



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

To: All Community Pharmacists

3rd September 2020

Dear colleague

Reminder: Prescription Submission to BSO

Since the introduction of 30 day payment in late 2012, a contract was held between Community Pharmacy Northern Ireland (CPNI) and the courier DX to collect prescriptions on a twice monthly basis from each community pharmacy and securely deliver these prescription forms to BSO, Franklin Street Belfast, where the prescription forms are processed for payment. This collection occurred over a 3 day period with the first collection day specified by the BSO payment team and the caveat that all pharmacies should have prescription forms ready for collection for this first collection date.

As you will be aware, the contract between CPNI and DX terminated on 29th February 2020.

From 1st March 2020, individual contractors were responsible for ensuring that prescriptions are submitted securely in a timely manner to be BSO on a twice monthly basis for payment within 30-day cycle (as per dates agreed with CPNI and listed in Appendix 1 for the coming months). HSCB will provide funding on a monthly basis (with the prescription payment) to cover costs associated with submission of prescriptions.

In relation to monthly prescription submissions, contractors are reminded:

- If being collected by an external agent, prescriptions must be ready for collection from **9am on the day of agreed start date of the collection period (Appendix 1)**
- Prescriptions must be submitted in line with the **Guidelines for Submitting Prescription Forms to BSO** document and **Submitting Scripts Poster** (available at <http://www.hscbusiness.hscni.net/2273.htm>)



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- First submission must contain a minimum of 60% of total forms for the month and contain prescriptions from ALL batches on the HS30 i.e. NOT only fully coded
- Oxygen prescriptions, with a completed P01 form, should only be submitted as part of the second submission
- It is not the responsibility of BSO to contact those contractors who do not submit in a timely manner
- **Late submissions could lead to a non-payment to a contractor**

Appendix 1 - Dates for prescription collection 20/21

Month	Submission 1 collection	Submission 2 collection
September 2020	Friday 4 th September	Wednesday 23 rd September
October 2020	Tuesday 6 th October	Friday 23 rd October
November 2020	Thursday 5 th November	Monday 23 rd November
December 2020	Friday 4 th December	Tuesday 22 nd December
January 2021	Thursday 7 th January	