

05 August 2025**Ref: MPS 3410****Prescription Submission to the Business Services Organisation**

Within the 30-day payment cycle contractors are responsible for ensuring, on a twice monthly basis, that prescriptions are submitted securely and timely to be Business Services Organisation (BSO).

After day 3 of the June 2025 2nd submission delivery period 21 contractors had not delivered their prescriptions to BSO. These late submissions delay our processes and may, in future, lead to part of your payment being delayed to the following month.

The timetable for these submissions is detailed in the table below

Prescription Month	Payment Month	Submission 1 collection	Submission 2 collection
January 2025	February 2025	Friday 24 th January	Thursday 6 th February
February 2025	March 2025	Friday 21 st February	Thursday 6 th March
March 2025	April 2025	Monday 24 th March	Friday 4 th April
April 2025	May 2025	Wednesday 23 rd April	Wednesday 7 th May
May 2025	June 2025	Thursday 22 nd May	Thursday 5 th June
June 2025	July 2025	Monday 23 rd June	Friday 4 th July
July 2025	August 2025	Thursday 24 th July	Wednesday 6th August
August 2025	September 2025	Thursday 21 st August	Thursday 4 th September
September 2025	October 2025	Tuesday 23 rd September	Monday 6 th October
October 2025	November 2025	Friday 24 th October	Thursday 6 th November
November 2025	December 2025	Friday 21 st November	Thursday 4 th December
December 2025	January 2026	Monday 22 nd December	Wednesday 7 th January 2026

Contractors are reminded that:

- **late submissions put your payment at risk of being delayed, see note above;**
- when using a courier service your prescription submission must be ready by 9am on the first day of the agreed collection period, noted in the table above. Where your submission has not been collected and/or where there is a risk of a late submission, it is your responsibility to contact the courier or deliver your submission directly to the BSO, 2 Franklin Street, Belfast, BT2 8DQ. To

ensure the smooth transfer of prescriptions to the BSO please comply with the couriers requirements e.g. label, sufficient package, etc, further details can be obtained directly from your courier service.

- when delivering directly to the BSO deliveries must be made on the dates noted in the table above;
- whilst it is not the responsibility of the BSO we will, where possible, bring late submissions to your attention. However, it is not our responsibility to chase up any courier service on your behalf;
- first submissions must contain a minimum of 60% of total forms for the month and contain prescriptions from ALL batches on the HS30 i.e. NOT only fully coded;
- oxygen prescriptions, with a completed P01 form, should only be submitted as part of the second submission.

A recent email from CPNI containing further information in regard to late submissions was also sent to all contractors on 14th March 2025

Please note collection highlighted above: Submissions received after the deadline are at high risk of not being processed as part of the August 2025 payment.

DX courier company has asked us to remind their customers that a DX tracking label must be added to the submission box to assure safe delivery to BSO.

Any queries regarding collection by DX courier company should be emailed to -

Steven.Ileogben@dxdelivery.com

Or

Ian.Anderson@dxdelivery.com