemes, i.e., GMS, Long Term Illness (LTI) and Drugs Payment Scheme (DPS), in the form of a “yellow bag” or ‘bundle’. However, as part of the national response to COVID-19, submission of yellow bags by pharmacy contractors to the Primary Care Reimbursement Services (PCRS) was waived except for manual claims and methadone.

To satisfy the Comptroller and Auditor General and any probity concerns, copies of GMS prescriptions and UCFs for those with eligibility under Community Drug Schemes must be made available to the PCRS when required for audit and review at the end of the month where reimbursement claim(s) were made against the valid prescription.

It is clear that electronic transfer of prescriptions has changed the landscape for prescription presentation, but the onus for PCRS to deliver its responsibilities in respect of accountability remains.

We have carefully considered the views of stakeholders and believe that, as ePrescribing remains some years away, a period of sampling would assist in determining appropriate next steps to deliver HSE due diligence.

Therefore, to comply with the State’s probity and fiduciary obligations, each month the HSE PCRS will randomly select a number of pharmacies and with notice provided (via Healthmail) at the beginning of the month, those pharmacies will be required to submit all relevant documentation for that claim month.

For July, the HSE PCRS will call on a selection of 50 pharmacies. The request to submit supporting documentation will issue by Healthmail to the relevant pharmacies who should respond by email to confirm receipt. This will be followed by 100 pharmacies selected for August and a further 100 for September claims.

If your pharmacy is called in a given month, you should prepare a full “yellow bag” or ‘bundle’ for that month as you would have done prior to the COVID-19 Pandemic.

Where you do not hold the traditional GMS prescription, you should print a duplicate copy of the Healthmail prescriptions for GMS eligible persons’ prescriptions used for endorsing in your pharmacy and the appropriate UCF copy for other Community Drug Schemes. As before, this paper bundle should be sent to the PCRS as the traditional yellow bag format, tagged appropriately with a completed Summary of Claims Certificate.

As is currently the situation, pharmacies are not required to attach the invoices to the UCFs in their end of month bundle. For exceptional items, pharmacies may be required to scan and submit supporting documentation to [PCRS.PPUInvoices@hse.ie](mailto:PCRS.PPUInvoices@hse.ie) with GMS pharmacy number and contact details clearly identified. This has been in place since the introduction of the COVID-19 Emergency Administrative Arrangements.

Please note that, for this trial period only, there is no requirement for third party verification.

At the end of the three-month sampling period, the HSE will review the effectiveness of this process to provide sufficient assurance to deliver its accountability responsibilities to the state. We will engage further at that stage with the IPU and other relevant stakeholders.

Your cooperation in this matter would be appreciated.

Yours faithfully,



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Primary Care Eligibility & Reimbursement