



6th January 2021

Ref: MPS 2748

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 |
|--------------------|---------------|-----------------------------------|-----------------------------------|
| 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 |

Please note: To support the pressures we are all facing due to COVID-19 the BSO reception will remain open to 9pm on Tuesday 12th January 2021 to accept the second December prescription submissions from contractors.

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.