Payment process for GUM providers 2017/18

London Borough of Richmond

7 April 2017

Payment process for the provision of GUM services to residents of the London Borough of Richmond	LONDON BOROUGH OF RICHMOND UPON THAMES
Period covered: 1st April 2017 to 31st March 2018 V2	
Officer contact	The shared Sexual Health Commissioning service for Richmond and Wandsworth Councils is predominantly based in Wandsworth. If you need to get in touch, email SexualHealth@wandsworth.gov.uk
CSU Office contact	SECSU.nca-GUM@nhs.net
Backing data contact	SECSU.nca-GUM@nhs.net
Wards affected	All wards

1. You must already be registered with the CSU/CCG/ Council's payment system , if you are invoicing us first time please ensure the following details- supplier name, supplier address, bank account name, bank account number, bank sort code, email address for finance department (usually remittance, receivables or cash control)- are provided and sent to
    NHS Richmond CCG
    08P Payables K735
    Phoenix House
    Wakefield
    West Yorkshire
    WF3 1WE

    - no other payment mechanism is available.

2. Providers must submit backing data within 1 month of the end of the reporting period. This is essential to enable services provided to be validated and invoices processed promptly.

3. The backing data report must contain the following:-
    a) Provider code and name
    b) Local authority name
    c) LOSA11 code - This is the actual LSOA code. Always use the latest NSPL extract which is available on: https://geoportal.statistics.gov.uk/geoportal/ Search the word "NSPL" then download the latest version. More information about LSOA.
    d) Partial postcodes - This needs to be the first part of the postcode and the first digit after the space (E1 8AB = E1 8, IG11 7ND = IG11 7)

e) POD (Point of delivery) - Type of activity (e.g. First, Follow up, etc…..)
f) Total activity – include any repeat attendances an individual patient has had.
g) Total charge – include MFF+ any deflator agreed
h) Appointment date
i) Clinic patient number – this is how patients are identified within the trust during their treatment (None PCD). Please do not send any personal confidential data (PCD).
j) Provider site code and name (providers with more than one site)

An example of the backing data report is:-

Provider Name	Provider code	Local Authority Name	LSOA11 (Postcode)	Partial Postcodes	POD	Activity	Total Charge £	HRG4	SPECIALTY CODE	Appointment Date
NHS XY	R123	Timbuktu	E01033482	E10 9	OPFA	1	96	FZ27B	360	DD/MM/YYYY
NHS XY	N123	Timbuktu	E01034802	IG11 7	OPFU	1	156		360	DD/MM/YYYY

4. The backing data report in this format must be sent to SECSU.nca-GUM@nhs.net This is the accredited safe haven email address set up to ensure the secure transfer of data for all GUM activity data for Richmond CCG.

5. Please note the LSOA11 data can be downloaded from **https://geoportal.statistics.gov.uk/Docs/PostCodes/NSPL_NOV_2013_csv.zip** This will take you into the LSOA results then select the latest postcode directory.

6. In the event of any discrepancy the CSU will contact you to highlight where the backing data has not passed validation.

7. Invoices should contain the following information:-
• The date of invoice, tax point
• Supplier company name and contact details in case of a query

• The agreed charges
• Any applicable tax element, e.g. VAT, separately identified
• Confirmation that the services detailed have been fully performed.

8. It is CCG policy not to part pay invoices. If you "over" invoice, the invoice will not be paid and you will be asked to issue a credit note. When we have processed the credit note the invoice will be paid.-

9. Requests for payment **must** follow payment mechanism and fully supply requested backing data - failure to do so will lead to a rejection of invoices.

10. Any correspondence in relation to an outstanding invoice **must** confirm the following:-

i) Provider is registered on CCG payment system

ii) Supporting backing data has been sent to SECSU.nca-GUM@nhs.net

iii) Prices are in accordance with Richmond Council prevailing terms for 2017/18

v) Invoices should be sent to

NHS Richmond CCG

08P Payables K735

Phoenix House

Wakefield

West Yorkshire

WF3 1WE for the attention of the XXXISHRESTHA.

11. Failure to confirm i-v) will result in a standard response requesting necessary steps are taken in relation to published terms.