

## **HSE - Community Pharmacy Contractor Agreement - Summary of Process**

### **Stage 1 – initial application documents**

Documents 1-7 (where relevant) required before proceeding to Stage 2:

1. Application Form (from local HSE Primary Care Unit)
2. Copy of current Pharmaceutical Society of Ireland (PSI) registration for proposed Supervising Pharmacist
3. Details of recent Continuing Professional Development for proposed Supervising Pharmacist
4. Copy of Certificate of Incorporation (relevant only if applicant is a Corporate Body)
5. Evidence of VAT Registration
6. Valid Tax Clearance Certificate
7. Letter of termination from previous contractor (relevant except if pharmacy is a new opening)

Documents 8-10 can be supplied either at Stage 1 or Stage 2:

8. Copy of Current Certificate of Professional Indemnity Insurance
9. Copy of current PSI registration for the Pharmacy
10. Evidence of current Garda vetting for the proposed Supervising Pharmacist

### **Stage 2 – final documents**

All documents 1-14 (where relevant) are required before proceeding to Stage 3

11. SEPA Form with bank account details both IBAN and BIC required. The company seal should also be affixed (relevant only if applicant is a Corporate Body)
12. Statutory Declaration (witnessed by a solicitor or other appropriate person)
13. Verification that the computer software used complies with HSE standards of transparency of claims.
14. Pharmacy Contractors Committee (Irish Pharmacy Union) contribution form (completion of this form is optional)

### **Stage 3 – HSE inspection, document signing**

When all documents 1-14 (where relevant) above have been received and reviewed by the HSE an appointment is arranged for:

- Contract inspection
- Contract signing (contract books x 2)
- Safeguarding letter signing.

For this appointment the following persons must be present:

- HSE Pharmacist
- Supervising Pharmacist<sup>1</sup>
- At least one director or the secretary of the company (for Corporate Bodies)<sup>1,2</sup>.

<sup>1</sup> Where the Supervising Pharmacist is also a director of the company, he/she can attend in both capacities.

<sup>2</sup> If only one director or the secretary are present the 2 x contract books are left with the applicant for further signatures. If two directors (or a director and the secretary) are present, the HSE Pharmacist takes both contract books for further processing.

### **After all stages 1-3 completed HSE sets up contractor agreement for reimbursement:**

- HSE Pharmacist forwards completed contractor documentation to the HSE Primary Care Eligibility & Reimbursement Service (PCERS) for signature on behalf of the HSE to finalise contractor agreement.
- HSE Pharmacist issues GMS Number to contractor when documentation is completed
- Contractor Agreement is activated for payment.