



Circular No. 033/22

08th December 2022.

Dear Pharmacist,

Enclosed is the 2023 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 that this calendar is placed prominently in your pharmacy so staff are aware of the 2023 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 is available on the Pharmacy Application Suite to assist in confirming electronic files have been received on time.

Pharmacies should continue to retain the usual supporting documentation at the end of the month until further notice. 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.

Where yellow bag(s) are required to be submitted, 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/DPS Summary Forms
- LTI/EEA/HAA Summary Forms
- Opioid Substitution Scheme Summary Forms
- High Tech Summary Forms
- Treasury Tags

In order to assist you deal with queries or reclaims regarding claims a claim enquiry screen was developed. This displays paid claims to your pharmacy for the last 6 months excluding those paid under the Opioid Substitution and Discretionary Hardship Arrangements.

Claims which have failed to generate for payment will remain on the enquiry screen. The claim enquiry screen is available on the Pharmacy Application Suite under the claiming tab.

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

Yours sincerely,



Shaun Flanagan
Assistant National Director,
Primary Care Reimbursement Service



PHARMACY CLAIMS CALENDAR

2023

CLAIMS SUBMISSION GUIDELINES

JANUARY							FEBRUARY							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
						1			1	2	3	4	5	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28						
30	31													
MARCH							APRIL							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5						1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	
MAY							JUNE							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
1	2	3	4	5	6	7					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30			
JULY							AUGUST							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
					1	2			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28	29	30	31				
31														
SEPTEMBER							OCTOBER							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3							1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	
25	26	27	28	29	30		23	24	25	26	27	28	29	
							30	31						
NOVEMBER							DECEMBER							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5						1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30				25	26	27	28	29	30	31	

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: Exceptions 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	
1 st January	New Year's day holiday
6 th February	St. Bridget's Day
17 th March	St. Patrick's day
10 th April	Easter Mon
1 st May	Bank Holiday
5 th June	Bank Holiday
7 th August	Bank Holiday
30 th October	Bank Holiday
25 th December	Bank Holiday
26 th December	Bank Holiday

■ Bank holiday
■ To qualify for early pay
■ To qualify for normal pay