Payment process and data requirements for the provision of sexual health services to residents of the London Borough of Wandsworth

<table>
<thead>
<tr>
<th>Period covered:</th>
<th>1st April 2018 to 31st March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer contact</td>
<td><a href="mailto:sexualhealth@richmondandwandsworth.gov.uk">sexualhealth@richmondandwandsworth.gov.uk</a></td>
</tr>
<tr>
<td>Backing data contact</td>
<td><a href="mailto:carol.martinez@nhs.net">carol.martinez@nhs.net</a></td>
</tr>
<tr>
<td>Wards affected</td>
<td>All wards</td>
</tr>
</tbody>
</table>

1. You must already be registered with the 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 sexualhealth@richmondandwandsworth.gov.uk

   Please note that no other payment mechanism is available.

2. We will set up purchase orders sufficient to cover the likely cost of provision for Wandsworth residents over the coming year. A notification of a purchase order will be sent to the named email address. If you do not receive one, please contact sexualhealth@richmondandwandsworth.gov.uk and we will advise further. Please note that the issue of a purchase order does not indicate the acceptance of any specific invoices, and payment of invoices will be authorised only after receipt and checking of the relevant backing data.

   When you receive the purchase order notification you will receive instructions to send your invoices to the Capita address in Darlington. **We respectfully ask that you send them to the sexual health email address above instead as we have experienced delays in invoices being allocated to the correct department.**

3. 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.

4. 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://data.gov.uk/data-request/lsoa-boundaries
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.) and/or currency if using Integrated Sexual Health Tariff
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)

Below is an example of a backing data report:

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Provider code</th>
<th>Local Authority Name</th>
<th>LSOA11 (Postcode)</th>
<th>Partial Postcodes</th>
<th>POD</th>
<th>Activity</th>
<th>Total Charge £</th>
<th>HRG4</th>
<th>SPECIALTY CODE</th>
<th>Appointment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHS XY</td>
<td>R123</td>
<td>WBC</td>
<td>E01033482</td>
<td>E10 9</td>
<td>OPFA</td>
<td>1</td>
<td>96</td>
<td>FZ27B</td>
<td>360</td>
<td>DD/MM/YYYY</td>
</tr>
</tbody>
</table>

5. The backing data or activity report in this format must be sent to carol.martinez@nhs.net
6. Please note the LOSA11 data can be downloaded from https://data.gov.uk/data-request/lsoa-boundaries. This will take you into the LSOA results then select the latest postcode directory.
7. In the event of any discrepancy the Council will contact you to highlight where the backing data has not passed validation.
8. Invoices should contain the following information:
   - The date of invoice, tax point
   - Supplier company name and contact details in case of a query
   - The valid purchase order number provided by the Council taken from the order we have emailed or otherwise sent to you. Please note that if a valid purchase order is not quoted, the invoice may be returned unpaid and payment will not be processed
   - The agreed charges
   - Any applicable tax element, e.g. VAT, separately identified
   - Confirmation that the services detailed have been fully performed.
9. It is Council 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.

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