# Provision of GUM services to residents of Coventry by Out of Area providers

Period covered: 1st April 2023 – 31st March 2024 & beyond

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| Officer contact | [michelle.pouton@coventry.gov.uk](mailto:michelle.pouton@coventry.gov.uk) |
| Commissioning Manager | paul.hargrave@coventry.gov.uk |
| Backing data contact | [fmuNCAStrategicSuppo@coventry.gov.uk](mailto:fmuNCAStrategicSuppo@coventry.gov.uk) |
| Wards affected | All wards |

This document sets out Coventry City Councils approach to managing non contracted sexual health activity for Coventry residents attending an out of area service. This includes HIV pre-exposure prophylaxis (PrEP),

In line with current practice, we would advise that Coventry City Council currently provides open access Integrated Sexual Health services under a block contract. Therefore Coventry City Council will reimburse charges for Genito-Urinary Medicine (GUM) at a rate no higher than those listed below. These rates are aligned with those commonly charged across the region. Any amounts charged above these rates will not be accepted and the council will contact the provider to adjust the tariffs to the rate below. If local tariffs are below these amounts, the Council will expect to continue being invoiced at the lower tariffs in line with current guidance.

First Appointment - £137

Follow up - £107

Coventry City Council will reimburse charges for PrEP related attendances based on the agreed West Midlands intra-region top-up tariff. The top-up amounts are in addition to the above standard GUM tariffs and are effective from 1st October 2020 to 31st March 2021 when they will be reviewed:

• First PrEP appointment: £70

• Follow up PrEP appointment: £37

Further details can be found in the document embedded below, including the basis on which payment for PrEP attendances will be made.



The maximum amount that Coventry City Council will pay for attendances that include PrEP activity is therefore:

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| **Activity** | **Standard GUM Tariff** | **PrEP Top Up** | **Total**  **PrEP Payment** |
| First PrEP appointment | £137.00 | £70.00 | **£207.00** |
| Follow-up PrEP appointment | £107.00 | £37.00 | **£144.00** |

Coventry City Council will only cover contraception activity as a secondary reason for attending the GUM clinic, when the primary reason for clinic attendance is for a GUM purpose and at the maximum rates listed above. Charges for standalone contraceptive activity will not be reimbursed.

Coventry City Council will not reimburse for the following activity:

• HIV treatment and care activity which is the responsibility of NHS England

• Telephone or virtual support

• Self-sampling or remote testing services

• Provider invoices for standalone contraceptive activity

• Cervical cytology (responsibility of the NHS)

• HPV (responsibility of the NHS)

For the activities listed above which will not be reimbursed Coventry City Council would expect providers in other areas to refer Coventry residents to <https://www.ishs.org.uk/> where they can access further support.

Coventry City Council in line with national guidance does not recognise CQUIN nor are Local Authorities required to pay Market Forces Factor – please ensure that all invoicing excludes any such amounts.

In order to obtain data which will sufficiently identify Coventry residents who receive GUM services Coventry City Council will continue to follow the Guidance published by the Department of Health in August 2013 and refreshed and updated in August 2018 entitled “Sexual Health Services: Key Principles for Cross Charging” and the Bulletin published in November 2013 “HIV, sexual and reproductive health: current issues bulletin” issued by the Department of Health, Public Health England, the Local Government Association and the Association of Directors of Public Health. The Guidance and the Bulletin are clear that it is for a service commissioner, that is the Council, to be provided with sufficient information to verify the activity and to ensure that it is being properly charged for services and for the provider, the NHS Trust, to supply all of the necessary information for the commissioner to be able to do this as long as patient confidentiality is maintained.

For the small percentage of patients who may wish to remain anonymous and decline to provide identifiable information the cost should be assigned to the Local Authority in which the provider is based in line with current guidance.

**Payment Process**

1. All providers must be registered on the Coventry City Council (CCC) payments system as a supplier. Please contact the officer above to request details of how to go about this.
2. Providers must submit the following non identifiable supporting data for each episode of activity to enable invoices to be validated for payment. Where there are items of data missing the activity will not be validated.

3) The backing data report must contain all of the following:-

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| *Attendance type (e.g. First or Follow up)* |  |
| *Attendance date* |  |
| *LSOA of patients home address (providers should use the full postcode to obtain this)* |  |
| *Partial postcode of patients home address (with last 2 digits removed)* |  |
| *Registered GP practice name or Practice code* |  |
| *Local authority name or code* |  |
| *Activity / Treatment Code (SHHAPT code) against each treatment type* |  |
| *Tariff/Charge per patient* |  |
| *Total Charge* |  |

1. The backing data report must be sent to; [fmuNCAStrategicSuppo@coventry.gov.uk](mailto:fmuNCAStrategicSuppo@coventry.gov.uk) This is the accredited safe haven email address set up to ensure the secure transfer of data for all GUM activity data for Coventry City Council. Incomplete data sets may result in non-payment of invoices.
2. Please note the LSOA11 data can be downloaded from <https://geoportal.statistics.gov.uk/geoportal/catalog/main/home.page>  search for ONSPD. This will take you into the LSOA results then select the latest postcode directory
3. In the event of any discrepancy Coventry City Council will contact you to highlight where the backing data has not passed validation.
4. Once Coventry City Council have validated your backing data [michelle.pouton@coventry.gov.uk](mailto:michelle.pouton@coventry.gov.uk) will issue you with a purchase order number, or process the invoice if it has already been sent.
5. Invoices should contain the following information:-

* Date of invoice, tax point.
* Supplier company name and contact details in case of a query.
* The agreed charges
* Any applicable tax element, e.g. VAT, separately identified.
* Confirmation that the services detailed have been fully performed

9) It is Coventry City Council’s policy not to part pay invoices. If the invoice is above the agreed rates the invoice will not be paid and you will be asked to issue a credit note for the difference. When the Council has received the credit note the invoice will be paid.

10) Requests for payment **must** follow the payment mechanism set out and supply requested backing data in full. Failure to do so will lead to a rejection of an invoice.

11) In order for an invoice to be paid the provider **must** ensurethe following:-

* 1. full supporting backing data, as set out above, is sent to [fmuNCAStrategicSuppo@coventry.gov.uk](mailto:fmuNCAStrategicSuppo@coventry.gov.uk)
  2. prices are in accordance with CCC prevailing terms for the relevant year i.e. 2016/17 or 2017/18, based upon the Department of Health non-mandatory GUM tariff rates – see table below for summary
  3. invoice is sent to Public Health, Coventry City Council, PO Box 15, Council House, Coventry, CV1 5RR

Failure to ensure (i-iii) are complied with will result in a standard response requesting necessary steps are taken in relation to the published terms.

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| Year | Maximum First Appointment tariff | Maximum Follow up Tariff |
| 13/14 | £133 | £88 |
| 14/15 | £134 | £105 |
| 15/16 | £134 | £105 |
| 16/17 | £134 | £105 |
| 17/18 | £134 | £105 |
| 18/19 | £134 | £105 |
| 19/20 | £134 | £105 |
| 20/21 | £134 | £105 |
| 21/22 | £137 | £107 |