

### **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).

The timetable for these submissions are detailed in the table below

Prescription Month	Payment Month	Submission 1 collection	Submission 2 collection
January 2022	February 2022	Monday 24 January 2022	Friday 4 February
February 2022	March 2022	Monday 21 February	Friday 4 March
March 2022	April 2022	Thursday 24 March	Wednesday 6 April
April 2022	May 2022	Friday 22 April	Friday 6 May
May 2022	June 2022	Tuesday 24 May	Wednesday 8 June
June 2022	July 2022	Thursday 23 June	Wednesday 6 July
July 2022	August 2022	Friday 22 July	Thursday 4 August
August 2022	September 2022	Tuesday 23 August	Tuesday 6 September
September 2022	October 2022	Friday 23 September	Thursday 6 October
October 2022	November 2022	Monday 24 October	Friday 4 November
November 2022	December 2022	Wednesday 23 November	Tuesday 6 December
December 2022	January 2023	Wednesday 21 December	Friday 6 January 2023

### **Contractors are reminded that:**

- late submissions put your payment at risk;
- when using a courier service your prescription submission must be ready by 9am on the first day of the agreed collection period, noted in table above. If 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.