Independent healthcare services fees information

Independent Healthcare Services

Healthcare Improvement Scotland has responsibility for the regulation of the Independent Health Care Services passed from the Scottish Commission for the Regulation of Care (Care Commission) to Healthcare Improvement Scotland with effect from 1 April 2011.

Fees policy

The maximum fees that may be imposed by Healthcare Improvement Scotland for 2019/20 are prescribed in Scottish Statutory Instrument (SSI) 2016/26.

Fees structure

The fees structure that will apply to 2019/20 is summarised in the table below.

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for registration – Independent Hospitals</td>
<td>£4,200</td>
</tr>
<tr>
<td>Application for registration – Independent Clinics</td>
<td>£2,550</td>
</tr>
<tr>
<td>Annual continuation – Independent Hospitals</td>
<td>£190 per surgical or inpatient place</td>
</tr>
<tr>
<td>Annual continuation – Independent Clinics carrying out surgical procedures</td>
<td>£2,575</td>
</tr>
<tr>
<td>Annual continuation – Independent Clinics carrying out weight loss and online primary care services</td>
<td>£2,575</td>
</tr>
<tr>
<td>Annual continuation – Independent Clinics carrying out non-surgical procedures (with staff, incl practicing privileges)</td>
<td>£1,250</td>
</tr>
<tr>
<td>Annual continuation – Independent Clinics carrying out non-surgical procedures (single-handed practitioner)</td>
<td>£900</td>
</tr>
<tr>
<td>Annual continuation – Independent Clinics providing dental services</td>
<td>£2,575</td>
</tr>
<tr>
<td>Variation</td>
<td>No charge</td>
</tr>
<tr>
<td>Cancellation</td>
<td>No charge</td>
</tr>
</tbody>
</table>
Please note that the following conditions also apply.

**Application for registration**
In the event that you require to register a new service you must complete a pre-registration form in order that we can give you access to the online portal to complete your registration form. On receipt of your complete registration form, we will request payment. Please note that your application cannot be processed until the correct payment has been received. The registration fee must be paid as a lump sum on submission of the completed registration form.

The registration fee will not be refunded if you decide to withdraw the application or if the service cannot meet the requirements of registration during the registration process. Healthcare Improvement Scotland will support services to register, wherever possible. However, services must ensure that they are fully aware of all the requirements that must be met to register a service before submitting their application. Each application will be considered individually.

**Annual continuation**
The continuation fee is a licence to operate. The fee covers a variety of areas of activity such as inspection, risk assessment, information gathering, complaints investigation and enforcement. No discount or refund is given should a service cancel during any part of the year for which it is payable.

**Variation/removal of condition**
Although there is no fee payable to vary your conditions of registration you will still be required to submit a formal variation application to Healthcare Improvement Scotland to vary your current registration.

**Cancellation**
If you request a voluntary cancellation of your service you will be informed of the documentation you need to return to enable this to be processed. Please do not delay in making such an application. Remember, if you fail to cancel your service before the annual continuation fee is due then it is payable in full. No refunds of the continuation fee are available for services that only operate for part of a year.

**Discounts**
There are no discounts for any fees.

**New certificate**
The fee for new certificates has been set at zero.

**Invoicing arrangements for annual continuation fees**
Annual continuation fees are billed on a quarterly basis based on the date of initial registration as illustrated in the table below. Payment is due within 30 days of the date of the invoice unless the standing order option is chosen.
Date of initial registration | Continuation fee due/Invoice issue
--- | ---
1 April to 30 June | 1 April
1 July to 30 September | 1 July
1 October to 31 December | 1 October
1 January to 31 March | 1 January

Those services that transferred from the Care Commission will retain their existing anniversary date.

**Payment methods for annual continuation fees**

There are a variety of payment methods available as summarised below.

**Standing Order**

This is the recommended alternative. It is generally the easiest and most cost effective for all concerned and with this option you may choose to pay by either a one-off payment or by 10 equal instalments. Should you wish to set up a standing order please call the Finance Team on 0131 623 4300.

Standing orders would normally be paid as shown in the following table.

<table>
<thead>
<tr>
<th>Annual continuation fee due</th>
<th>Single payment</th>
<th>10 equal instalments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 April</td>
<td>31 May</td>
<td>31 May to 28 February</td>
</tr>
<tr>
<td>1 July</td>
<td>31 August</td>
<td>31 August to 31 May</td>
</tr>
<tr>
<td>1 October</td>
<td>30 November</td>
<td>30 November to 31 August</td>
</tr>
<tr>
<td>1 January</td>
<td>28 February</td>
<td>28 February to 30 November</td>
</tr>
</tbody>
</table>

It is important to note that the timing surrounding the setting of fees is not entirely within the control of Healthcare Improvement Scotland and that as a result the payment dates and number of instalments may be subject to change.

**BACS**

Should you wish to pay by bank transfer please call the Finance Team on 0131 623 4300.

**Cheque**

Cheques should be made payable to Healthcare Improvement Scotland and sent together with the payment slip that you will find at the bottom of the invoice to the address below.
Contact information

Should you require any information regarding fees, invoicing or payment options please call the Finance Team on 0131 623 4300 Monday to Friday between 9am and 5pm or alternatively write to:

Healthcare Improvement Scotland,
Finance Unit,
Gyle Square,
1 South Gyle Crescent,
Edinburgh, EH12 9EB