

Community Phlebotomy Service

Claims and Payment Timetable (3Sixty Practices)

Purpose

This timetable sets out the process for reporting Community Phlebotomy activity, submitting claims and receiving payment for services delivered under the Community Phlebotomy Contract.

The process has been designed to:

- Ensure practices are paid promptly.
- Minimise administrative burden.
- Provide sufficient time for validation and consolidation of activity.
- Ensure contractual reporting deadlines are met.

Monthly Process

Step 1 – Claim Request Issued

At the beginning of each month, participating practices will receive an automated email from 3Sixty containing a practice-specific activity return form.

The form will be pre-populated with practice details and will be used to submit:

- Claim Activity Month.
- Adult completed bleeds.
- CYP completed bleeds.
- Submitter Email.
- Confirmation that the submitted activity has been extracted from the clinical system and is an accurate representation of activity undertaken during the reporting month.

Step 2 – Practice Submission

Practices should complete and submit their monthly return before the published submission deadline.

The return should include only activity undertaken during the specified reporting month.

Step 3 – Federation Validation

3Sixty will:

- Monitor submissions.
- Identify missing returns.
- Issue reminder emails where required.
- Review activity for obvious anomalies.
- Consolidate activity across participating practices.

Step 4 – Practice Payment

Subject to receipt and validation of activity returns, 3Sixty aims to process payments to practices shortly after completion of the reporting cycle.

This means practices are expected to receive payment significantly in advance of reimbursement being received through the Lead Contractor arrangements.

Where a scheduled payment date falls on a weekend or bank holiday, payment will be processed on the next available working day.

Step 5 – Lead Contractor Submission

3Sixty will submit consolidated activity to the Lead Contractor in accordance with the agreed timetable.

The Lead Contractor will then submit the countywide contractual claim to the ICB.

Important – Claim Submission Deadlines

Practices are responsible for ensuring that activity returns are submitted within the agreed reporting period.

The Community Phlebotomy Contract contains strict reporting and claims submission deadlines. As a result:

- Activity should be submitted within the reporting month allocated to that activity.
- Practices should not delay submission until a later month.
- Returns should be checked carefully before submission.

Retrospective claims are not routinely permitted under the contract.

Activity that is not submitted within the agreed reporting cycle may:

- Be excluded from the monthly claim;
- Become ineligible for payment; and
- Not be recoverable through a future submission.

3Sixty will make reasonable efforts to remind practices of outstanding returns. However, responsibility for ensuring claims are submitted within the contractual deadline remains with the participating practice.

Monthly Reporting and Payment Timetable (3Sixty Practices)

To support timely payment and contractual reporting requirements, participating practices will be asked to follow the timetable below for submission of monthly Community Phlebotomy activity returns.

Activity Month	Claim Request Issued	Reminder 1	Reminder 2	Practice Submission Deadline	Practice Payment Date
Nov-26	01-Dec-26	08-Dec-26	13-Dec-26	15-Dec-26	24-Dec-26
Dec-26	01-Jan-27	08-Jan-27	13-Jan-27	15-Jan-27	24-Jan-27
Jan-27	01-Feb-27	08-Feb-27	13-Feb-27	15-Feb-27	24-Feb-27
Feb-27	01-Mar-27	08-Mar-27	13-Mar-27	15-Mar-27	24-Mar-27
Mar-27	01-Apr-27	08-Apr-27	13-Apr-27	15-Apr-27	24-Apr-27
Apr-27	01-May-27	08-May-27	13-May-27	15-May-27	24-May-27
May-27	01-Jun-27	08-Jun-27	13-Jun-27	15-Jun-27	24-Jun-27
Jun-27	01-Jul-27	08-Jul-27	13-Jul-27	15-Jul-27	24-Jul-27
Jul-27	01-Aug-27	08-Aug-27	13-Aug-27	15-Aug-27	24-Aug-27
Aug-27	01-Sep-27	08-Sep-27	13-Sep-27	15-Sep-27	24-Sep-27
Sep-27	01-Oct-27	08-Oct-27	13-Oct-27	15-Oct-27	24-Oct-27
Oct-27	01-Nov-27	08-Nov-27	13-Nov-27	15-Nov-27	24-Nov-27

3Sixty will aim to make payment on the dates shown above. Where a scheduled payment date falls on a weekend or bank holiday, payment will be made on the next available working day. Payments remain subject to receipt and validation of completed activity returns.