



8th December 2023

Circular 035/23

Dear Pharmacist,

Enclosed is the 2024 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 be placed prominently in your pharmacy so staff are aware of the 2024 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.

For exceptional items, pharmacies may be required to scan and submit supporting documentation to PCRS.PPUInvoices@hse.ie with GMS pharmacy number and contact details clearly identified. As this process is currently in place and will continue, pharmacies are not required to attach the supporting documentation (e.g. invoices) to the forms in their end of month bundle (yellow bag) when this is requested on an individual pharmacy basis by PCRS. 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 please email PCRS.Supplies@hse.ie. The address is pre-populated on the yellow bag and should not be altered however, the Pharmacy contract number should be inserted in the box provided.

Claims to PCRS under the Opioid Treatment Substitution (OST) Scheme should be posted to: Health Service Executive (HSE), Primary Care Reimbursement Service (PCRS), P.O. Box 6422, Exit 5 M50, North Road, Finglas, Dublin 11, not later than 14 days after the last day of the calendar month in which the supply of the specified controlled drug was completed or, in the case of supply on prescription, when no further supply may be made on that prescription.

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

Your continued assistance and co-operation in relation to the procedures for the submission of claims is greatly appreciated. I would like to take this opportunity to wish you and your pharmacy teams a happy Christmas.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Shaun Flanagan', with a stylized flourish at the end.

Shaun Flanagan
Primary Care Reimbursement Service



PHARMACY CLAIMS CALENDAR

2024

CLAIMS SUBMISSION GUIDELINES

JANUARY

M	T	W	T	F	S	S
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

M	T	W	T	F	S	S
			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			

MARCH

M	T	W	T	F	S	S
				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

M	T	W	T	F	S	S
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

M	T	W	T	F	S	S
		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

M	T	W	T	F	S	S
					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

M	T	W	T	F	S	S
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				

AUGUST

M	T	W	T	F	S	S
				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

M	T	W	T	F	S	S
					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

M	T	W	T	F	S	S
	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

M	T	W	T	F	S	S
				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	

DECEMBER

M	T	W	T	F	S	S
					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					

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

To qualify for early pay

To qualify for normal pay

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