



MEDICAL CERTIFICATES CLAIM FORM - MC155

(Rev.2/16)

This form must be completed and enclosed with all books of counterfoils returned for payment.

Please return to Medical Review and Assessment Section, Dept. of Social Protection, **O'Farrell House, 19-28 North Cumberland Street, Dublin 1.**

Panel No: Doctor's Name: Doctor's Address:	<i>For Official Use Only</i>	
	Received	Authorising Officer:
		Date:
		Total Counterfoils:

*Valid Counterfoils *must* show patient's **NAME, PPS Number, and DATE** on which the certificate was signed*

<i>List Details of MC1 First/Final Certificates Below</i>						
	MC 1 INDEX LETTERS	NO. OF FIRST COUNTERFOIL	NO. OF LAST COUNTERFOIL	*TOTAL VALID COUNTERFOILS*		FOR OFFICIAL USE ONLY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
				TOTAL		

I hereby claim payment in respect of medical certificates issued to insured persons under Social Welfare (Consolidation) Act 2005

Doctor's Own Signature: _____

DSP Panel No: _____

Date: ____ / ____ / ____

IMPORTANT: This claim form is for **MC1 (First/Final) certificates only.**

MC2 (Inter/Final) certificates are scanned on receipt.

PLEASE NOTE: Only completed books should be submitted.

To re-order medical certificates:

Telephone: 01-6732350/01-6732351

Email: help.mras@welfare.ie

or simply return the re-order card by FREEPOST

NOTES FOR CERTIFIERS

Completing Medical Certificates

Each Medical Certificate (MC1 First/Final and MC2 Inter/Final) MUST

- be completed clearly and legibly ensuring that the patient's name is entered on it;
- state the Certifier's DSP Panel Number clearly;
- be written by the Certifier in ink, preferably in CAPITAL LETTERS;
- be signed and dated in the Certifier's own handwriting - a rubber stamp should not be used;
- be issued personally by the Certifier to the patient;
- be issued at the time of examination;

MC2 certificates should only be issued to patients claiming Illness Benefit or Occupational Illness Benefit. Claimants claiming Supplementary Welfare Payments or Emergency Needs Payments do not need MC2s and such certificates cannot be paid. If requested the patient should be issued with a note confirming they are sick.

Returning Books of MC1 (First/Final) Counterfoils for Payment: MC1 counterfoils must be returned intact to the Department for payment, i.e. they must not be separated from the books in which they were issued. Normally only fully issued books of certificates (all certificates issued) should be returned for payment. The exception to this is where the Certifier's contract has ended. Proof of posting or a receipt (if delivered by hand) should be retained by the Certifier.

Retaining Books of MC2 (Inter/Final) Counterfoils: MC2 counterfoils should be retained by the surgery unless there is a request to submit them by MRA Section. Certificates are paid when there are 40 certificates from the book sent in and scanned by the Department. Any outstanding certificates are then included in Residue Statements at the end of each quarter.

Reports Requested by the Department: Reports should be clearly filled out and any additional medical evidence that is held and relevant to the claimant and scheme should be submitted at initial stage. This is necessary to allow the Medical Assessors to be in full possession of claimants' medical history when arriving at their decision. Panel Numbers should be filled in carefully to ensure payment. Please remember these reports can be disclosed to claimants under Freedom of Information requests.

PAYMENT IN RESPECT OF PROPERLY COMPLETED MEDICAL CERTIFICATES AND REPORTS IS MADE QUARTERLY ON AN AGREED FEE-PER -ITEM BASIS

Backdating of Certificates: If a patient is incapable of work and has been under the care of a Certifier for a considerable time before asking for certificates, the following should be completed and sent to the Department. Acceptance is at the discretion of the Department's Chief Medical Advisor. The correct procedure for the issuing of backdated certificates to a patient is as follows:-

- (1) A First Certificate (MC1) stating date illness began
- (2) A Certifier's explanatory note confirming that the patient attended on a regular basis and giving all relevant medical details and the reason why certificates were not issued at the time of the visits. Please also note that backdated certificates can only be given to patients who were under your care at the time.
- (3) A current certificate (MC2) or Final Certificate, whichever is appropriate. The Department will not pay for certificates consecutively issued from the same book and submitted as a Late or backdated claim because the correct procedure has not been adhered to.

Certification of Claimants Treated Abroad: When a claimant goes abroad for treatment or is living abroad the claimant must obtain Medical Certificates in that country. Under no circumstances should the doctor in Ireland issue certificates for a period when a claimant was out of the state. Any such certificates will be returned and will not be paid.