

General Medical Services

2020-21 Guidance

Influenza & Vaccination Claims

GM-CF-SF002 v3 (10-2020)

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2020-21 Vaccination Claims Overview

All claims should be submitted to Practitioner Services using the following multi-claim form: GM-CF-SF004 v3 (10-2020) Quarterly Vaccination Claim Form.

The form should include:

- Practice Name
- Practice Code
- Signed declaration from an authorised practice signatory
- Date of submission
- Practice stamp

For each claim type and category, please complete the following boxes:

- Date from – the first date that vaccinations were given
- Date To – the last date that vaccinations were given
- Number – the number of vaccinations given

To avoid any delays in the submission and payment of claim forms, please:

- Adhere to the key submission dates and deadlines to ensure prompt payment of claims
- Submit only original documents for processing for payment - faxes and photocopies are not permitted
- For e-mail submission of fully completed scanned claim forms, the e-mail must originate from the mail box of a Practice authorised signatory and should be sent to the local regional office flu mail box below. Please do not send from the Practice generic mail account.
 - Aberdeen (All) nss.psd-flulist-aro@nhs.scot
 - Edinburgh (All) nss.psd-flulist-ero@nhs.scot
 - Glasgow (Ayrshire & Arran) nss.pcfs-flulist-aa@nhs.scot
 - Glasgow (Dumfries & Galloway) nss.pcfs-flulist-dg@nhs.scot
 - Glasgow (Greater Glasgow & Clyde) nss.pcfs-flulist-ggc@nhs.scot
 - Glasgow (Lanarkshire) nss.pcfs-flulist-lan@nhs.scot
 - Glasgow (Western Isles) nss.pcfs-flulist-wi@nhs.scot
- Ensure the practice code and claim form reference, eg A12345 GM-CF-SF004, is quoted in the subject line of the e-mail when sending claim forms electronically to the designated e-mail address above

The practice must retain the signed paper copy of the claim form for inspection by Payment Verification or Counter Fraud Services staff.

Mailboxes are for the submission of claims ONLY.

Should you communicate via these mailboxes for any other matter you will not get a response.

Please contact your regional office either directly to a known staff member or consult our contacts list for assistance:

<https://nhsnss.org/services/practitioner/medical/contact-us/> .

At a Glance Claim Schedule

Claim Month	Claim Type	Frequency
Jul, Oct, Jan, Apr	Pertussis	Quarterly
Jul, Oct, Jan, Apr	Pneumococcal	Quarterly
Jul, Oct, Jan, Apr	Shingles	Quarterly

Claim Specific Guidance

1. Pneumococcal Age 65+ Claims

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2020) 14: Influenza and pneumococcal immunisation directed enhanced service (for the Pneumococcal vaccinations section only)

CMO Circulars

- SGHD/CMO (2020) 19: Adult Flu Immunisation Programme 2020/21 (for the Pneumococcal vaccinations section only)

The vaccination season runs from 1st April to 31st March annually.

Claims do not need to be submitted monthly, therefore to simplify the claiming process we have introduced a claim form that should be submitted quarterly in arrears. If you are making more than one claim please ensure the claiming period does not overlap with a previous period.

Valid claims require to be submitted by the second Friday of July, October, January and April to ensure payment at the end of the month.

Payment Verification lists are no longer required to be sent to Practitioner Services with your claim forms, however you must ensure you have the means to produce such a list should you be called upon to do so by our Payment Verification teams. Evidence is defined as: patient CHI number; vaccination type & category; and the service dates or range of service dates.

2. Pertussis Claims

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2016) 02: Pertussis immunisation for pregnant and post-natal women directed enhanced service

CMO Circulars

- SGHD/CMO (2016) 08: Pertussis (Whooping Cough) vaccination for pregnant women – lower gestational age being introduced

The vaccination season runs continuously until advised otherwise by NHS Circular.

Claims do not need to be submitted monthly, therefore to simplify the claiming process we have introduced a claim form that can be submitted quarterly in arrears. If you are making more than one claim please ensure the claiming period does not overlap with a previous period.

Valid claims require to be submitted by the second Friday of July, October, January and April to ensure payment at the end of the month.

Claims for pertussis immunisations relate exclusively to pregnant and post natal women. Practices should ensure that any search that is used to generate claim numbers should exclude children and males.

Payment Verification lists are no longer required to be sent to Practitioner Services with your claim forms, however you must ensure you have the means to produce such a list should you be called upon to do so by our Payment Verification teams. Evidence is defined as: patient CHI number; vaccination type & category; and the service dates or range of service dates.

3. Shingles (Routine & Catch Up) Claims

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2019) 10: Shingles (herpes zoster) immunisation scheme: year 7 directed enhanced service

CMO Circulars

- SGHD/CMO (2020) 21: Details of the shingles (herpes zoster) vaccination programme 2020-21

The vaccination season runs from 1st April to 31st March annually.

Claims do not need to be submitted monthly, therefore to simplify the claiming process we have introduced a claim form that should be submitted quarterly in arrears. If you are making more than one claim please ensure the claiming period does not overlap with a previous period.

Valid claims require to be submitted by the second Friday of July, October, January and April to ensure payment at the end of the month.

Payment Verification lists are no longer required to be sent to Practitioner Services with your claim forms, however you must ensure you have the means to produce such a list should you be called upon to do so by our Payment Verification teams. Evidence is defined as: patient CHI number; vaccination type & category; and the service dates or range of service dates.