



**Business Services
Organisation**

Operations Directorate
Family Practitioner Services
Pharmaceutical Services
2 Franklin Street
Belfast
BT2 8DQ

22 September 2025

Ref: MPS 3424

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).

As part of the August 2025 prescription submission 24 contractors did not comply with the agreed three-day delivery schedule.

Three-day Delivery Schedule:

Prescription Month	Payment Month	Submission One	Submission Two
August 2025	September 2025	Friday 22 nd August Tuesday 26 th August Wednesday 27 th August	Friday 5 th September Monday 8 th September Tuesday 9 th September
September 2025	October 2025	Wednesday 24th September Thursday 25 th September Friday 26 th September	Tuesday 7th October Wednesday 8 th October Thursday 9 th October
October 2025	November 2025	Monday 27 th October Tuesday 28 th October Wednesday 29 th October	Friday 7 th November Monday 10 th November Tuesday 11 th November
November 2025	December 2025	Monday 24 th November Tuesday 25 th November Wednesday 26 th November	Friday 5 th December Monday 8 th December Tuesday 9 th December
December 2025	January 2026	Tuesday 23 rd December Wednesday 24 th December Monday 29 th December	Thursday 8 th January Friday 9 th January Monday 12 th January

A submission delivery after the final date, noted above, will be marked as a late submission risking your monthly payment.

Deliveries to BSO by Courier

If you use a courier to deliver to BSO the timetable below details the dates the submissions must be ready for collection. Please note it is your responsibility to ensure the courier deliveries to BSO are within the three-day delivery schedule noted above:

Prescription Month	Payment Month	Submission 1 collection	Submission 2 collection
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

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 -

Kyle.Walsh@dxdelivery.com Or Ian.Anderson@dxdelivery.com

Contractors are reminded that:

- when delivering directly to the BSO deliveries must be made within the delivery schedule noted above, however, please note we also accept deliveries before these dates;
- 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 courier's requirements e.g. label, sufficient package, etc, further details can be obtained directly from your courier service;
- whilst it is not the responsibility of the BSO we will, where possible, bring late submissions to your attention;
- BSO will not chase up any courier service you choose to use. This contract is between yourself and the courier;
- contractors are reminded to enable BSO to process your payment within 30-days each first submissions must contain a minimum of 60% of total forms for the month and contain prescriptions from ALL batches noted on the HS30 i.e. NOT only fully coded;
- oxygen prescriptions with a completed P01 form should be submitted as part of the second submission;
- **By not complying with the dates above you are risking your payment.**