



APHA Briefing Note 08/17

New process for submitting invoices for OV work in Scotland

Purpose

1. To inform Official Veterinarians (OVs) of a new process for submitting invoices for OV work in Scotland from 1 April 2017.

Background.

2. Previously, LVI Claims has been used to process payments using a complex set of calculations.
3. As of 1 April 2017 a new simplified fee structure for OV work undertaken in Scotland will be in place.
4. OV practices will receive payment for completed work following submission of invoices to APHA on a monthly basis
5. OV practices will be expected to adhere to the Terms of Business providing assurance that work was undertaken in accordance with OV instructions in order to receive payment.
6. All work started before the 1 April 2017 (including any TB tests which straddle the month end) will be processed and paid through LVI Claims using the old scale of fees and should be submitted as normal through completion of LVI task boxes etc.
7. Any work starting after 1 April must be submitted on an invoice in May 2017.
8. Full invoicing instructions, the new scale of fees, Terms of Business and further communications will be issued as soon as possible, and before 31 March 2017.

Further Information

- The APHA Finance Team can be contacted at Finance&Risk@apha.gsi.gov.uk or on 02080 265644

Issued: 17 March 2017

Updated 27 March. The following documents are now attached as below:

- *Guidance to OV Practices in Scotland submitting invoices to APHA*
- *Scale of Fees for Services Rendered In Scotland by Official Veterinarians*
- *TERMS OF BUSINESS FOR OFFICIAL VETERINARIAN (OV) SERVICES IN SCOTLAND WITH THE SCOTTISH GOVERNMENT, ADMINISTERED BY THE ANIMAL AND PLANT HEALTH AGENCY (APHA)*



Guidance to OV Practices in Scotland submitting invoices to APHA

Key Points:

APHA operates a “No Contract-No Purchase Order-No Payment” policy which means that all work must be undertaken within the provisions of the Terms of Business published, and have a Purchase Order before payment will be made.

At the start of each financial year or before work is undertaken for new practices, APHA will issue OV Practices with a Purchase Order for the work to be undertaken that year.

Each invoice must include:

- Practice Name
- VAT Registration Number
- Invoice Number
- Purchase Order Number

Invoicing Frequency

Unless an alternative is agreed in advance by APHA invoices should be submitted monthly covering all work completed (including the submission of results/reports) during the preceding calendar month. Invoices should be submitted by the 28th day of the following month.

In line with Scottish and UK Government Policy, APHA will make payment to the OV practice within 10 working days of receiving the invoice providing it is properly presented and undisputed.

Invoice Detail

A valid invoice includes the information above and sufficient detail to describe the services/work delivered. For OV work this includes:

- Date of Visit
- Task Reference - this is either the WSA-ID for TB work, or the reference number issued by the Local APHA Office when other work is authorised e.g. BS7, Anthrax.
- CPH Number or Farm Name – This provides a double check against the Task Reference in case of query
- Visit fee where appropriate
- Detail of task, and appropriate fee (headage or hourly as appropriate), including number of animals.
- Detail of mileage being charged only where the round trip is greater than 55 miles
- Where appropriate, justification for any exceptional items

Please note that for other work (non TB Tests etc.) Practices will need to call their Local APHA Office, as they do currently, and request an approval number. All completed reports for non TB Tests still need to be sent to Local APHA Offices for system input and review.

Example of Invoice

Practice Name

VAT Number

Date

Purchase Order Number

1 April	Visit CPH		£60
	Anthrax Enquiry (Ref No)	1 animal	£15
2 April	Visit CPH		£60
	TB Test TT1 WSA-ID	10 animals	
	Additional Mileage	8 miles	£ 3.60
5 April	Visit CPH		£60
	TB Test TT2 WSA-ID	10 animals	£26
	Additional Mileage	8 miles	£3.60
5 April	Visit CPH		£60
	BS7 Enquiry (ref)	1 animal	20
	Additional Mileage	8 miles	£3.60
	This visit is at the same CPH as TB test earlier in day, but instruction wasn't received until after vet returned from conducting test.		

Chargeable rates of fees

Detailed descriptions of the rates and the tasks they cover can be found in document OV19(S) "Scale of Fees for Services Rendered in Scotland by Official Veterinarians"

VAT

VAT (at the appropriate rate) should be shown separately on the invoice as a separate charge. VAT is not included within the fees listed on the OV19(S).

Supporting Evidence

Please ensure that supporting evidence is included for items which require it, for example copies of ferry or toll receipts. Where the invoice includes Remote Islands Eligible Down Time payments then the OV31 form should be submitted as supporting evidence. For tasks such as pre-arranged meetings, contingency exercises, or wasted visits the reference number issued by the Local APHA Office should be quoted.

Invoicing Tool – OV34

Practices may elect to use the invoicing tool provided by APHA as follows. There is no requirement to use this:

- Log onto Sam
- For each OV who has conducted work:
- Select the Search tab
- Select Submitted Work from *I wish to search for:* dropdown

- Select the date parameters (remember that only completed and submitted work is eligible for invoice)
- Click Search

Once the search results (which contain all TB work) have been retrieved then you can copy and paste them into the APHA Invoicing Tool. Once you have manually entered the number of animals tested and mileage, if over 55 miles, you can and request the automatic calculation.

You will need to manually enter work other than TB work into the Invoicing Tool.

Contact Details

Wherever possible, invoices should be sent by email to:

Finance&Risk@apha.gsi.gov.uk

The OV Finance Team can be contacted on 02080 265644

If required, the postal address is:

Animal and Plant Health Agency
Finance & Business Support Team
Lutra House
Dodd Way
Off Seedle Road
Walton Summit
Preston
PR5 8BX

Submitting Reports/Results

All completed reports for non TB Tests such as AN02 forms should continue to be sent to the Local APHA Office.

Do not fill out any LVI task boxes on forms/test charts for invoiced work.

Scale of Fees for Services Rendered In Scotland by Official Veterinarians

In operation by agreement between the Scottish Government and the British Veterinary Association, and carried out under the Terms of Business in force at the time.

Effective from 1 April 2017.

Section I – Call out Fees

A single call out (visit) fee is payable for each visit to a holding. Work conducted over several parts of a holding (e.g. different locations) or at different ScotMoves holdings will be considered a single visit. All types of visit attract the same call out fee (the visit to read a tuberculin test is a separate visit to the call out to initiate the test).

Call out fee	£60.00, to include travel to/from visit
Exceptional Mileage (where the total mileage for the visit exceeds 55 miles round trip)	£0.45 per additional mile travelled

Section II – Fees for undertaking tasks, paid on a headage basis

Fees are payable in line with the following scale for the following types of work. The fees include the cost of all consumables, packaging and postage (where applicable), with the exception of Tuberculin for official tests which will be supplied by APHA free of charge:

Work Area	Fee per animal tested
Tuberculin Testing The fee is for 2 visits and includes the clinical inspection of animals tested	£2.60
Brucellosis Blood Sampling	£2.00
Brucellosis Full Abortion Investigation	£20.00
Anthrax investigation	£15.00
Enzootic Bovine Leukosis testing	£3.00

Section III – Fees for undertaking tasks, paid on an hourly basis

Fees are payable in line with the following rates for the following types of work. The work must be undertaken in accordance with instructions issued by Veterinary Lead, APHA, and the time taken for each job must be accepted by them as reasonable. Travelling time must be excluded. Where no other types of work are undertaken the visit fee is considered to include the first 20 minutes of work, and the hourly fee should be adjusted pro-rata to the time taken:

Work Area	Fee per hour
Bluetongue, Foot-and-Mouth Disease, Glanders, Parasitic Mange, Rabies, Sheep Scab, Swine Fever, Tuberculosis (other than Tuberculin Testing), Importation or Exportation of animals (including horses), Quarantine Examinations, Inspection of Animals and Poultry in Markets, Swine Vesicular Disease, Equine Infectious Anaemia, Equine Viral Arteritis, BSE, Scrapie, National Scrapie Plans, Welfare Visits/Reports, Court Attendance, Movement of Animals	£79.78
Remote Islands eligible downtime payment	£79.78

Section IV – Wasted Visits

Wasted visit means a visit where the Veterinary Lead is satisfied that, through no fault of the OV practice, no work could be carried out. A visit fee (and mileage over 55 miles) may be charged in the normal way but no other fee is payable.

Section V – Meetings

Mileage at £0.45p per mile may be payable for attendance at official OV meetings in Scotland. No call-out or task fees may be charged for attending such sessions or meetings.

Section VI – Additional Travel Costs

Where additional travel expenses such as ferry costs, air fares, tolls or, exceptionally, overnight accommodation costs are necessarily incurred in the performance of Official Veterinarian tasks these may be reclaimed at cost. Copies of receipts must be provided.

Section VII - VAT

Note all fees are exclusive of VAT, which should be added to invoices at the appropriate rate.



Scottish Government

**TERMS OF BUSINESS FOR OFFICIAL VETERINARIAN (OV) SERVICES IN
SCOTLAND WITH THE SCOTTISH GOVERNMENT, ADMINISTERED BY THE ANIMAL
AND PLANT HEALTH AGENCY (APHA)**

It is the responsibility of the practice to ensure that the following conditions are adhered to:

1. Individuals working as OVs must hold current Official Control Qualifications (Veterinarian) (OCQ(V)s) for the work that they carry out, be full members of the Royal College of Veterinary Surgeons and be appointed to act as an OV by APHA. See Appendix 1 **Policy For Authorisation Of Official Veterinarians (OVs) In Great Britain.**
2. OVs must comply with all OV instructions, as well as with legal and professional responsibilities, biosecurity and health and safety. They must know and comply with the Royal College of Veterinary Surgeons (RCVS) Code of Conduct.

- a) All OV work must be undertaken in full compliance with operational and legislative requirements in force at the time the work is undertaken.
- b) OVs must show due care whilst carrying out official duties in accordance with the Health and Safety at Work Act 1974 and any other relevant acts, orders, regulations and codes of practice relating to health & safety, particularly with regard to the danger of injury & zoonoses.
- c) Where an OV deems the test/investigation too dangerous they must abandon it until any issues, e.g. lack of appropriate handling facilities, are resolved. The circumstances should be reported to APHA as soon as possible. APHA will support OVs in any appropriately evidenced decision to withdraw from a test on health and safety grounds.
- d) It is not appropriate to cut corners on the test procedure on the grounds of health and safety. It is the legal duty of the Keeper to present animals for testing in a secure manner.
- e) OVs must maintain strict biosecurity whilst carrying out official tasks including use of approved disinfectants.
- f) Full guidance on OV instructions including standard operating procedures, biosecurity and health & safety standards can be found at <http://ahvla.defra.gov.uk/official-vets/index.htm>
- g) OVs must comply with RCVS requirements for certification. This includes not undertaking any work requiring certification where they have a financial interest in the animal including ownership or employment by the owner.
<http://www.rcvs.org.uk/advice-and-guidance/code-of-professional-conduct-for-veterinary-surgeons/supporting-guidance/certification/>

3. Official tasks must not be undertaken unless they have been allocated to the practice by APHA in advance.
4. OV's must report any suspicion of notifiable disease to APHA without delay.
5. OV's must have access to the current OV instructions on the GOV.UK website.
6. The OV practice must have a system of quality assurance which is able to demonstrate that work is being delivered to the required standards.
7. APHA reserves the right to carry out unannounced inspections on OV's to ensure that work is being delivered to the required standards.
8. The OV practice will facilitate APHA inspection of OV practices by prior arrangement to inspect quality assurance systems and any equipment which is being used to perform official duties.
9. Where an OV fails to meet the required standard, APHA will investigate and, depending on the outcome, may reserve the right to either suspend OCQ(V)s pending further training or to terminate their appointment.
10. Where an OV is suspected of negligence, fraud or other gross misconduct whilst carrying out official tasks APHA will investigate and may also report the OV to the RCVS and to other enforcement bodies as necessary e.g. Local authorities or Police.
11. The OV practice must be able to accept work allocations and submit results electronically. Where poor connectivity prevents electronic submission, the OV practice must obtain an exemption from APHA in advance.
12. With the exception of tuberculin, all materials and equipment must be provided by the practice at the practice's own expense.

Tuberculin Testing

13. The Test Arranged Date (TAD) and time must be entered on SAM at least seven (7) days in advance of the test taking place; if a test is arranged with less notice the OV must also notify APHA directly to enable coordination of cattle identification and OV inspections.
14. If it is anticipated that all animals eligible animals will not be tested in one day, the OV must notify APHA in advance, otherwise additional visit fees will not apply.
15. During a TB test the keeper must account for all cattle present on the premises and those identified by the Cattle Tracing System (CTS), as registered on the premises. The OV must assign a 'not tested' reason for all untested cattle based on their eligibility and information provided by the keeper. If a keeper has not provided sufficient information for the OV to assign a 'not tested reason' for any cattle, the test should be submitted as a part test and APHA informed. Any discrepancies must be reported to APHA.
16. The OV must provide appropriate advice to the keeper on prevention and control of bovine tuberculosis during the course of the test.

17. The OV is responsible for advising the keeper of TB test results and providing a copy of the test results to the keeper where requested.
18. Where Reactors (Rs) or Inconclusive Reactors (IRs) are disclosed the OV is required to provide the keeper with information on automatic herd restrictions and isolation requirements. Rs and IRs must be reported to APHA by telephone within one working day. Results of a test or part test must be entered on SAM within one (1) working day.
19. Where no Rs or IRs are disclosed, results of a test or part test must be entered on SAM within five (5) working days.

Tuberculin Testing of Camelids and other non-bovine species

20. OVs carrying out tuberculin testing of camelids and other non-bovine species must contact APHA in advance to provide assurance they are competent at the procedure.

Anthrax Investigations

21. OVs must obtain a history of any sudden death from the keeper and contact APHA to receive authorisation before conducting an investigation.
22. Once authorised, OVs must conduct Anthrax Investigations within one (1) working day of notification by the keeper in order to minimise spread of disease and comply with Animal By-Product Regulations governing carcass disposal.
23. Where disease cannot be negated, the OV must contact APHA without delay.
24. Where disease can be negated, the OV must complete form AN02 and return to APHA within five (5) working days.

Brucellosis Investigations

25. OVs must obtain a history of any abortions from the keeper and contact APHA before conducting an investigation.
26. OVs must conduct Brucellosis investigations (BS7) within one (1) working day of notification by the keeper in order to minimise spread of disease and comply with Animal By-Product Regulations governing foetus disposal. Once obtained, samples should be submitted to the appropriate laboratory without delay along with form BS7.
27. Authorisation must be obtained from APHA before conducting Brucellosis check testing. If authorised, samples should be submitted to the appropriate laboratory without delay along with form BS5(a).

Payment terms

28. APHA reserves the right to withhold payment for statutory tasks where these terms are not adhered to.
29. The scale of fees is contained within document OV19(S).
30. The OV practice must submit a single invoice in a format agreed by APHA for all work completed in a month (including the submission of results/reports) by the 28th day of the following month.

31. APHA will make payment to the OV practice within 10 working days of receiving the invoice providing it is properly presented and undisputed.

Appendix 1

Policy For Authorisation Of Official Veterinarians (OVs) In Great Britain

<http://ahvla.defra.gov.uk/documents/ov/Briefing-Note-0715.pdf>