

21 October 2013

Dear Colleague,

Re Non Contract Activity information for Northern Ireland

I write to advise of a change in invoicing arrangements for NCA invoices for patients from Northern Ireland and to highlight to providers the criteria under which the Health and Social Care Board (HSCB) will be responsible for payment for treatment. The invoicing arrangements have changed as invoices in respect of Health and Social Care in Northern Ireland are now processed by a regional scanning centre. Therefore the following should be followed.

Invoicing arrangements

All NCA invoices should be raised to the Health and Social Care Board and sent to:

PO Box 2087
C/O NCA Invoices
2 Franklin Street
Belfast
BT1 9QJ

Or alternatively emailed to non.pop@hscni.net. Please note that there should be a separate pdf file per invoice. The invoices should be raised to the Health and Social Care Board and addressed as shown above.

All invoices need to be supported by back-up data to enable payment to be made. This information should not be attached to the invoice. Back-up in electronic format should be sent to nca@hscni.net. The information should be cross referenced to the invoice number in order to facilitate the invoice verification process. Please note that personal details should be encrypted or password protected.

Information required:

- Patient name / Initials
- If possible the Extra Contractual Referral (ECR) reference number should be quoted. This reference number is shown on all letters issued by the Health and Social Care Board approving ECRs. This letter is issued to the referring consultant and copied to the provider consultant.
- Postcode
- DOB
- Admission method
- Admission date
- Discharge date
- HRG Code
- Referring Consultant

Please provide a contact point for any queries relating to elective patients.

CQUIN charges:

The Department of Health Social Services and Public Safety (DHSSPS) has confirmed with the Department of Health's Payment by Results team (Stephen Fenton, PbR Operations Branch), that English providers cannot unilaterally levy CQUIN charges on Non-Contract Activity (NCAs) with the Northern Ireland Health and Social Care Board.

The HSC Board is not obliged to pay for the higher quality improvement charge that is reflected in the CQUIN charge. Therefore, please be aware that any CQUIN charges that appear on invoices raised by your trust will not be paid. A credit note to the value of the CQUIN charge will be requested.

Elective treatment of Northern Ireland Patients:

As detailed in paragraphs 947 and 948 of 'Payment by Results Operational Guidance 13/14'. For any elective treatment of patients who are residents within Northern Ireland, authorisation by the Northern Ireland HSC Board will be necessary prior to the activity. **If activity goes ahead without prior approval, the HSC Board will not pay the invoice.**

Please note that direct referral from a GP or from a private consultant is not to be regarded as authorisation that the HSC Board will fund elective treatment. When the HSC Board approves elective treatment they will notify the referring consultant and the consultant carrying out the elective work. If the provider has not received the approval letter they should request this from the referring consultant.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Helen Johnston', written in a cursive style.

Helen Johnston
Senior Manager Service Contracts

