

2017-18 Guidance Influenza & Vaccination Claims



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2017-18 Influenza & Vaccination Claim Forms

All claims should be submitted to Practitioner Services using one of the following two multi-claim forms:

- GMSFLU018 v4 (09-2017) Annual Influenza Claim Form
- GMSFLU019 v3 (06-2017) Quarterly Vaccination Claim Form

Both forms should include:

- Practice Name
- Practice Code
- Signed declaration from an authorised practice signatory
- Date of submission
- Practice stamp

For each claim type and category, please complete the following boxes:

- Period (for Influenza claims only) – please state whether this claim is a Year-end or Final submission
- Date from – the first date that vaccinations were given
- Date To – the last date that vaccinations were given
- Number – the number of vaccinations given
- List (where required) – tick to confirm that an Excel list of CHI numbers and the service dates or range of service dates has been e-mailed to the local regional office flu mail box as evidence of your claim:
 - Aberdeen (All): nss.psd-flulist-aro@nhs.net
 - Edinburgh (All): nss.psd-flulist-ero@nhs.net
 - Glasgow (Ayrshire & Arran): nss.pcfs-flulist-AA@nhs.net
 - Glasgow (Dumfries & Galloway) nss.pcfs-flulist-DG@nhs.net
 - Glasgow (Greater Glasgow & Clyde) nss.pcfs-flulist-GGC@nhs.net
 - Glasgow (Lanarkshire) nss.pcfs-flulist-Lan@nhs.net
 - Glasgow (Western Isles) nss.pcfs-flulist-WI@nhs.net
 - the subject line of your email MUST be in the following format:
Practice No, Claim Type, Claim Category e.g. A12345 - Pneumococcal Age 65+
- List e-mailed Date – the date that the list was e-mailed to Practitioner Services

To avoid any delays in the submission and payment of claim forms, please:

- Submit only original documents for processing for payment - faxes and photocopies are not permitted
- For e-mail submission of fully completed scanned claim forms, the e-mail must originate from the mail box of a Practice authorised signatory and should be sent to the local regional office flu mail box above. Please do not send from the Practice generic mail account.
- Adhere to the key submission dates and deadlines to ensure prompt payment of claims
- For Claim Forms – ensure the practice code and claim form reference, eg A12345 GMSFLU018 or A12345 GMSFLU019, is quoted in the subject line of the e-mail when sending claim forms electronically to the designated e-mail address above
- For Evidence Lists - ensure the Practice code and the type of list, eg A12345 Influenza 65+ is quoted in the subject line of the e-mail when sending electronic lists to the designated e-mail address above
- For Opt-out of Influenza Interim payment – ensure the Practice code and 'Influenza Opt-out' is quoted in the subject line of the e-mail when advising Practitioner Services that an interim payment is not required.

The practice must retain the signed paper copy of the claim form for inspection by PV or CFS staff.

Mailboxes are for the submission of claims and lists ONLY. Should you communicate via these mailboxes for any other matter you will not get a response. Please contact your regional office either directly to a known staff member or consult our contacts list for assistance.

Influenza Claims

Age 65+ and Under 65 At Risk (including Children)

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2017) 02: Influenza and pneumococcal immunisation directed enhanced service

CMO Circulars

- SGHD/CMO (2017) 11: Seasonal Influenza Vaccination Programme 2017-18
- SGHD/CMO (2017) 12: Scottish Childhood Flu Vaccination Programme 2017-18

The vaccination season runs from 1st August to 31st March each year and all vaccinations should ideally be claimed for by the 31st May.

An interim payment will be calculated by Practitioner Services and made in your December payment unless you notify Practitioner Services by the second Friday in November each year that an interim payment is not required.

The 'year-end' claim must be submitted by the second Friday in March.

The 'Final' claim must be submitted by the second Friday in April.

Late claims may only be accepted if authorised in advance by your NHS Board.

Payment Verification lists must only contain the patient CHI number, vaccination type & category and the service dates or range of service dates and must be in the format of an Excel spreadsheet.

Vaccination Claims

Pertussis Claims

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2017) 02: Pertussis immunisation for pregnant and post-natal women directed enhanced service

CMO Circulars

- SGHD/CMO (2013) 03: Extension to temporary programme of pertussis (whooping cough) vaccination of pregnant women

The vaccination season runs continuously until advised otherwise by NHS Circular.

Claims do not need to be submitted monthly, therefore to simplify the claiming process we have introduced a claim form that can be submitted quarterly in arrears. If you are making more than one claim please ensure the claiming period does not overlap with a previous period.

Valid claims require to be submitted by the second Friday of July, October, January and April to ensure payment at the end of the month.

Payment Verification lists must only contain the patient CHI number, vaccination type & category and the service dates or range of service dates and must be in the format of an Excel spreadsheet.

Pneumococcal Age 65+ Claims

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2017) 02: Influenza and pneumococcal immunisation directed enhanced service

CMO Circulars

- SGHD/CMO (2017) 11: Seasonal Influenza Vaccination Programme 2017-18

The vaccination season runs from 1st April to 31st March annually.

Claims do not need to be submitted monthly, therefore to simplify the claiming process we have introduced a claim form that can be submitted quarterly in arrears. If you are making more than one claim please ensure the claiming period does not overlap with a previous period.

Valid claims require to be submitted by the second Friday of July, October, January and April to ensure payment at the end of the month.

Payment Verification lists must only contain the patient CHI number, vaccination type & category and the service dates or range of service dates and must be in the format of an Excel spreadsheet.

Shingles (Routine & Catch Up) Claims

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2017) 03: Shingles (herpes zoster) immunisation scheme: year 5 directed enhanced service

CMO Circulars

- SGHD/CMO (2017) 13: Details of the 2017-18 Shingles (Herpes Zoster) Vaccination Programme

The vaccination season runs from 1st April to 31st March annually.

Claims do not need to be submitted monthly, therefore to simplify the claiming process we have introduced a claim form that can be submitted quarterly in arrears. If you are making more than one claim please ensure the claiming period does not overlap with a previous period.

Valid claims require to be submitted by the second Friday of July, October, January and April to ensure payment at the end of the month.

A Payment Verification list is not required for this service.

Men ACWY

Please refer to your NHS Board's local arrangements for this vaccination as it is no longer categorised as a Scottish Government Direct Enhanced Service (DES).

Men B

These vaccinations are administered through the Scottish Immunisation Recall System (SIRS).

Claim forms are not required and payment is made based on the activity recorded routinely in SIRS.