

18 March 2014

Dear Provider colleague,

**Information regarding validation of NCA invoices by commissioners**

Following the NHS England letter on 3<sup>rd</sup> June 2013 titled “**Conditional Approval for Commissioning Data Flows under section 251**”, NHS England wrote out again on the 5<sup>th</sup> December 2013 with an updated position. The letter, “**Who Pays? Information Governance Advice on Invoice Validation**” (copy enclosed), has set out the procedures to be followed to allow commissioning organisations to enable invoice validation using Patient Confidential Data (PCD).

Under the new guidance, commissioning organisations need to set up a Controlled Environment for Finance (CEfF) to process PCD. A pre-cursor to having a CEfF is that the organisation has achieved stage 1 ASH status.

Having achieved ASH stage 1 status, and complying with the requirements of a CEfF, GEM CSU is now in a position to operate a CEfF.

As providers, with respect to **Non Contract Activity only**, what this means for you is:

You must submit NCA invoices to SBS which include details of service provider, service provided and cost of that service. Backing data which justifies that invoice should be separately sent to a secure e-mail address:

[GEMCSU.CEFF@nhs.net](mailto:GEMCSU.CEFF@nhs.net)

The e-mail should contain the relevant CCG name in the subject header. The e-mail should be sent from an NHS net e-mail address.

The invoice number should be included on the invoice and in the backing data. The allowable backing data is shown at annex 1.

The backing data must not be sent to any e-mail address or contact point at the CCG, CSU or DSCRO that has not been registered as the secure address for submitting backing data.

No backing data must be included in, or attached to, any invoice sent to SBS. SBS will be communicating their procedures to providers separately.

Any receipt of incorrect data or data being sent to the incorrect e-mail address will be classed as a data breach and will be escalated to providers.

Invoices that have been processed under the previous, interim, arrangements will be subject to retrospective validation using the new process (see letter that was sent 4th October 2013 which confirmed that the listed organisations reserved the right to undertake retrospective validation once new guidance was available).

**To confirm, this letter applies to NCA invoices only.**

We will continue to work on revised invoice validation processes which will be implemented after the 31 October 2014 and will notify you as soon as possible as processes continue to be developed.

Yours faithfully

Sharon Murphy  
Assistant Director of Finance – CCG financial services  
GEM CSU

For and on behalf of the following CCGs:

<b>CCG Name</b>	<b>CCG code</b>
South West Lincolnshire	04Q
Lincolnshire West	04D
South Lincolnshire	99D
Lincolnshire East	03T