



28<sup>th</sup> June 2021

Ref: MPS 2791

**Prescription Submission to the Business Services Organisation**

Contractors are kindly requested to adhere to the information below, please share this information with the appropriate person or persons within your pharmacy and take all applicable actions noted below:

**Late submissions putting your payment at risk**

- 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 detailing submission dates and guidance can be accessed using this link [Prescription Submission Dates](#), via the Business Services Organisation website or these are highlighted in the calendar previously issued to all contractors.

Submission Quality

- first submissions must contain a minimum of 60% of total forms for the prescription month and contain prescriptions from ALL batches on the HS30 i.e. NOT only fully coded, except, oxygen prescriptions with the corresponding completed P01 form, these should only be submitted as part of the second submission;
- do not use sticky labels:
  - prescriptions can get stuck together resulting in prescriptions not being initially scanned which may risk prescriptions not being paid;
  - these have caused damage to our scanners and requiring repair, this can cause delays in processing submissions and therefore putting the processing of your payment and other contractors payment at risk;
- do not use staples:
  - these cause delays at the preparation stage of processing your submissions;
  - staples not removed prior to scanning of prescriptions can cause scanners to need repair and therefore putting the processing of your payment and other contractors payment at risk;
- ensure the correct prescription form is in the correct bundle e.g. substitute prescribing forms have been mixed with SP1 or SP2 forms or visa versa,

resulting in scanned forms having to be deleted or a delay in the scanning and processing of your complete submission;

- ensure the 11 digit prescription number is recorded on the corresponding invoice, missing information causes additional work for BSO pharmaceutical team members;
- HS30 Completion:
  - ensure totals recorded on the HS30 are accurate, incorrect totals can result in BSO pharmaceutical team members having to recount your submission(s);
  - ensure HS30's recording your submission records your contractor number; do not use one belonging to another contractor. HS30's are issued to contractors twice yearly, if required, a further HS30 can be requested via [pharmacystationeryorders@hscni.net](mailto:pharmacystationeryorders@hscni.net)
- ensure your submission is securely packaged to avoid boxes being damaged or bundles becoming mixed together in transit.

The BSO pharmaceutical team appreciates your cooperation with the information above.