GIG CYMRU NHS WALES — Bwrdd Iechyd Prifysgol Bae Abertawe / Swansea Bay University Health Board

gofalu am ein gilydd, cydweithio, gwella bob amser
caring for each other, working together, always improving

Appendix 3

DEPRIVATION OF LIBERTY SAFEGUARDS

Service Operating Procedure

Processing Payments for DoLS Assessors

1. Section 12 and BIA assessors are allocated via their availability to undertake assessments.

1.1 The Administrator emails the assessors requesting their availability.

1.2 When assessors are identified, requests with the appropriate paperwork are then emailed to the assessors formally requesting them to assess patients as identified in an email.

1.3 Assessments allocated are then updated on the spreadsheet accordingly.

1.4 The assessors are required to submit their claim forms, duly signed by the ward staff, at the same time as their assessments.

1.5 When the assessors return their completed assessments they are quality assured.

1.6 The date the assessments are received by the Supervisory Body are noted on the DoLS spreadsheet accordingly.

1.7 Should an invoice be received but no paperwork then the invoice is held until the appropriate paperwork is received, upon receipt of said paperwork the invoice is then processed.

1.8 When a new assessor joins our list of assessors they are required to submit relevant banking information in order that payments can be made via BACS into their accounts. This information is kept by Accounts Payable who allocate the identifier.

1.9 Accounts Payable will allocate new Assessor a Finance FACTOR identifier.

2. Once the spreadsheet has been updated the information is added to a dataload for the current week.

   - Information required for the dataload is as follows:

   1. FACTOR name – FACTOR ABCD1
   2. Date of Invoice - 01/01/2019
   3. Assessment Identifier - NPTDOL…./1920
   4. Amount - £180 Sec 12 or £120 BIA
   5. Assessment Identifier together with patients initials and which type of assessment has been carried out e.g. NPTDOL……/1920ABC Sec 12

2.1 All invoices are entered onto the dataload and submitted to Interim Head of Long Term Care – SBU HB on a weekly basis for authorisation

2.2 The Interim Head of Long Term Care SBU HB will authorise the dataload and forward to Accounts Payable for payment copying in the DoLS Administrator for information.

2.3 Once the dataload has been sent to Accounts Payable the relevant column on the spreadsheet is updated to show that the information has been sent for payment.

2.4 Upon receipt by Accounts Payable authorises payments.

2.5 On a monthly basis the DoLS Administrator requests confirmation from Accounts Payable of all payments made for the previous month to update spreadsheet.

September 2019