

NHS England & NHS Improvement – North
(North East & Yorkshire)

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FOA:
Yorkshire & Humber GP Practices
Yorkshire & Humber Local Medical Committees
Yorkshire & Humber CCG Primary Care Leads

20th December 2019

Re: 4-month claim period for Routine Immunisation Target Payments

Dear Sir/Madam,

From 1st April 2020 NHS England and NHS Improvement will process manual claims for 2-Year-Old and 5-Year-Old Immunisation Payments in line with the Statement of Financial Entitlements (SFE). Within the SFE Sections 11.12 and 11.22 state that that no quarterly immunisation payment is payable if the contractor provides the necessary information more than four months after the final date for immunisation that counts towards the payment.

This deadline applies to manual claims requested by a Provider where they miss the data submission to Open Exeter. There is no change to the timescale for the automatic process.

Background:

Providers submit quarterly achievement data via Open Exeter, which needs to be received the month following the end of the quarter (for instance Q1 April to June needs to be received through Open Exeter by 1st August). Practices receive reminder emails and the submission window cannot be extended. If a Provider fails to submit the data to Open Exeter, the Public Health Commissioning Team can process a manual payment through a claim template with supporting evidence. To date the Public Health Commissioning Team have not enforced the 4-month period in the SFE and have back dated claims to previous years. Commissioners have been directed to ensure they operate within the SFE therefore manual claims received after the 4-month period will not be processed after 1st April 2020.

Timetable for Open Exeter submissions and manual claims;

Quarter	Open Exeter Deadline	Manual Claim Deadline (where Open Exeter submission missed)
Q1 (vaccines administered 1 st April to 30 th June)	1 st August	1 st November
Q2 (vaccines administered 1 st July to 30 th Sept)	1 st November	1 st February
Q3 (vaccines administered 1 st Oct to 31 st Dec)	1 st February	1 st May
Q4 (vaccines administered 1 st Jan to 31 st March)	1 st May	1 st August

Applying this rule will ensure both the Provider and Commissioner fulfil their legal requirement under the SFE. Enacting the 4-month period will also bring Yorkshire and the Humber in line with all other NHS Regions.

For clarity, from the 1st April 2020 manual claims for target payments will only be processed for vaccines administered in Q3 (October to December 2019) and then in line with the timetable outlined above.

This letter also acts to reiterate the claim period for Additional and Enhanced Services through CQRS. Part 4 of the SFE requires that claims are submitted within 6 months of administering a vaccine. The claim process for Yorkshire & Humber already operates to this rule so there is no change to practice.

Further detail on the claiming mechanism is available in the 2019/20 Vaccination and Immunisation Agreement.

For all enquiries, please contact england.ny-publichealth@nhs.net

Yours sincerely

Nick Germain

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