

By Email

Primary Care/Commissioning
NHS England – North
(Yorkshire and The Humber)
Ground Floor
3 Leeds City Office Park
Meadow Lane
Leeds
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1st May 2015

Dear Colleague

Re: Childhood Immunisation Scheme - Directed Enhanced Service (DES)

You will be receiving a separate communication for 2015/16 sign-up arrangements for all public health enhanced services (commissioned by NHS England).

During the PMS review it was identified that where such Childhood Immunisation Scheme DES payments were paid alongside PMS baselines, arrangements would need to be standardised for how practices will claim in the future. This letter aims to provide further clarity to support this.

Revised arrangements

1. From October 2015 the claiming process for this DES will be handled through Open Exeter – a summary of the process is described later in this letter; and
2. April 2015 to September 2015 practices will automatically continue to receive historic payments; and
3. From October 2015 payments made to practices will be in respect of actual claims under the DES (via Open Exeter) and will be standardised via quarterly payments in arrears.

Guidance/Support

It is understood that the vast majority of practices will already have access to and be familiar with Open Exeter, such as, accessing statements. It is acknowledged however that many practices may need guidance in using Open Exeter for the purposes of this DES. The following should be noted:

1. All practice Primary contacts have already been allowed access to update claims within Open Exeter, together with other practice team members identified as receiving notification emails on the OO screen.

2. If anyone else in the practice requires access to Open Exeter please complete the attached form and submit this to Debbie Allen (further details on the form).
3. Your Commissioning Support Unit (CSU) can offer support to any practices requiring additional guidance to fully utilise Open Exeter. Please contact your Data Quality Lead at the CSU if you would like to access this support.

Claiming Process

Practices should note the following:

1. Information to claim under the DES will be available to practices via Open Exeter. Practices will claim either by completing the dates or uploading a list. (Please read the help screens link within Open Exeter for further information.)
<https://nww.openexeter.nhs.uk/nhsia/genhelp/index.jsp?ptr=loginHelp>
2. The information for October - December 2015 claims will be available within Open Exeter for practices to access and for submission.
3. Please be aware that claims will need to be submitted timely and by stated deadlines.

If you have any specific technical or support queries you are asked to direct these to the contacts stated earlier in this letter as appropriate. If you have any other queries in the first instance please contact l.jowett@nhs.net

Yours sincerely

Kathryn Hilliam
Head of Co-Commissioning
NHS England – North (Yorkshire and The Humber)