



Pharmaceutical Services, 2 Franklin Street, Belfast BT2 8DQ  
Telephone No. 028 95 36 0333

To: All Community Pharmacists

17<sup>th</sup> December 2019

Dear colleague

**FOR ACTION: SUBMISSION OF INVOICES**

Contractors will be aware that for products over £100, where a code isn't listed in the Code Book, an invoice is always required to be submitted to BSO. This ensures that contractor reimbursement accurately reflects the specific product purchased by the contractor.

Following an internal audit of current payment systems, BSO has been requested to seek an invoice for all products where a code isn't listed in the Code Book. This will ensure that reimbursement accurately reflects contractor purchases for the entire range of products without codes. Therefore, from 1<sup>st</sup> January 2020, a relevant invoice must be submitted with ALL prescriptions where no code appears in the Code Book.

For contractors, this means that this new rule will apply to all un-coded scripts in the January 2020 submissions (i.e. those submitted for payment in February 2020) onwards.

As always when supplying an invoice please ensure you write the corresponding 11 digit serial number found at the bottom of the prescription form onto the invoice to facilitate payment.