



24th November 2020

Ref: MPS 2734

Prescription Submission to the Business Services Organisation

Within the 30 day payment cycle contractors are responsible for ensuring, on a twice monthly basis, that prescriptions are submitted securely and timely to the Business Services Organisation (BSO).

The timetable for these submissions are detailed in the table below

Prescription Month	Payment Month	Submission 1 collection	Submission 2 collection
November 2020	December 2020	Monday 23 rd November	Friday 4 th December
December 2020	January 2021	Tuesday 22 nd December	Thursday 7 th January
January 2021	February 2021	Friday 22 nd January	Thursday 4 th February
February 2021	March 2021	Friday 19 th February	Thursday 4 th March
March 2021	April 2021	Wednesday 24 th March	Thursday 8 th April

Contractors are reminded that:

- late submissions put your payment at risk;
- when using a courier service your prescription submission must be ready by 9am on the first day of the agreed collection period, noted in table above. Where your submission has not been collected and/or where there is a risk of a late submission, it is your responsibility to contact the courier or deliver your submission directly to the BSO, 2 Franklin Street, Belfast, BT2 8DQ. To ensure the smooth transfer of prescriptions to the BSO please comply with the couriers requirements e.g. label, sufficient package, etc, further details can be obtained directly from your courier service.
- when delivering directly to the BSO deliveries must be made on the dates noted in the table above;

- whilst it is not the responsibility of the BSO we will, where possible, bring late submissions to your attention. However, it is not our responsibility to chase up any courier service on your behalf;
- first submissions 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.

Please note: To facilitate an early December 2020 payment close and to support the pressures we all are facing due to COVID-19 the BSO reception will remain open to 9pm on Wednesday 9th December 2020 to accept second November prescription submissions from contractors.