

# General Medical Services

## 2021-22 Guidance

### Vaccination Claims

GM-CF-SF002 v4 (10-2021)

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## 2021-22 Vaccination Claims Overview

All claims should be submitted to Practitioner Services using the following multi-claim forms:

- GM-CF-SF004 v4 (10-2021): Quarterly Vaccination Claim Form.
- GM-CF-SF021 v5 (09-2021): 2021-22 Covid-19 (GP Practice Directly Delivered) 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-gppractices-aro@nhs.scot
  - Edinburgh (All) nss.psd-gppractices-ero@nhs.scot
  - Glasgow (All) nss.psd-gppractices-gro@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.

Please contact your regional office on the above e-mail addresses for assistance.

### 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
April - March	Covid-19	As directed by each NHS Board

## Claim Specific Guidance

### 1. Pneumococcal Age 65+ Claims

Please refer to the following Circulars for legislative requirements:

NHS Circular

- PCA(M)(2021) 07: Influenza and pneumococcal immunisation directed enhanced service (for the Pneumococcal vaccinations section only)

CMO Circulars

- SGHD/CMO (2021) 28: Seasonal Flu Immunisation Programme 2021/22 (for the Pneumococcal vaccinations section only)

The Pneumococcal 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)(2015) 07: Primary Medical Services (Directed Enhanced Services) (Scotland) Directions 2015
- 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
- PCA(M)(2021) 07 Shingles reference only.

CMO Circulars

- SGHD/CMO (2021) 21: Details of the shingles (herpes zoster) vaccination programme 2021-22

The vaccination season runs from 1st September to 31st August 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.

### 4. Covid-19 (GP Practice Directly Delivered) Vaccination Claims

Please refer to the following Circulars for legislative requirements:

NHS Circulars

- PCA(M)(2020)17 Covid-19 Directed Enhanced Service
- PCA(M)(2021)09 Covid-19 Directed Enhanced Service

CMO Circulars

- CMO(2020)33 Covid-19 Vaccination Programme
- CMO(2021)22 Covid-19 Vaccination Programme Migrant Seafarers in Scotland
- CMO(2021)25 Covid-19 Booster Vaccine Programme
- CMO(2021)26 Covid-19 Vaccination Programme 12-15 Year Olds

This guidance and the claim form are for use only by GP Practices that have been contracted by their NHS Board to provide this service on their premises. Separate arrangements are in place for NHS Board delivery of covid-19 vaccinations and participation of GPs in administering these at community facilities.

The criteria and payment arrangements for updating GP Practice patient records will be communicated separately at a later date within the covid-19 vaccination programme.