

Target payments in respect of childhood immunisations – one-off opportunity to submit claims for quarters missed.

The General Medical Services Statement of Financial Entitlements includes provision for practices to claim target payments related to uptake of certain immunisations at aged two and aged five (Section 11, Additional Services. Further details and annual updates here: <https://www.gov.uk/government/publications/nhs-primary-medical-services-directions-2013>).

To claim these payments, practices must submit details of all vaccinations via Exeter (NHAIS) on a quarterly basis.

Childhood vaccinations are paid six months in arrears. PCS England (PCSE) uses NHAIS/Exeter to calculate the payment. For further information and details on how to submit vaccination lists via Exeter, please see the [childhood immunisations guide](#).

It is important that vaccination lists are submitted before the cut-off date or PCSE will be unable to calculate the payment. When this happens, PCSE advises any practice who misses the submission date to contact their NHS regional/local team. Payment would then be made at the local team's discretion.

It has been local policy to work to the understanding that the PCSE process meets the provisions in the Statement of Financial Entitlement (SFE) and not to approve any backdated payment for these claims except in truly exceptional circumstances. Staff changes, sickness absence, holiday are not considered exceptional circumstances.

At the same time as this local policy was implemented in July 2017, after a period of some disruption due to the transfer of this service to PCS England coinciding with the removal of this funding from the PMS baseline, an 'amnesty' was operated – a short-term window of opportunity for practices to submit claims for quarters missed between April 2016 and July 2017.

It has recently been agreed to review the local policy and pending that review, to implement a second 'amnesty' or short term opportunity for practices that have missed quarters to submit a late payment claim. Balancing the fact that the funding for claims is only still available to NHS England within the current financial year, with some known issues, we have agreed this will go back no further than the quarter starting 1 October 2017.

Backdated claims for the 5 quarters from 1 October 2017 to 1 October 2018 are invited as follows:

Practices who believe they have missed a quarter payment for any of the relevant quarters should email phcontractssouthwest@nhs.net for a claim form. We will verify whether you have indeed missed a quarter, and if so, we will send you a claim form to complete and details of evidence that we require you to send us.

If practices have previously contacted us and not had a response, or had a negative response, for any quarter in the claim period, they will need to resubmit their request as we will not be seeking these practices out.

Your initial enquiry must have been received by Friday 10 May and forms should be submitted within 6 weeks of the date they are sent to you.

It is not possible for us to 'reopen' the quarter(s) on Open Exeter and therefore any children not updated on OpenExeter in a quarter, who appear in the next quarter, will still need updating.

The window is open until 1 May to submit claims for the quarter starting 1 January 2019 via OpenExeter, please make sure you are on track to complete these before 1 May as these will not be included in the current 'amnesty'.

Please note there is no guarantee the review of local policy will result in any changes so in future we may still not process backdated claims except in truly exceptional circumstances. Staff changes, sickness absence, inclement weather, and holiday are not considered exceptional circumstances. This is on the basis the submission window is open for a full month after the last date immunisations can be included.

Below please find details of target, claim and payment deadlines.

Target	Submit Claims (from)	Cut-off date for Submission by practices	Payment Date
1 st January	31 st March	1 st May	30 th June
1 st April	30 th June	1 st August	30 th September
1 st July	30 th September	1 st November	31 st December
1 st October	31 st December	1 st February	31 st March

Practices can log in any day from the start of the quarter until the 'Cut-off date' i.e. within 4 months, to update and save the list. If complete you can submit the claim without waiting for the Cut-off date.

We recommend that practices

- do not wait until the last day before the cut-off date to make the submission. There is a month after the last day that immunisations can be counted, to complete the submission.
- do not rely on a single member of staff to make the submission, with no arrangements for sickness, holiday or staff changes
- consider training and access to the system for new and additional members of staff before existing staff responsible for this leave the practice
- contact PCS England before the cut-off if you are having any problems submitting, or if you notice an error after submitting, but before the cut-off.
- ensure you are signed up to receive reminder emails from PCS England, via a generic email address that is checked routinely and accessible to more than one member of staff
- ensure staff are following all the steps in the PCSE guide '[Practice Guide – Childhood Immunisations](#)'
- ensure that, as far as possible, patients who are no longer attending the practice have been removed or 'de-registered' in a timely fashion so the denominator is not including children that you have no opportunity to vaccinate.