



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
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Circular 044/16

9th September 2016

Participation in 2016 / 2017 Seasonal Flu Campaign

Dear Community Pharmacist,

The target population for vaccination by Community Pharmacy Contractors for the 2016 / 2017 remains the same as last year for the Seasonal Flu Campaign. Community pharmacists will be eligible to vaccinate-

- **Those aged 18 years and older in the at risk groups defined as the following:**
- A Chronic Respiratory Disease
- B Pregnant Women
- C Chronic Heart Disease
- D Chronic Renal Failure
- E Chronic Liver Disease
- F Chronic Neurological Disease
- G Immunosuppressed (due to disease or treatment)
- H Household contacts or out of home carer (to persons with increased medical risk)
- I Diabetes Mellitus
- J Morbidly Obese
- K Haemoglobinopathies
- M Residents of a nursing home or other long stay facility (only when vaccinated within the Pharmacy setting)
- O Carers
- P People in close contact with pigs, poultry or water fowl
- R Health Care worker – Medical/Dental
- S Health Care worker – Nursing
- T Health Care worker – Health and Social Staff
- U Health Care worker – Management/Administration
- V Health Care worker –General Support Staff
- W Other Health Care worker
- X Age 65 and over
- AL Down Syndrome

Details of the approved batch numbers of the influenza and Pneumococcal vaccines will be available on the drop down selection list of the online vaccination claiming system.

Those pharmacies who registered previously (with no changes in their contractor status in the intervening period) with the HSE for participation in the Seasonal Flu Campaign are not required to register again as the HSE has retained your details in this regard. However, if you have signed a new contractor agreement in the intervening period, you must register again for the Vaccination service.

If your pharmacy has not registered previously, you must complete the form attached and return for the attention of Ms Kate Mulvenna at the PCRS, Exit 5 M50, North Rd., Finglas, Dublin 11.

It is necessary for the Pharmacy Contractor and the Supervising Pharmacist to sign the required confirmations before the pharmacy contractor can be added to the list of locations to which the vaccine can be delivered.

Following recent changes in legislation, the online browser has been enhanced to allow pharmacies to record details of pneumococcal polysaccharide vaccines administered to private patients. Pharmacists will not be reimbursed for providing this vaccination to public patients during the 2016/17 season.

Yours sincerely,



Anne Marie Hoey
Primary Care Reimbursement Service

Attachments (3)

Pharmacy Application Form - 2016 Seasonal Flu Vaccine

I wish to apply to provide a vaccination service on behalf of the HSE for the 2016/2017 Seasonal Flu Campaign.

Name of Pharmacy Contractor: _____

Address of Pharmacy Contractor: _____

GMS No of Pharmacy Contractor: _____

I/We can confirm the following:

- | | Y/N |
|--|--------------------------|
| 1. The pharmacist professional staff administering the vaccine have completed or will have completed the requisite programmes of education and training as accredited by the PSI prior to providing the vaccination service. | <input type="checkbox"/> |
| 2. The premises and facilities where the vaccination service will be provided are suitable for the purpose and comply with the provisions of relevant PSI Guidance. | <input type="checkbox"/> |
| 3. The pharmacy contractor holds professional indemnity cover to encompass this extended service which I/we will be providing under the provisions of the Pharmacy Contractor Agreement that I/we hold with the HSE. | <input type="checkbox"/> |
| 4. I/We will transmit the public health requirements of the HSE electronically in the form set out by the HSE. | <input type="checkbox"/> |
| 5. I/We will comply with all relevant HSE policies and procedures in the administration of the Seasonal Flu Vaccine. | <input type="checkbox"/> |

Date _____

Signature _____
Pharmacy Contractor

Professional
Signature _____ Reg No. _____ Date _____
Supervising Pharmacist

Vaccine Customer Set up form – Pharmacy Only

Please return completed form to Ms Kate Mulvenna, Pharmacy Function Unit, PCRS, Exit 5 M50, North Road, Finglas, Dublin 11. Fax: 01 8343589, Phone: 01 864 7100, Email: pharmacy.response@hse.ie.

Sections A-C to be completed by Customer

A) Customer Details				
Name:			Address: (include Eircode)	
Phone No.		Fax No.		Email for Ordering
Contact Name			Role	Choose an item.
Phone No.			Email:	
Pharmacy PSI Number:			Pharmacy GMS Number:	
HSE Region	Choose an item.		HSE Local Health Office	Choose an item.
Community Health Office (CHO)			Choose an item.	
Supervising Pharmacist PSI No.:			Supervising Pharmacist Reg. No.:	
Opening Hours	Open			
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
B) Pharmacists Details				
Number of vaccinating Pharmacists at this location (please list details below)				
No.	Pharmacists Forename(s) (please supply forenames as stated on PSI registration)	Pharmacists Surname (please supply surnames as stated on PSI registration)	Pharmacists PSI Registration number	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Document No: QF-01-33-0015	Issue No: 01	Status CURRENT	Effective Date: 11-Feb-2016	Page: Page 1 of 2

Vaccine Customer Set up form – Pharmacy Only

C) Customer Approval

I can confirm the following:

1. The Pharmacist administering the vaccines at this registered pharmacy premises have completed the requisite programmes of education and training as approved or recognised by the PSI prior to providing the service.
2. The registered pharmacy premises where the service is delivered satisfies the guidance issued by the PSI and has been notified to the PSI as offering the extended service of vaccine administration.
3. The pharmacy contractor holds professional indemnity cover to encompass this extended service.
4. The fridge monitoring system in operation is in compliance with the guidance issued by the PSI

Print Name		Position	
Signature		Date (dd mmm yyyy)	
GMS Pharmacy Stamp:			

Section D to be completed by PCRS

D) PCRS Approval

Approved for Set up in United Drug		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Print Name		Position	
Signature		Date (dd mmm yyyy)	
PCRS Stamp:			

Sections E-F to be completed by United Drug

E) UD NCC Team Approval

HSE Customer Group	Choose an item.	HSE Flu Group	Choose an item.	SAP Customer Group Level	Choose an item.
Default Route					
Print Name		Position			
Signature		Date (dd mmm yyyy)			

F) UD Quality Team Approval

Customer Regulatory Group			Choose an item.
Print Name		Position	
Signature		Date (dd mmm yyyy)	

Frequently Asked Questions

Q1. How do I access the vaccination recording website to provide the details of vaccination services which I want to provide?

Simply go to PCRS online services page at www.pcrs.ie and to the section entitled 'Services to Pharmacy only'. Click on the link titled 'Pharmacy Application Suite'. If you have a valid 'in date' PCRS security certificate installed on your computer then you should be brought straight to the menu. Those pharmacies who registered previously **(with no changes in their contractor status in the intervening period)** with the HSE for participation in the Seasonal Flu Campaign are not required to register again as the HSE has retained your details in this regard. However, if you have signed a new contractor agreement in the intervening period, you must register again for the vaccination service.

Please note for future ease of access, you can save this Pharmacy Suite Menu as a 'Favourite' in your internet browser.

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 website?

The website has on screen assistance and validation to help if you forget to enter something. The website 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 Health and Wellbeing 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

<u>Details</u>	<u>Source</u>
Vaccination date	User input

Vaccination batch number	Drop down selection list
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Injection site	Drop down selection list
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Cold Chain Account Number	User input
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c) any "at risk" medical condition that the patient may have,

<u>Details</u>	<u>Source</u>
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.

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.

Finally, in a small number of cases the patient may present with their verified PPS number and it can happen that the patient details on file need to be changed. The "Override Patient Details" is used in this case to enter the patient details including their name and address. The vaccination details submitted to PCRS are simply a record in this case also.

Q6. What other details do I need to input or record?

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. In addition, the legislation requires in the interest of public health that a record of all vaccinations is captured. 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 website. Can I continue to submit manual paper claims?

Remuneration for Vaccination Services is available in respect of electronic submissions only. Manual paper claiming for vaccination services is not available. In addition to being more efficient, electronic processing will ensure services you provide are fully reimbursed. The Online System is in respect of vaccination services only and there are no changes to the arrangements for claims submission under the State Drugs Schemes which will continue uninterrupted.

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

The PCRS website 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 website unavailability for any reason. Simply complete the form and enter the details later when the website 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 website 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 website.

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

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

Regarding the website itself, PCRS is 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 website and to the extent any issue arises PCRS is 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.