***Payment Process for NHS Bolton CCG funded placements only***

***Care Home Invoices***

The process will ensure CCG data is updated directly from the source of information on a regular basis (i.e. the place of care in which the client resides) so that accuracy of the CCG database\* (*BroadCare*) is maintained. In the new process the schedules of payment are created by the *Homes themselves* (based on an initial position that Bolton CCG BCCG NHS Funded Care Admin Team will have advised). **The *BroadCare* reference numbers will be used by BCCG NHS Funded Care Team as the standard reference for each client**.

BCCG NHS Funded Care Admin Team will have sent out a full schedule of payments on excel by email to all Nursing Homes with a list of clients and their funding status correct at the time of sending according to the known status of each client (this will have been sent as part of the agreement of fees for the previous month).

**23rd / 24th of each month**

BCCG NHS Funded Care Team admin email a reminder one week before updated schedules are due to each Nursing Home.

**Last day of each month / first day of following month (or if at a weekend, the next working day)**

Each Nursing Home returns a schedule of payments in excel broken down by Continuing Health Care (CHC) and Funded Nursing Care (FNC) funded patients – including those funded by the Local Authority - by email to BOLCCG.ADMINCHC@NHS.NET with an update of new patients and noting any patients who have deceased or funding stopped or amended for any other reason (NB – Nursing Homes may use the previous month’s schedule, appropriately amended, for this updated schedule).

The schedule should quote Broadcare reference number for each patient.

**By 2nd working day of next month**

BCCG NHS Funded Care Admin Team update BroadCare with amendments as submitted (liaising with the Home in the case of any queries )and produce the monthly invoice figures for each Nursing Home with the amount to quote for CHC and FNC(including any recoupments due). **In updating Broadcare**, **Admin Team note any amendments that they have not been advised of previously (e.g. death, new residents etc.) and sent list in excel to Contracts Team**

Each Nursing Home should raise an invoice\*\* based on the figures agreed by Bolton CCG NHS Funded Care Admin Team and submit for payment. BCCG Finance Team will compare the figures in the invoice to figures provided by BCCG NHS Funded Care Admin Team and pay accordingly (where they match).

In the event If they do not match

\*\* Invoices should be submitted electronically via Tradeshift which is supported by NHS Shared Business Services (SBS) - access online via [www.tradeshift.com/supplier/nhs-sbs/](http://www.tradeshift.com/supplier/nhs-sbs/)

Use of Tradeshift means prompter payments for suppliers, more efficient processing for the CCG and allows status updates of all invoices in the payments system.

**Contact Amanda Williams at** **amanda.williams3@nhs.net**

**By 3rd working day of next month**

BCCG NHS Funded Care Admin Team advise each Nursing Home of the relevant invoice figure for the previous month’s payments by email and attaching the final agreed excel list of patients.

BCCG NHS Funded Care Admin Team also advise BCCG Finance Team of these figures.

**20th of the month**

BCCG NHS Funded Care Admin Team send out schedule of payments on excel by email to 12 Care Providers (NB – the first time this is done initial schedule will be blank and the team will ask Providers )