

3 May 2017

FAO The Finance/Accounts department

Payment, Invoicing and Variation Schedule 2017/18

Dear Devon Cares provider,

This alert is to notify you of the deadlines for submitting your variations, invoicing and payment dates for 2017/18. The new finance periods schedule for is attached and can also be found on the Devon Cares website <http://devoncares.co.uk/resources-for-providers/finance-and-invoicing/>

We would like to take this opportunity to remind you of the following:

Variations in care delivered:

Please submit your variations to joe.street@nhs.net on the attached variation template.

- Please note that any extra care delivered over the care plan hours must be approved by the Commissioner.
- Please report any extra care hours to our Devon Cares brokers who will inform the Commissioner on your behalf.
- Note extra hours that have not been approved may not be paid.

Invoices:

Please submit your invoices via email to: Emma King emmaking2@nhs.net with a copy to joe.street@nhs.net

Alternatively, you can post your invoices to:

Emma King, Devon Cares, Finance Department, Northern Devon Healthcare NHS Trust, Barnstaple, Devon, EX31 3JB but these must be received by the deadline specified in the 2017/18 finance schedule.

- All invoices must state the 'J' reference (for DCC commissioned care) or 'CT' reference (for CCG commissioned care). We are unable to process invoices that do not include these references.
- Please be aware that we will not pay providers for items on your invoices that are not related to client care, for example, shadowing and training.
- Invoices that are in excess of the agreed hours (planned plus or minus notified variations) will automatically be disputed and not paid until it is resolved and Devon Cares receives the monies from DCC.
- Invoices that are received after the required timescale may not be paid on time.
- Please note that DCC are reviewing the levels of variation and expect an overall % of reduced hours. DCC will be scrutinising invoices in more detail to ensure that they do not pay for care where it has not been delivered.

Could you please forward this message to your finance team.

If you require any additional information please contact Joe Street joe.street@nhs.net

Best regards

Lorraine Furse

Devon Cares Support Officer