



# WARWICKSHIRE COUNTY COUNCIL SEXUAL HEALTH CROSS CHARGING POLICY

2021 – 2023

Helen Earp  
Sexual Health Commissioner

# Payment process for the provision of GUM services to residents of Warwickshire by Out of Area providers

Period covered: 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2023

<b>Admin Contact</b>	<a href="mailto:Phadmin@warwickshire.gov.uk">Phadmin@warwickshire.gov.uk</a>
<b>Commissioning Manager</b>	Helen Earp Sexual Health Commissioner helenearp@warwickshire.gov.uk

## 1. Introduction:

1.1 This document details the council's policy to manage non-contracted sexual health out of area activity and provide clarity on the conditions and payment terms.

1.2 Due to the open access requirements of sexual health services, residents can access services outside of their home local authority boundary area.

1.3 Warwickshire County Council currently provides GUM as part of the Integrated Sexual Health Service activity under a block contract.

## 2. Background:

2.1 Since 1 April 2013, Local Authorities were mandated to ensure that comprehensive, open access, confidential sexual health services are available to all people who are present in their area (whether resident in that area or not).

2.2 Re-charging by the provider of costs back to the area where the individual is resident is recommended by Department of Health (DH) for out-of-area use of services. These arrangements support open access integrated sexual health services and patient choice in line with DH recommendations.

2.3 The Department of Health issued revised guidance on cross charging in August 2018 outlining principles for Local Authorities regarding payments for residents accessing sexual health services outside the area.

2.4 The guidance was developed to encourage a consistent, equitable, fair and transparent approach to cross-charging and billing for out of area service users from both a commissioning and provider perspective.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/731134/sexual-health-services-crosscharging-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731134/sexual-health-services-crosscharging-guidance.pdf)

## 3. Cross-charging arrangements:

3.1 Warwickshire County Council will maintain confidential open access services and ensure that residents can attend a sexual health service of their choice without geographical boundaries.

3.2 This policy is in place and will be adopted pending any regional or national agreement in relation to a mandated tariff or other cross-charging agreement.

3.3 Warwickshire County Council will reimburse invoices for GUM based on the following tariff rates:

First Appointment	- £136.00 (single professional)
Follow up	- £107.00 (single professional)

3.4 For individuals that attend GUM services to access PrEP (HIV Pre-exposure Prophylaxis), Warwickshire County Council will reimburse invoices based on the following tariff (as additional items to the above first and follow up appointments):

First Appointment	- £70.00
Follow up	- £37.00

Please note these are the maximum rates that will be accepted. If a local tariff is less than this amount, we would expect to continue being invoiced at this lower tariff rate. If the invoice is presented with tariff rates higher than that which is detailed above, we will contact the provider to adjust the invoice to ensure it meets the local tariff rate.

3.5 Warwickshire County Council in line with national guidance will **not** accept invoices that include the following:

- CQUIN (Commissioning for Quality and Innovation)
- Market Forces Factor
- Contraception
- Psycho-sexual therapies
- Self-sampling or remote testing services
- Telephone or virtual support
- HIV treatment (responsibility of NHS)
- Cervical cytology (responsibility of NHS)
- HPV (responsibility of NHS)

For the activities listed which will not be reimbursed, we would expect providers in other areas to direct Warwickshire residents to [www.sexualhealthwarwickshire.nhs.uk](http://www.sexualhealthwarwickshire.nhs.uk) where they can access a full range of support.

#### **4. Information requirements:**

4.1 All invoices MUST contain the following information:

- Supplier company name and contact details in case of a query
- Date of invoice
- Bank details
- The agreed tariff rates
- Any applicable tax element, e.g. VAT, separately identified.
- Confirmation that the services detailed have been fully performed

4.2 Providers must submit non-identifiable backing data for each activity before invoices will be validated for payment in line with DH guidance (Sexual Health Services: Key Principles for Cross Charging – updated guidance for commissioners and providers of sexual and reproductive health services in England (August 2018) as detailed below:

The backing data report **must** contain the following:

- Local authority name or code
- LSOA of patient's home address
- Patient's partial postcode (in order to provide further confidence to Warwickshire County Council in the data provided)
- Attendance type
- Attendance date
- Specialty code (This will be the actual treatment code - please note that WCC will pay for First and Follow Up attendances only)
- Tariff/charge per patient
- Total charge

4.3 In the event of any discrepancy WCC will contact the provider to highlight where the backing data has not passed validation.

4.4 Incomplete data sets will result in non-payment of invoices.

4.5 The backing data report must be sent to: [Phadmin@warwickshire.gov.uk](mailto:Phadmin@warwickshire.gov.uk)

4.6 Once WCC have validated the backing data, and the tariff rate is as set out above, the invoice will be processed for payment.

4.7 It is Council policy not to part pay invoices. If the invoice is above the agreed rates the invoice will not be paid and you will be asked to issue a credit note for the difference. When we have received the credit note the invoice will be paid.

4.8 Requests for payment **must** follow payment mechanism and fully supply requested backing data - failure to do so will lead to the non-payment of invoices.

4.9 Any correspondence in relation to an outstanding invoice **must** confirm the following:

- i. full supporting backing data has been sent to [phadmin@warwickshire.gov.uk](mailto:phadmin@warwickshire.gov.uk) (must include ALL details set out above)
- ii. prices are in accordance with the agreed tariff see above
- iii. Invoice was sent to PHadmin@warwickshire.gov.uk

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

4.10 Monthly invoices will be accepted and paid for services delivered, **provided such invoices are provided no later than a maximum of 30 days after each quarter end.**

4.11 If submitting a quarterly invoice and backing data the payment schedule will be as follows:

Quarter	Months	Payment Deadline Date
Q1	April/May/June	31 <sup>st</sup> July
Q2	July/August/September	31 <sup>st</sup> October
Q3	October/November/December	31 <sup>st</sup> January
Q4	January/February/March	30 <sup>th</sup> April

4.12 Invoices presented for payment **outside** of the deadline invoice date will be **returned unpaid**.

4.13 Payments will be made once **all information** is verified as accurate.

4.14 **Two** attempts to chase incomplete invoices and/or backing data will be made. Failure to respond to these requests will result in **the non-payment of the invoice**. We will provide evidence of our attempts to contact you.

## 5. Exclusions to this policy

5.1 There are a small percentage of patients who may wish to remain anonymous and decline to provide identifiable information. In these cases, the cost should be assigned to the authority in which the provider is based.

5.2 Warwickshire County Council, in line with national guidance does not recognise NHS CQUIN payments nor are Local Authorities required to pay NHS Market Forces Factor tariffs – please ensure that all invoicing excludes any such amounts.

## 6. Review

6.1 The policy will be reviewed annually to align with any regional approach for cross-charging and if required updated to reflect changes to national guidance or recognised efficiencies.

## 7. Invoicing Address

7.1 Invoices should be sent to: PHadmin@warwickshire.gov.uk