

## **Primary Care Network Nominated Payee Financial Arrangements**

PCS have created two templates which are used for financial arrangements with the Networks where we are the nominated payee. The guidance below outlines how these templates can provide a format for other Networks to use should they wish to.

### **A) Template 1 – Schedule of payments to be made by the PCN each month**

1 Purpose: To ensure that all payments made via nominated payee are in line with PCN network agreement.

2 Process

2.1 The PCN complete the schedule of the payments to be made for the month. This is provided to the nominated payee by 25<sup>th</sup> of month (or nearest working day) to which payment relates (e.g. July requirements by 25<sup>th</sup> July). Payment is then made by the nominated payee on or before last working day of the month.

2.2 The Schedule needs to be approved in line with the PCN authorisation rules (e.g. if the PCN Network Agreement requires 2 people to approve from a pool of 3; then the Payment schedule must be signed by two of the 3 approved people).

2.3 The Authorisation of the Schedule is checked against the PCN rules before payment is made. To ensure this process can be followed the PCN must have supplied the nominated payee with a list of those authorised to approve payments (either direct from the PCN Agreement or a separate list signed by the Clinical Director).

2.4 Payee details on the Payments Schedule must include bank details of the Payees – these can either be listed or be on copies of invoices from the payees to the Network, that have bank details. If bank details are listed, copies of the invoices from the payees are not necessary.

### **B) Template 2 – Monthly report on PCN funds**

1 Purpose: This is a summary of all receipts and payments transacted by the Nominated Payee on behalf of the PCN, each month.

2 Process

2.1 All PCN income received from the CCG is detailed under the heading for which it is paid (e.g. Extended Hours).

2.2 Any payments made via the Payments schedule are listed under the same headings.

2.3 This provides a summary of the Funds available to the PCN at the end of the month.