

PHO SERVICES AGREEMENT

FIRST LEVEL SERVICES CLAIMS AND PAYMENTS REFERENCED DOCUMENT

1 First Level Service Claiming and Payment rules

- (1) The parties agree that the provisions of this Referenced Document apply in respect of Claims and Payments for First Level Services until the NES Start Date.

2 Claims for First Level Services

- (1) The PHO must submit each Claim for First Level Services to the Payment Agent, and must:
 - (a) submit each Claim electronically;
 - (b) specify in each Claim the Purchase Unit Code for the Service to which the Claim relates.
 - (c) submit each Claim in accordance with the Referenced Document entitled "Business Rules: Capitation-based funding".
- (2) The PHO must provide the following in respect of each Claim, in the form advised by the Payment Agent from time to time and in accordance with the Referenced Document entitled "HL7 Messages Standard Definition":
 - (a) a Register completed in accordance with the requirements set out in the Referenced Document entitled "Business Rules: Capitation-based funding"; and
 - (b) a copy of a certificate signed by the PHO's Chief Executive Officer or senior manager in the form of the Referenced Document entitled "Certification of PHO Enrolment Register".
- (3) The PHO must retain the original of the certificate for Audit purposes.
- (4) If the PHO fails to submit a Register, the DHB will pay the PHO according to the Register submitted for the previous quarter, minus a deduction made in accordance with the requirements of the Referenced Document entitled "Business Rules: Capitation-based funding".

3 Timing of Claims for First Level Services

- (1) The PHO must submit Claims for First Level Services quarterly, in accordance with the requirements of the Referenced Document entitled "Business Rules: Capitation-based funding".

4 Rejection of Claims for First Level Services

- (1) The DHB may reject all or part of a Claim if the DHB believes on reasonable grounds that the Claim or part of the Claim is incomplete, inaccurate, or does not comply with the terms of this Agreement.
- (2) If part of a Claim is incomplete, inaccurate, or non-compliant, the DHB may reject only that part of the Claim, and will pay the remaining parts of the Claim.
- (3) If the DHB rejects part of a Claim for First Level Services, the DHB will inform the PHO of that no later than 5 Business Days after the PHO submitted the Claim.

- (4) The PHO may resubmit a rejected Claim, or part of a Claim, if it is corrected.
- (5) If a resubmitted Claim results in the PHO owing money to the DHB, the DHB may recover that money in accordance with clause F.18.

5 Timing of payments for First Level Services

- (1) The DHB will pay a Claim for First Level Services on the 15th day of each month for First Level Services provided during that month, in accordance with the Referenced Document entitled "Business Rules: Capitation-based funding".

6 Assessing eligibility for very low cost access payments

- (1) For the purposes of clause 5 of Schedule F1.1, an assessment of whether a practice is an Eligible VLCA Practice will be carried out each quarter. A practice will be an Eligible VLCA Practice if, during the quarter to which an assessment relates:
 - (a) the practice charges fees for each standard consultation at or below the following amounts:
 - (i) zero fees (\$0) for Enrolled Persons aged 0 to 12 years;
 - (ii) \$11.50 for Enrolled Persons aged 13 to 17 years; and
 - (iii) \$17.50 for Enrolled Persons aged 18 years and over;
 - (b) subject to subclause (2), at least 50% of the practice's Enrolled Persons are High Needs Persons;
 - (c) the PHO notifies the DHB that it considers that the practice meets the criteria in paragraphs (a) and (b) at least 15 Business Days before the Register submissions date determined in accordance with the Referenced Document entitled "Business Rules: Capitation-based funding";
 - (d) the DHB notifies the Ministry of the information provided to it by the PHO under paragraph (c) at least 10 Business Days before the Register submissions date determined in accordance with paragraph (c); and
 - (e) the Ministry determines, in its sole discretion, that the practice should be an Eligible VLCA Practice, and gives notice to the DHB of its decision.
- (2) A practice that does not have an Enrolled Population that is made up of at least 50% High Needs Persons at the time of a quarterly assessment is deemed to be an Eligible VLCA Practice, provided that the practice:
 - (a) meets the other requirements set out in subclause (1); and
 - (b) received a very low cost access payment in the previous quarter;

unless the Ministry and DHB determine, in their sole discretion, that because of significant changes to the size and character of the practice's Enrolled Population since the practice first received a very low cost access payment, the practice is not deemed to be an Eligible VLCA Practice.

7 Assessing eligibility for zero fees for under 13s payments

- (1) For the purpose of clause 8 of Schedule F1.1, a practice is an Eligible Under 13s Practice if during the quarter to which the Register completed under clause 2 relates:
 - (a) the practice charges zero fees for a standard consultation for a child aged under 13 years of age who is an Enrolled Person;
 - (b) the practice has not received a very low cost access payment for the quarter; and
 - (c) the PHO notifies the DHB that the practice is an Eligible Under 13s Practice at least 15 Business Days before the Register submissions date determined in accordance with the Referenced Document entitled "Business Rules: Capitation-based funding".
- (2) The DHB will notify the Payment Agent of each practice that is an Eligible Under 13s Practice at least 10 Business Days before the Register submissions date determined in accordance with subclause (1)(c).

8 Assessing eligibility for zero fees for under 6s payments

- (1) For the purposes of clause 9 of Schedule F1.1, a practice is an Eligible Under 6s Practice if it meets the requirements in clause 9(1) and, during the quarter to which the Register completed under clause 2 relates:
 - (a) the practice charges zero fees for a standard consultation for a child aged under 6 years of age who is an Enrolled Person;
 - (b) the practice has not received a very low cost access payment for the quarter; and
 - (c) the PHO notifies the DHB that the practice is an Eligible Under 6s Practice at least 15 Business Days before the Register submissions date determined in accordance with the Referenced Document entitled "Business Rules: Capitation-based funding".
- (2) The DHB will notify the Payment Agent of each practice that is an Eligible Under 6s Practice at least 10 Business Days before the Register submissions date determined in accordance with subclause (1)(c).