



**Business Services
Organisation**

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

20th January 2026

Ref: MPS 3458

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 December 2025 prescription submission 40 contractors did not comply with the agreed three-day delivery schedule.

Three-day Delivery Schedule:

Prescription Month	Payment Month	Submission One	Submission Two
January 2026	February 2026	Monday 26 th January Tuesday 27 th January Wednesday 28 th January	Friday 6 th February Monday 9 th February Tuesday 10 th February
February 2026	March 2026	Monday 23 rd February Tuesday 24 th February Wednesday 25 th February	Friday 6 th March Monday 9 th March Tuesday 10 th March
March 2026	April 2026	Wednesday 25 th March Thursday 26 th March Friday 27 th March	Thursday 9 th April Friday 10 th April Monday 13 th April
April 2026	May 2026	Friday 24 th April Monday 27 th April Tuesday 28 th April	Friday 8 th May Monday 11 th May Tuesday 12 th May
May 2026	June 2026	Friday 22 nd May Tuesday 26 th May Wednesday 27 th May	Friday 5 th June Monday 8 th June Tuesday 9 th June

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
January 2026	February 2026	Friday 23 rd January	Thursday 5 th February
February 2026	March 2026	Friday 20 th February	Thursday 5 th March
March 2026	April 2026	Tuesday 24 th March	Wednesday 8 th April
April 2026	May 2026	Friday 24 th April	Thursday 7 th May
May 2026	June 2026	Thursday 21 st May	Thursday 4 th June

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.**