

Consultant Self-Pay Fee Submission

All consultants in the United Kingdom undertaking private activity (outpatient work included) are required to submit fee information for publication by PHIN, as specified in Article 22 of the CMA Order 2014.

You can submit your fee information via the Portal. The fees that you are required to submit are consultation fees (initial and follow-up) and, where appropriate to your practice, the fees that you charge for procedures; these should be the fees that you charge to self-pay patients only. Where your fees are incorporated into an hospital's inclusive self-pay procedure package, please indicate this too.

The fees that you submit should reflect the fees that you have charged to 90% of patients during the last 12 months.

At a future date and in accordance with the Order, PHIN will seek information from you about charging arrangements for patients with medical insurance. We will discuss our approach with consultants, specialty associations and insurers prior to publication. In this guide you will find information to help you:

- Log in to the Portal
- Provide details of consultation fees
- Provide procedure fees
- Add a clinic/consulting room to capture those fees
- Exclude a particular hospital from your fees

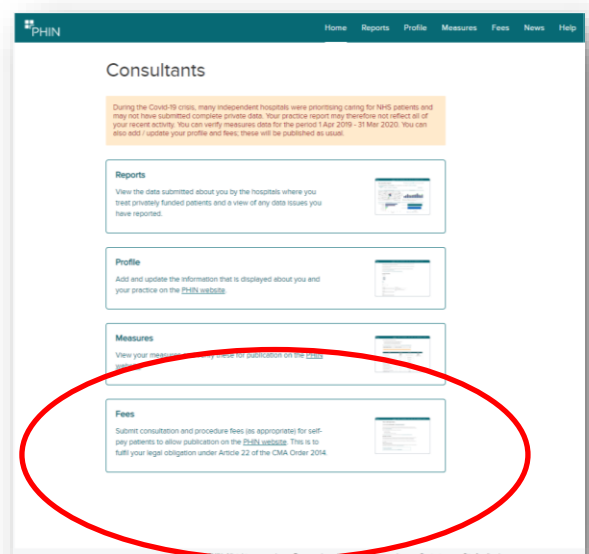
Submitting your fees

Step 1 – Accessing the Portal

To log in the Portal please visit <https://portal.phin.org.uk/> and enter your username and password.

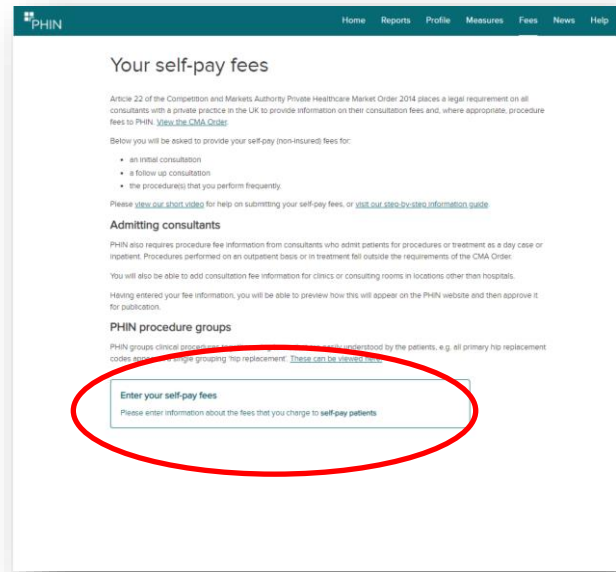
For guidance on how to log in, please view our [help pages](#).

Once you are logged in to the PHIN Portal, please select '**Fees**' on the home page.



Step 2 – Starting fee submission process

To begin entering your fees, please click on **‘Enter your self-pay fees’**.

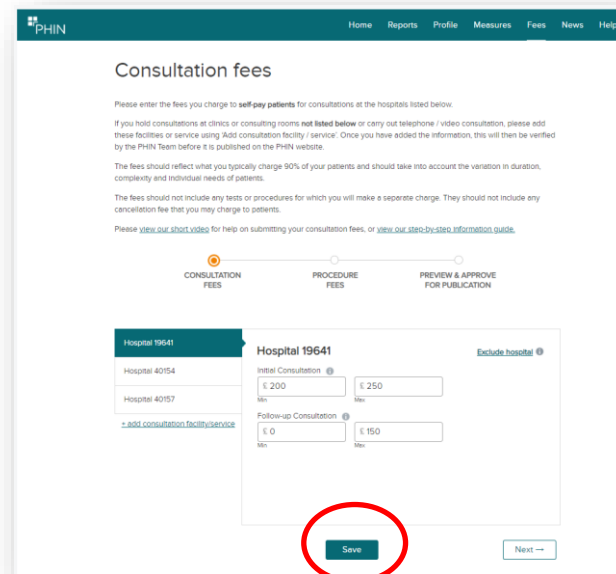


Step 3 – Entering consultation fees

Enter your initial and follow up consultation fees for each site where you practise privately.

You can use the ‘min’ and ‘max’ boxes to ensure you capture the range of fees you may charge to patients, based on complexity or duration of appointments.

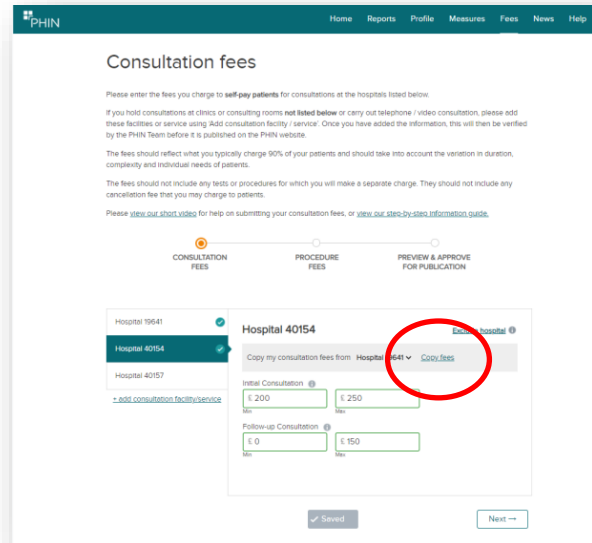
Once you have entered your fees for a site, please click **‘save’** to save your changes.



Step 4 – Copying consultation fees

Then, you will need to enter consultation fees for the remaining sites in the list.

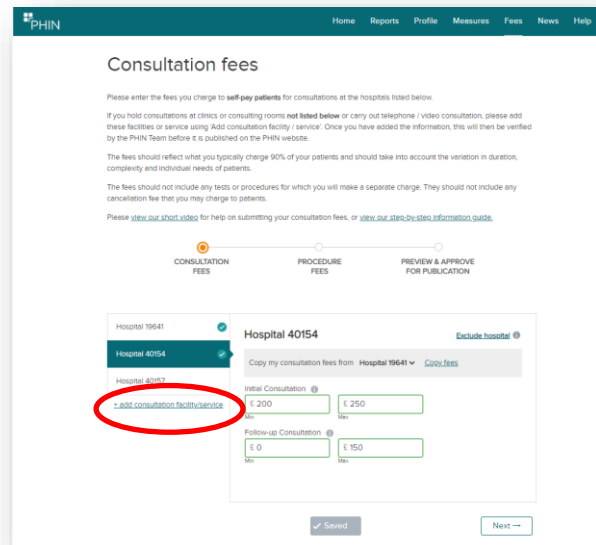
If you charge the same price as the previous site, you can use the **'Copy Fees'** function to copy those fees across to the next site.



The screenshot shows the PHIN 'Consultation fees' page. At the top, there are navigation links: Home, Reports, Profile, Measures, Fees, News, Help. Below the navigation is a progress bar with three steps: CONSULTATION FEES (active), PROCEDURE FEES, and PREVIEW & APPROVE FOR PUBLICATION. The main content area is titled 'Consultation fees' and contains instructions for entering fees. A list of hospitals is shown on the left, with 'Hospital 40154' selected. In the main area, there is a dropdown menu for 'Copy my consultation fees from' set to 'Hospital 19641'. A red circle highlights the 'Copy fees' button next to the dropdown. Below this, there are input fields for 'Initial Consultation' (Min: £ 200, Max: £ 250) and 'Follow-up Consultation' (Min: £ 0, Max: £ 150). At the bottom, there are 'Saved' and 'Next' buttons.

Step 5 – Adding additional consultation facilities/services

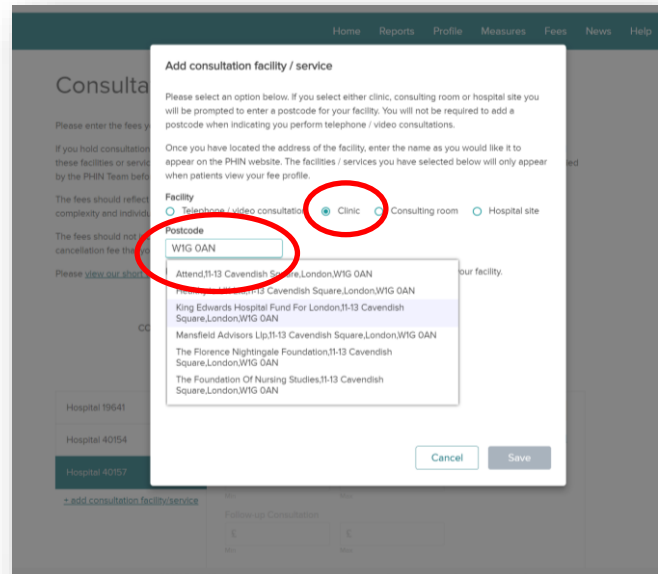
If you provide consultations in other clinics/consulting rooms, or you offer telephone/remote consultations you can add these by clicking **'add consultation facility/service'**.



The screenshot shows the PHIN 'Consultation fees' page. At the top, there are navigation links: Home, Reports, Profile, Measures, Fees, News, Help. Below the navigation is a progress bar with three steps: CONSULTATION FEES (active), PROCEDURE FEES, and PREVIEW & APPROVE FOR PUBLICATION. The main content area is titled 'Consultation fees' and contains instructions for entering fees. A list of hospitals is shown on the left, with 'Hospital 40154' selected. In the main area, there is a dropdown menu for 'Copy my consultation fees from' set to 'Hospital 19641'. A red circle highlights the '+ add consultation facility/service' button below the hospital list. Below this, there are input fields for 'Initial Consultation' (Min: £ 200, Max: £ 250) and 'Follow-up Consultation' (Min: £ 0, Max: £ 150). At the bottom, there are 'Saved' and 'Next' buttons.

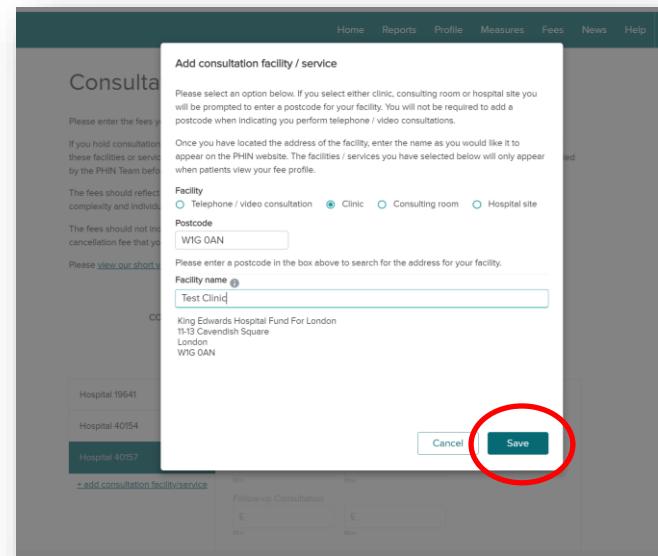


Select the relevant facility. Then enter the postcode of the facility and the locator should help you find the correct address.



When you have selected the correct address, you can then edit the facility name as appropriate.

Once completed, click '**Save**' to add this to the list of sites you provide consultations at.



You will then need to add the consultation fees for this additional clinic and click **'Save'**.

The screenshot shows the 'Test Clinic' form in the PHIN system. The form is titled 'Test Clinic' and has an 'Edit facility' link. It shows a list of hospitals on the left: Hospital 19641, Hospital 40154, Hospital 40157, and '+add consultation facility/service'. The main form area is for 'Hospital 19641' and contains the following fields:

- Initial Consultation: £ 200 (Min) to £ 250 (Max)
- Follow-up Consultation: £ 0 (Min) to £ 150 (Max)

The 'Save' button at the bottom is circled in red. The progress bar at the top indicates 'CONSULTATION FEES' is the current step, followed by 'PROCEDURE FEES' and 'PREVIEW & APPROVE FOR PUBLICATION'.

If you offer telephone/remote consultations as a service to your patients, you can also use the **'+add consultation facility/service'** to add this.

The screenshot shows the 'Consultation fees' page in the PHIN system. The page title is 'Consultation fees' and it is dated 'Last saved: 21/01/2021'. The page contains instructions and a progress bar at the top. The progress bar indicates 'CONSULTATION FEES' is the current step, followed by 'PROCEDURE FEES' and 'PREVIEW & APPROVE FOR PUBLICATION'.

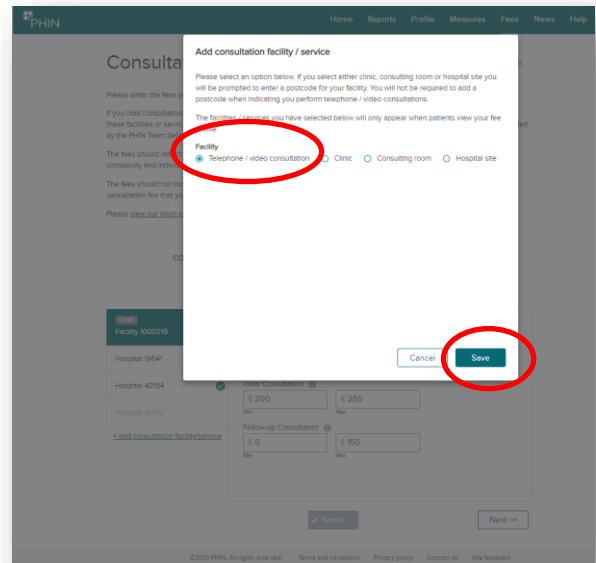
The main form area is for 'Facility 1000219' and contains the following fields:

- Initial Consultation: £ 200 (Min) to £ 250 (Max)
- Follow-up Consultation: £ 0 (Min) to £ 150 (Max)

The '+add consultation facility/service' button on the left is circled in red. The 'Saved' button at the bottom is also visible.



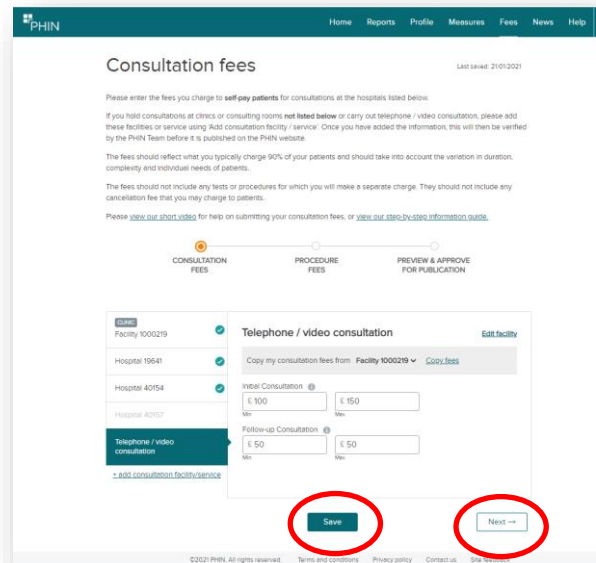
Select telephone/video consultation as the facility/service and then click **'Save'**



You will then need to add consultation fees for this service, and then click **'Save'**.

For instructions on how to exclude a site in your list, please see [Appendix 1](#).

Once you have finished entering your consultation fees for the sites where you practise, you can then continue through to enter your procedure fees by clicking **'Next'**.



Step 6 – Entering procedure fee information

You will need to enter your procedure fees for each procedure in the list that you perform. You can use the minimum to maximum boxes to capture the range of fees you charge - this should reflect 90% of your patients in the last year. If there are any procedures in the list which you do not perform, please leave these blank.

Once you have finished entering your fees for a site, please click **'Save'**.

Step 7 – Indicating package prices

If your procedure fees are part of a package at a hospital, you can indicate this by ticking the box under Package Pricing next to the relevant procedures.

Where you tick this box, patients will then see on the PHIN website that a package price is available.

Please note, hospitals are not required to provide package prices under the Order, but PHIN is working with hospitals to obtain packages information on a voluntary basis.

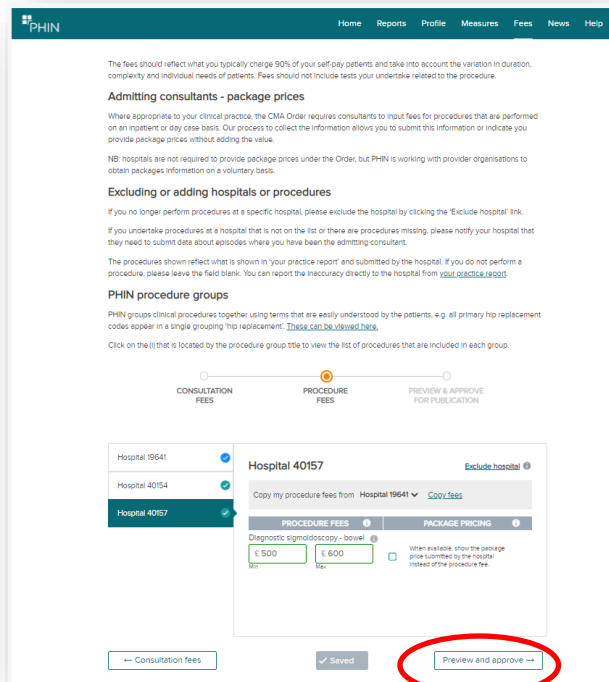


Step 7 – Finalising procedure fee information

If you charge the same fee for a procedure that you have already entered at another site, you can use the **'Copy fees'** button to copy those fees across.

For instructions on how to exclude a site in your list, please see [Appendix 1](#)

Please ensure you have completed entering your fee arrangements for each site. Once you have finished, you can then preview how these fees will look on the website by clicking **'Preview and approve'**.



Step 8 – Preview and approve your fees

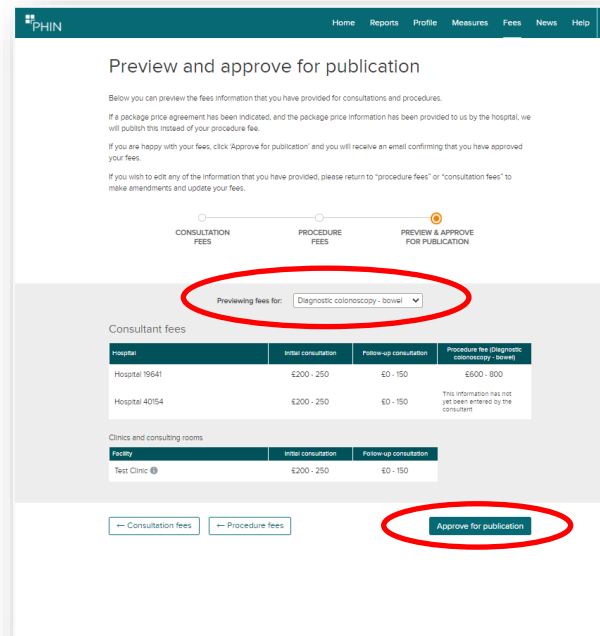
To preview your fees by individual procedure, use the **'Preview fees for'** drop-down list to view these fees.

Once you have previewed how this will appear on the PHIN website, the final step is to click on **'Approve for publication'**.

Your self-pay fees will then appear on the PHIN website in the next 24 hours.

Please note, you can amend your fees at any time on the PHIN Portal.

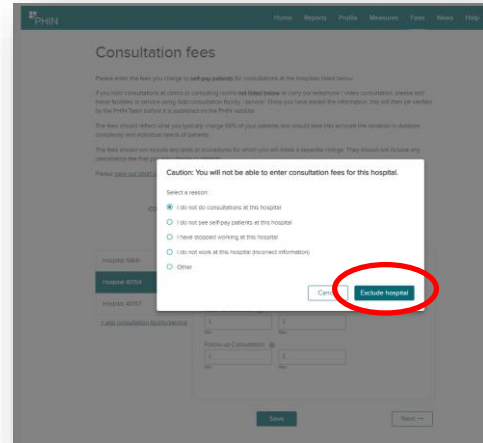
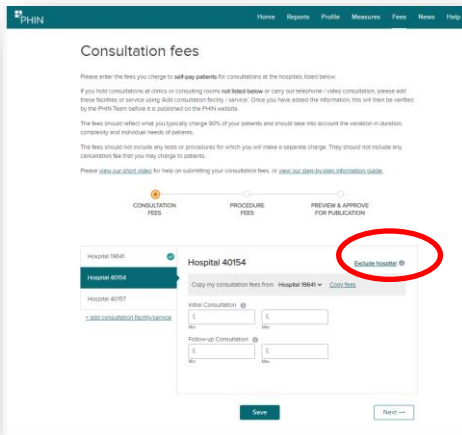
If you have any questions, please contact the [PHIN Consultant Engagement Team](#).



Appendix 1

Excluding a hospital – consultation fees

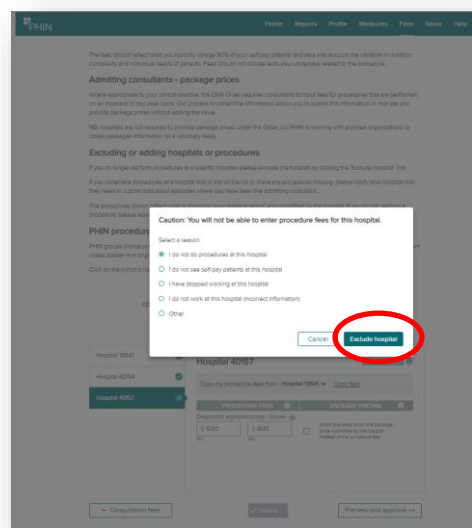
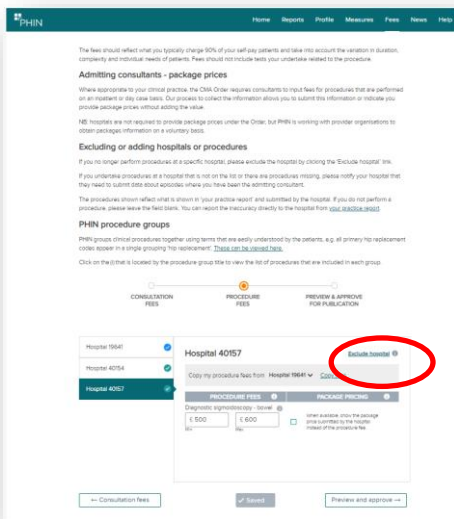
If a hospital appears in your list where you do not see patients for consultations, you are able to exclude this hospital by clicking on the relevant site in the list and then clicking **'Exclude Hospital'**. The system will then ask you to confirm the reason for exclusion before continuing.



Scroll up to see consultation fee and procedure fee submission processes

Excluding a hospital – procedure fees

If you do not perform procedures at a particular site, you can exclude this site by clicking on the relevant site in the list and then clicking **'Exclude hospital'**. The system will then ask you to confirm the reason for exclusion before continuing.



Scroll up to see consultation fee and procedure fee submission processes

