



mhc
coimisiun meabhair - shláinte
mental health commission



Mental Health Tribunals

**MyExpenses – A User Guide to claiming travel
and subsistence for:**

- 1. Tribunal Chairpersons**
- 2. Tribunal Consultant Psychiatrists**
- 3. Independent Consultant Psychiatrists**
- 4. Tribunal Lay Persons**

Version 1 November 2022

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Introduction

MyExpenses is a cloud-based expenses system created by PointProgress. Panel members will use MyExpenses to claim expenses and upload relevant documents/receipts for approval.

To access MyExpenses open the Chrome browser on your laptop and navigate to <https://mhcirl.meo-business.cloud>. For ease of access you can add to your favourites or bookmark.

You will use the system to claim for

- Mileage
- Subsistence
- Other allowable travel expenses directly associated with mental health tribunals i.e. parking, tolls, public transport fares.

NOTE:

Fees are **not** processed on the MyExpenses system, they are automatically processed on CIS. Please refer to *Claiming and Payment of Fees - A User Guide for Panel Members* for further information.

Support

1. For technical issues and queries please go to:
<https://support.pointprogress.com/hc/en-us/requests/new>
2. MHT Travel, Subsistence and Expenses Issues. For issues relating to approval of MHT claims/documents contact fts enquiries@mhcirl.ie

New Users/Change of panel members details

Panel members must provide the following documentation to be set up as a user on MyExpenses:

1. Bank account details i.e. BIC, IBAN, bank name and branch address.
2. Vehicle Registration Certificate/Logbook.

Please see attached Supplier Form in **Appendix 1**.

You are obliged to notify any changes to bank details or change of vehicle to the MHC in writing as soon as possible. Always ensure that the MHC has the most up-to-date details when submitting a claim. Any issues arising from a failure to do so shall be a matter for the panel member.

Where a panel member solely uses public transport, or means other than the use of a car, a Vehicle Registration Certificate/Logbook is not required. Public transport costs are reimbursed by attaching receipts to the relevant claim (see "Receipts" section below).

Please note: The Vehicle Registration Certificate/Logbook contains the engine size (cc) of the car. The onus is on the panel member to ensure these details are correct so that the rate claimed for

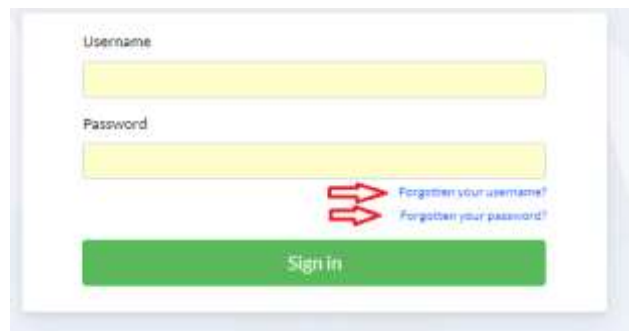
kilometres can be correctly calculated and checked.

How to start using MyExpenses

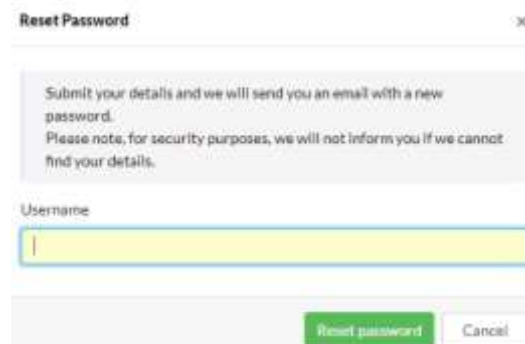
First time Log-in

When you are set up as a new user on MyExpenses you will be sent an email from the Tribunals team with your Username. Please then proceed as follows:

1. Take note of your Username and go to <https://mhcirl.meo-business.cloud>.
2. Click on “Forgotten your password?”



3. Input your Username to reset your password.



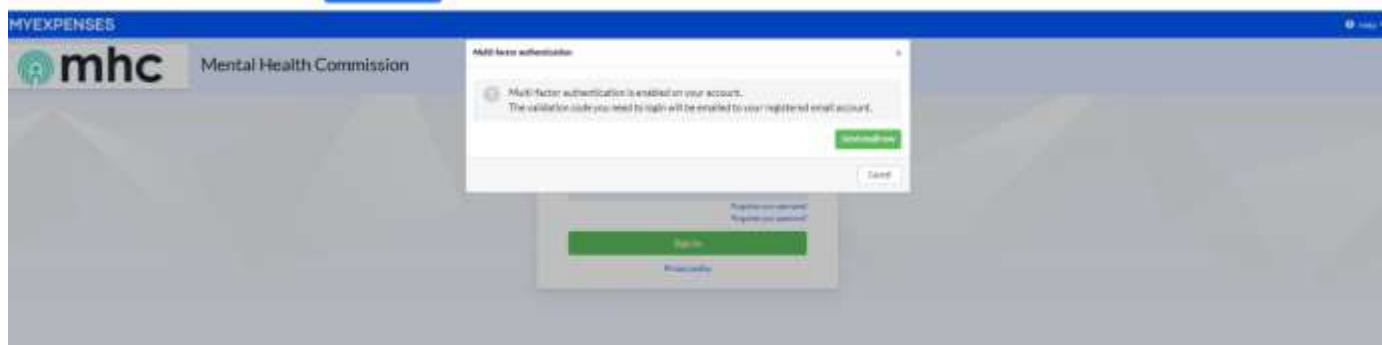
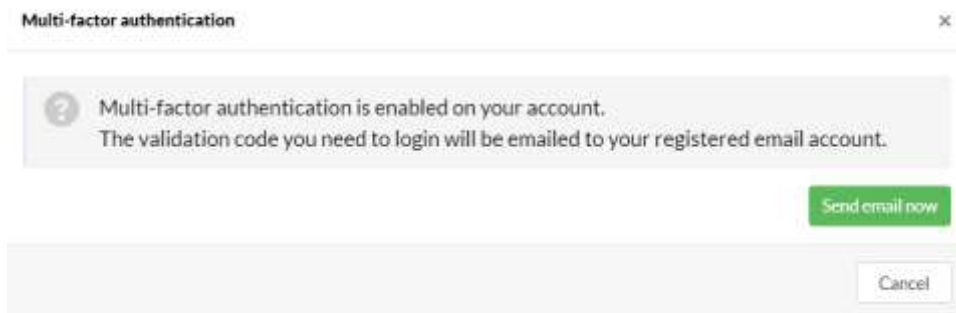
4. When you have entered your Username and clicked on “Reset Password” you will receive an email with a temporary password. This password expires after one hour. The emails will come from: notification@myexpensesonline.co.uk.



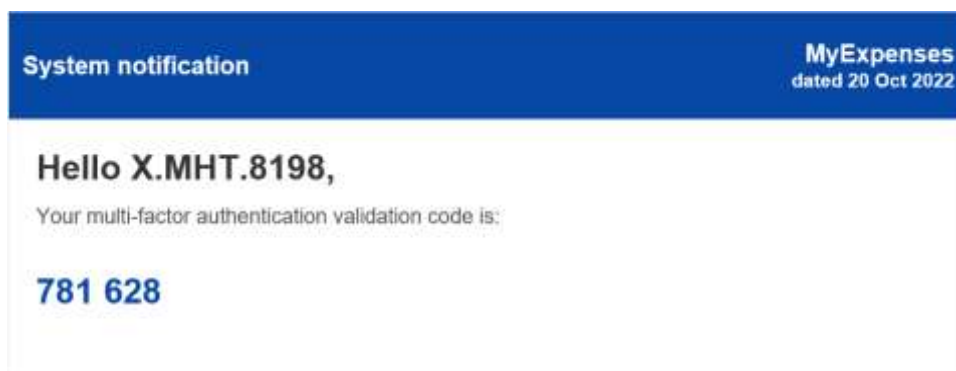
5. In the email you receive click on “Click here again to sign in” and enter your Username and temporary password.

6. You will need to reset your own password to a new strong password

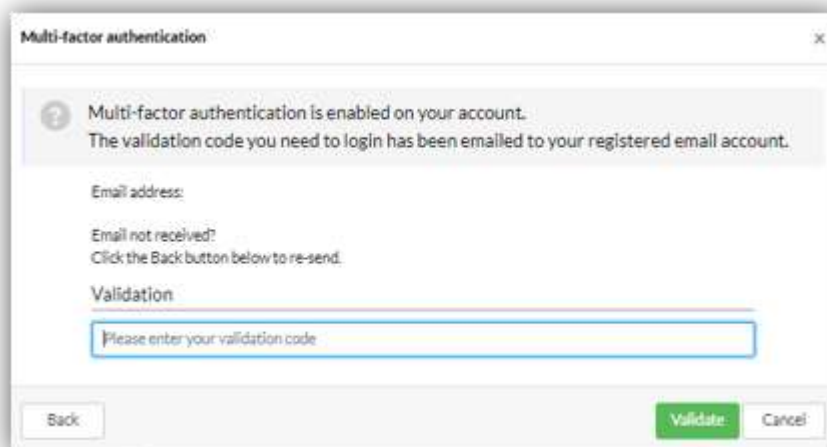
7. Once you have entered and confirmed your new password you will need to complete multi-factor authentication. Click on “Send email now”.



8. You will receive an email with a multi-factor authentication validation code for example



9. Enter the code received in the Validation box and click the "Validate" button (the multi-factor authentication code must **not contain any spaces** e.g. 123456):



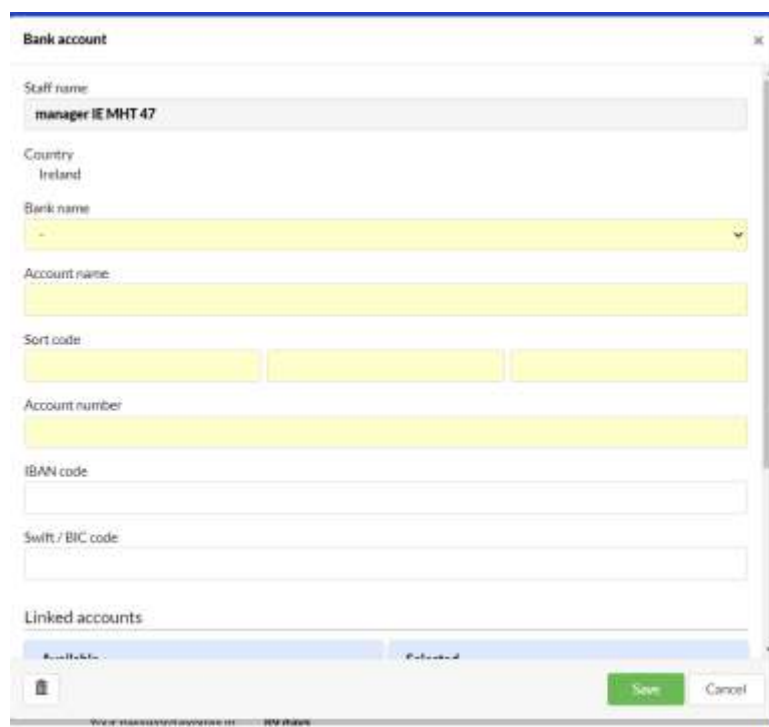
Adding your bank details

Bank details are required before you can submit a claim. To input your bank details

1. Log in to MyExpenses.
2. A warning message box will appear at the top of the home page



3. In the warning message box click on "[Click Here](#)" to enter your bank details. The yellow fields are mandatory and must be completed.

A screenshot of a "Bank account" form. The form has a title bar with "Bank account" and a close button. The fields are: Staff name (text input, value: "manager IE MHT 47"), Country (text input, value: "Ireland"), Bank name (dropdown menu, value: "-"), Account name (text input, highlighted yellow), Sort code (three text inputs, highlighted yellow), Account number (text input, highlighted yellow), IBAN code (text input), Swift / BIC code (text input), and Linked accounts (table with two columns: "Account" and "Balance"). At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is green and highlighted.

4. Click the "Save" button to store these details. The bank details stored in the database are encrypted.

70-Day Rule

It is clearly stated in all panel members' contracts that all claims for payment of expenses must be submitted within 70 calendar days of the date that expenses are incurred and that no travel or subsistence will be paid if not submitted within that period.

The 70-day period starts the day that the expense was incurred and includes the initial submission of a claim, the possible rejection and resubmission of a claim and any subsequent rejections and resubmissions of a claim.

Day 1 of the 70 days is the day that the expense was incurred. *For example* – if you travelled to a tribunal on 1 November 2022, the last day of the 70 days is 23:59 on 9 January 2023.

The 70 days is calculated on a straight-line basis. *For example* – if you submit your claim on day 45 and it is not rejected until day 55, you will only have 15 days to resubmit your claim.

The 70-day rule is applied by MyExpenses and it will not be possible to submit a claim where the date of the claim is greater than 70 days after the expenses were incurred.

The 70-day rule is strictly enforced and for this reason the MHC will not re-open any unclaimed cases.

Therefore, it is in the interests of panel members to submit their claims as soon as possible after the case becomes available to claim on MyExpenses. Where a claim is rejected, panel members should address the reason for the rejection and resubmit the claim as soon as possible.

Claiming Expenses – General information

Availability of cases in MyExpenses

Cases become available to claim on MyExpenses as follows:

Rule 1 - Case closed after the tribunal hearing – should be available to claim within 1-2 working days.

Rule 2 - Case revoked before the tribunal hearing – these cases are placed on hold for 14 days and fees should be available to claim 1-2 working days after the 14 day on-hold period expires.

If a case under Rule 1 does not appear in FTS after 2 working days or a case under Rule 2 does not appear after 15 working days, please send an email to fts enquiries@mhcirl.ie.

The fees which can be claimed are as set out in **Appendix 2**.

Travel

To claim mileage, **Eircodes** must be used for the start and end point of your journey.

The approved centre locations and your “Home” location has been set up. MyExpenses uses Google maps and will always return the shortest distance in kilometres and the associated reimbursement cost. Regardless of the actual route travelled, the MHC will only approve travel expenses, and any other associated expenditure, based on the shortest route between the “start” and “end” locations.

Mileage cost is based on vehicle engine size; therefore, you must notify the Tribunals team if you change your vehicle.

Panel Members must never use “work” address as these claims will be rejected. The “work” address is a specific address for administration purposes only. If a panel member travels from their work address, they should enter the Eircode of their work address as a starting location.

For multiple assignments on the same day, details of travel and subsistence must be entered on only one claim – please reference the other Case IDs in the “Notes” section. Please also include the start/end times of each tribunal/consultation.

Subsistence

Subsistence may be claimed where the combined total time for the following on a given day is five (5) hours or greater. Total time is calculated as follows;

Mental Health Tribunal Panel Members

1. Travel time on the shortest route (Shortest route will be measured in KMs not duration) travelling to and from your specific start location and end location.
2. One hour to 31.12.2022 and half an hour from 1.1.2023 (to allow for your arrival at the

approved centre one hour or half an hour before the tribunal commences).

3. The duration of the tribunal/tribunals.
4. In addition, reasonable time shall be given to Tribunal Chairpersons for subsistence beyond the above time to cover for time taken to write up the decision, issue it to the relevant parties and/or to travel to the post office to send this decision via registered post to the offices of the MHC. If you wish to claim for subsistence to cover the above, it must be documented in the “Notes” box of the relevant claim line.

Independent Consultant Psychiatrists

1. Travel time on the shortest route (shortest route will be measured in KMs not duration) travelling to and from your specific start location and end location.
2. The duration of the time spent in the approved centre examining the patient, interviewing the responsible consultant psychiatrist, and reviewing the patient file.

Multiple tribunals on the same day

If you have a second tribunal on a given day subsistence is allowable:

1. For the duration between the end time of the first tribunal and the start time of the second tribunal and travel home;
2. Provided that it would not have been reasonable for the panel member to travel home and back between the hearings;
3. And when the second tribunal is in a different approved centre, travel time from the first location to the second approved centre.

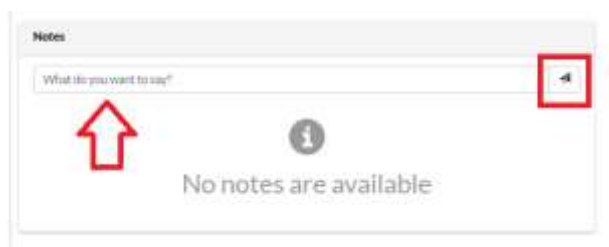
An increased allowance is paid if your total travel time on a given day is ten hours or greater.

Subsistence is **not** payable where the panel member’s total travel is 16kms or less on a given day regardless on the amount of Mental Health Tribunals attended.

Please note that the MHC **does not** allow overnight allowance claims in any circumstances.

Adding a Note for subsistence claims

When subsistence is being claimed you must include information about your assignment in the “Notes” section. These notes are in addition to entering the start and end travel times which you enter in the claim line.



1. Type the start and end times of the Tribunal or ICP S.17 consultation and your return

travel time in the “Notes” section of a claim line, e.g., “Tribunal scheduled start time 13:50, Tribunal completed 14:45; Return travel duration 2 hours 15 minutes”

2. Click the send icon.

Note for multiple assignments on the same day

For multiple assignments on the same day, details for subsistence claims must be entered on only one claim – please reference the other Case IDs in this details box. Please also include the start/end times of each tribunal/consultation and the actual return travel time.

E.g. “Tribunal Case ID 123456 scheduled start time 11:00, Tribunal completed 11:55; Tribunal Case ID 654321 scheduled start time 13:50, Tribunal completed 14:45; Return travel duration 2 hours 15 minutes”

You should use Case ID of the last visit of the day, i.e. add it into the claim for Case ID 654321 in above example.

Receipts

Receipts should be attached to claims for allowable vouched expenses e.g. tolls, car parking charges, or taxi/public transport fares. An electronic copy of relevant receipts is required. This can be done, for example, by scanning or taking a picture with a mobile phone.

Please ensure that any receipts attached are valid and readable. Credit/debit card authorisation receipts/printouts are not valid receipts.

Please note the following:

1. All receipts must be attached. Claims will be rejected if receipts are not included to support the expense incurred.
2. All “electronic toll tag” information must be provided at the time of the claim if a toll expenditure is vouched by this means.
3. Stationery or printing costs will not be refunded by the MHC.

Timeliness of Claims

The cut-off date for claims each month is 11:59pm hours on the 25th of each month.

On occasion, different cut-off dates may be applied. In these instances, adequate notice will be provided to panel members of the revised dates. Approved claims will be processed for payment on the 14th of the next month, or next working day. Payments may take up to 5 working days to clear through the bank.

Please note that in December there are typically two cut off dates for claims and two separate payment dates. Notice will be given to panel members of these dates.

Making a claim

Creating a new claim

You must create a separate claim for each Case for which there will be a distinct Case ID. However, you can only submit one claim per Case even if that Case involves more than one hearing. The claim may contain details of multiple journeys by adding several claim lines and submitting them all at once. Once submitted the Case ID will no longer appear in the dropdown box.

A claim can have one or more claim lines e.g.

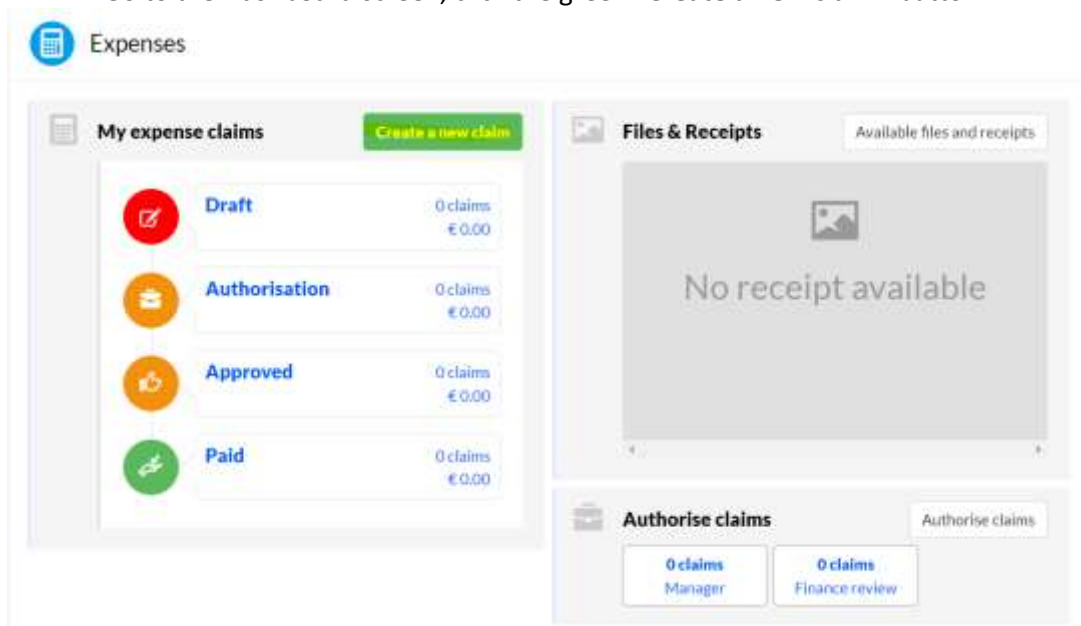
- Claim line 1: Travel Journey one
- Claim line 2: Travel Journey two
- Claim line 3: Subsistence

A journey can be one way or return.

Note: Each claim remains at “Draft” stage until the **Submit** button is pressed

To create a **new** claim;

1. Go to the **Dashboard** screen, click the green “**Create a new claim**” button



2. Add a description of the claim in the “Purpose of claim” field. You must type in the Case ID only e.g., Case ID 11001234. Please do not enter the Hearing ID or any other information.

Warning – claim will be rejected if “Purpose of Claim” does not include the Case ID.

3. Next click “Add a claim line”. This is where you give more detail on your claim – you must add the date and select the expense category of the claim. For further detail on expense categories, please see below.
4. When you add the date and select the category of the claim, a box will become available on the bottom righthand-side of the screen called “Information”.

Enter a brief description and then select the relevant Case ID from the drop-down menu. Ensure the correct “MHT Panel Type” is selected. This is particularly relevant to panel members who work both as TCP and ICP. If the panel type shown is incorrect, delete the text from the field and select the correct panel type from the drop-down list

Note: If you add the wrong Case ID in a claim line you will not be able to make a claim for that case later

Delete text to show all panel types

5. The claim line can then be saved and the next one entered.

Expense Categories

A single claim can have a number of expense lines from the categories in the screenshot below;

The screenshot shows a software interface for selecting expense categories. At the top, there is a 'Date' field with a calendar icon and a link to 'Select multiple dates'. Below this is a 'Select a category' dropdown menu. The menu is expanded, showing a list of categories with expandable sub-items. The categories are: Private Vehicle Mileage (with sub-items Toll Bridge (MHT) and Private Road Vehicle (MHT)), Parking (with sub-item Car Park Costs (MHT)), Commercial and Public Transport (with sub-item Commercial and Public Transport (MHT)), Subsistence (with sub-item Subsistence (MHT)), Hotel (with sub-item Hotel Accommodation (MHT)), Flight (with sub-item Air Travel (MHT)), and Misc (with sub-items Other Receipt Expenses (MHT) and Communication Costs (MHT)).

Mileage claim line – Private Road Vehicle

To make a mileage claim

1. Click on “Add a claim line”
2. Enter the date of the journey
3. In “Select a Category” click “Private Road Vehicle (MHT)”

- In "Journey entry" choose "Home" as starting point. This will populate with the panel members address.

- If not travelling from home, click on an approved centre from the drop-down menu or if you have left from a closer location than your home address, this can be added manually in the "Location" field using the **Eircode or the Address (this will then populate the field with an Eircode)**.
- To select a destination simply select a second location. The destination should always be an Approved Centre, panel members can add this by using the drop-down menu (or searching) in the Location field. Then click "Add" to add that to the journey.
- If you are travelling to multiple approved centres on the same day you can select these these centres as additional points on the journey.
- Delete or reorder journey if required
- In the "Information" section enter relevant description of journey.
- Select the CaseID from drop down menu.
- Ensure the correct "MHT Panel Type" is selected. This is particularly relevant to panel members who work both as TCP and ICP.
- For multiple assignments on the same day details of travel and subsistence must be entered on only one claim – please reference the other Case IDs in the "Notes" section. Please also

include the start/end times of each tribunal/consultation.

13. Press Save

Mileage claim line - Commercial and Public Transport

To make a claim for travel using public or commercial transportation

1. Click on “Add a claim line”
2. Enter the date of the journey
3. In “Select a Category” click “Commercial and Public Transport”.
4. In the “Transaction” add the amount
5. In the “Information” section include a brief description, choose type of transport from the dropdown menu, and add the distance travelled in kilometres.
6. Select the Case ID from drop down menu.
7. Ensure the correct “MHT Panel Type” is selected. This is particularly relevant to panel members who work both as TCP and ICP.
8. Press Save

The screenshot shows a web form for adding a mileage claim line. The form is divided into several sections:

- Date:** A date picker field with a calendar icon and a "Select multiple dates" link.
- Category:** A dropdown menu with "Commercial and Public Transport (MHT)" selected.
- Transaction:**
 - Country of purchase:** A dropdown menu with "Ireland" selected.
 - Total amount:** A text input field with a Euro symbol (€) and a "EUR" dropdown menu.
 - VAT rate:** A text input field with "0% CBL" entered.
- Account:**
 - How did you pay?:** Two radio buttons, "Expenses" (selected) and "Expenses".
- Information:**
 - Description:** A text input field.
 - Case ID:** A dropdown menu with "Please select a case id" as the placeholder.
 - MHT Panel Type:** A dropdown menu with "Tribunal Chair Person" selected.
 - Commercial and Public Transport:** A dropdown menu with "Please select a commercial and public transport" as the placeholder.
 - Distance travelled (KM):** A dropdown menu with "Please select a distance travelled (km)" as the placeholder.

At the bottom right of the form, there is a "Split coding" button and a "Save" button (highlighted in green) next to a "Cancel" button.

Subsistence claim line

To make a claim for subsistence

1. Click on “Add a claim line”
2. Enter the date of the journey
3. In “Select a Category” click “Subsistence (MHT)”.
4. Enter the start and end date and times for the trip. The times for the trip are the time you leave home until the time that you return home.
5. In “Trip allowance details” click on “Domestic”
6. When you click on “Domestic” a new section “Journey entry” will appear.
7. In “Journey entry” select the Eircode of the approved centre you are travelling to. This will calculate the distance from “Home” on your user profile to the destination to validate whether the subsistence can be claimed.
8. In the “Information” section enter relevant description of journey.
9. In the “Notes” section, please include the start and end times of the tribunal hearing or ICP S.17 Consultation (not the travel times).
10. If you attend multiple hearings for the same Case, please include the durations of each hearing attended (e.g. – where you attend a Mental Health Tribunal which is adjourned by way of a Form 9 and you attend the subsequent hearing).
11. For multiple assignments on the same day details of travel and subsistence must be entered on only one claim – please reference the other Case IDs in the “Notes” section. Please also include the start/end times of each tribunal/consultation.
12. Select the CaseID from drop down menu
13. Ensure the correct “MHT Panel Type” is selected.
14. Press Save.

The screenshot shows a web-based form for creating a subsistence claim line. The form is organized into several sections:

- Category:** A dropdown menu with "Subsistence (MHT)" selected.
- Trip times:** Two rows of date and time pickers. The first row is for "Trip start" and the second for "Trip end".
- Trip allowance details:** Two dropdown menus for "Trip type" (set to "-") and "Special rate" (set to "-"). A green "Calculate" button is located below these.
- Transaction:** A "Total amount" field with a currency symbol (€) and a "EUR" button.
- Information:** Three dropdown menus: "Description", "Case ID" (with a search icon), and "MHT Panel Type" (with a search icon).

At the bottom right of the form, there are two buttons: a green "Save" button and a grey "Cancel" button.

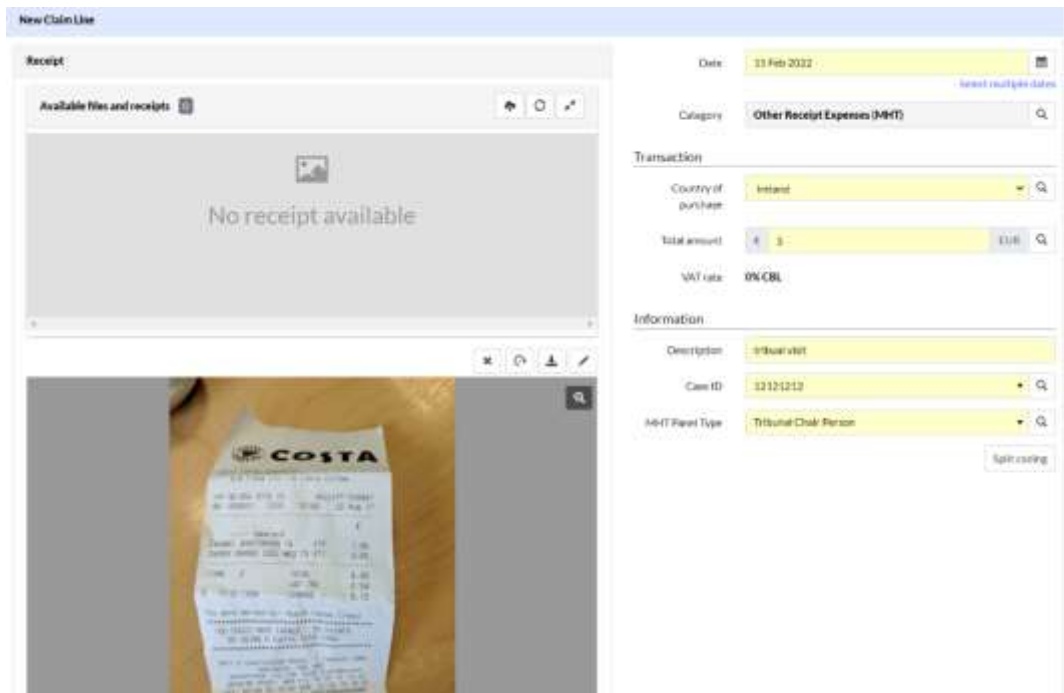
Other expense claim line

To make a claim for other allowable travel expenses directly associated with mental health tribunals i.e. parking, tolls, public transport fares.

1. Click on “Add a claim line”
2. Enter the date of the journey
3. In “Select a Category” click “Misc”
4. Enter the date the expense was incurred
5. In the “Transaction” section enter the total amount
6. In the “Information” section enter description the expense.
7. Select the CaseID from drop down menu.
8. A receipt will be required. If you do not have a receipt, enter a reason in “Why is there no receipt available?”
9. Receipts can be uploaded directly onto the claim line using the upload button on the left, or it can be added from the receipt stash which will show just above the receipt image.

The screenshot displays the 'New Claim Line' form. On the left, the 'Receipt' section features an 'Available files and receipts' area with three receipt thumbnails, each with an 'OCR' button and a plus sign. Below this is a 'Select a receipt' button. On the right, the form fields are populated with the following information:

- Date:** 08 Feb.2022 (with a calendar icon and a link to 'Select multiple dates')
- Category:** Other Receipt Expenses (MHT)
- Transaction:**
 - Country of purchase:** Ireland
 - Total amount:** € 5 (with a currency selector set to EUR)
 - VAT rate:** 0% CBL
- Information:**
 - Description:** tribunal visit
 - Case ID:** [dropdown menu showing 82982987]

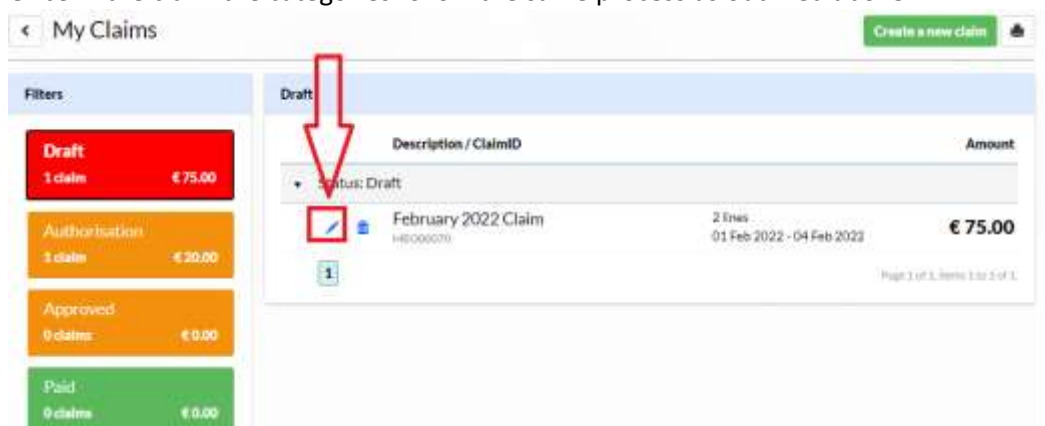


10. Otherwise, when within a claim you will see the receipts stored against your profile and you can use the plus to add them onto that claim line.
11. Ensure the correct “MHT Panel Type” is selected.
12. Press Save.

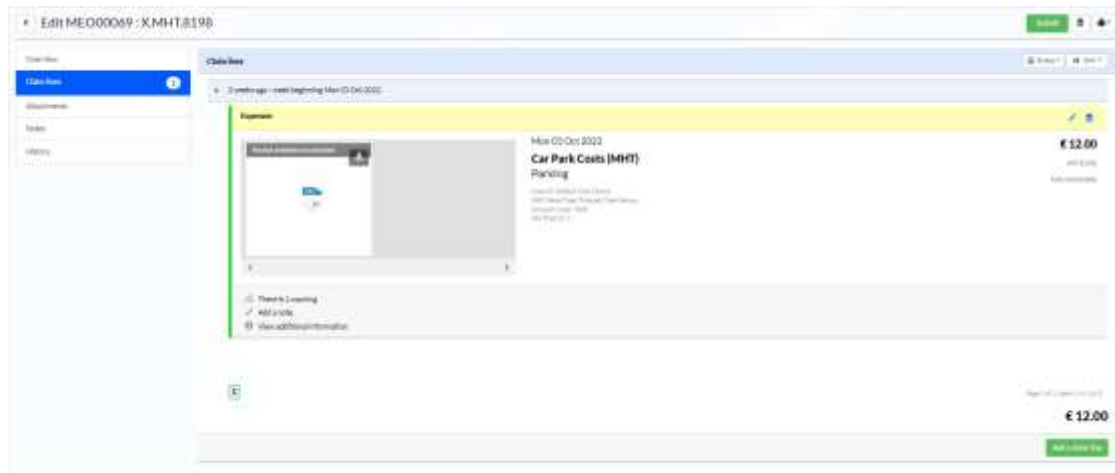
Add to / Edit claim at Draft Stage

Claims at “Draft” stage can be edited to add more lines to them. To edit a claim -

1. Go to the “Dashboard”
2. Click on the “Draft” button
3. Use the pencil icon to open the claim and add to it.
4. Once in the claim the categories follow the same process as outlined above.



5. When entering a claim to edit, you can use the “Add a new claim line” button to continue or from the left-hand side click on “claim lines” to view current lines on the claim.



Submit claim

To submit a claim

1. Go to the "Dashboard"
2. Click on the "Draft" button
3. Use the pencil icon to open the claim you want to submit.
4. After reviewing the claim lines click "Submit" button.



5. A dialogue box will open for confirmation and show the approvers.

Submit to manager

Claim authorisers

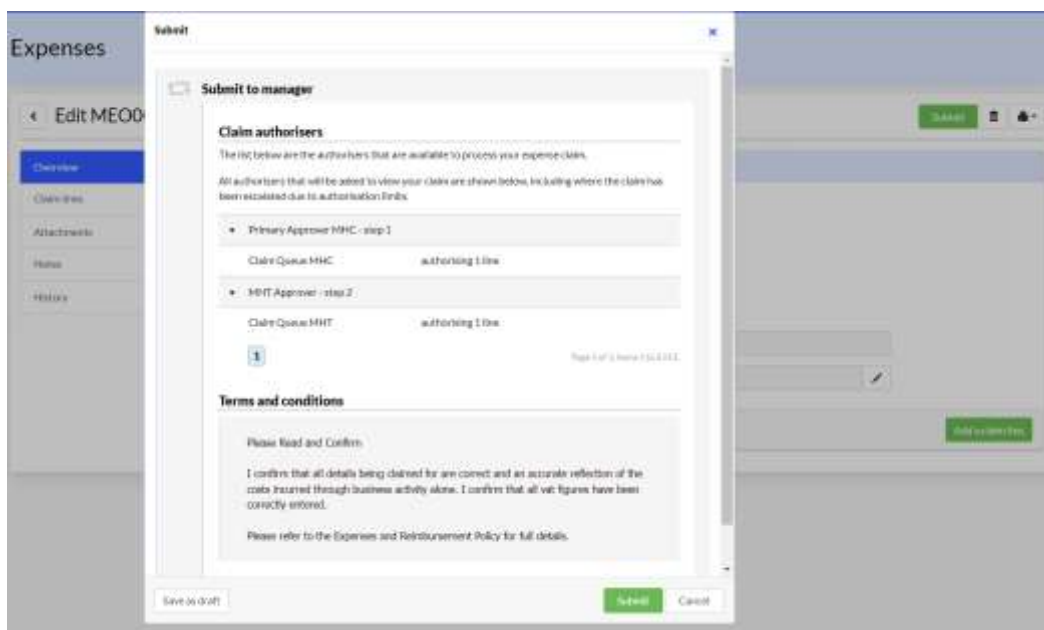
The list below are the authorisers that are available to process your expense claim.

All authorisers that will be asked to view your claim are shown below, including where the claim has been escalated due to authorisation limits.

- ▼ Primary Approver MHC - step 1
 - Claim Queue MHC authorising 2 lines
- ▼ MHC Approval - step 2
 - Admin authorising 2 lines
- ▼ MHC Approval - step 3
 - Admin authorising 2 lines

Save as draft **Submit** Cancel

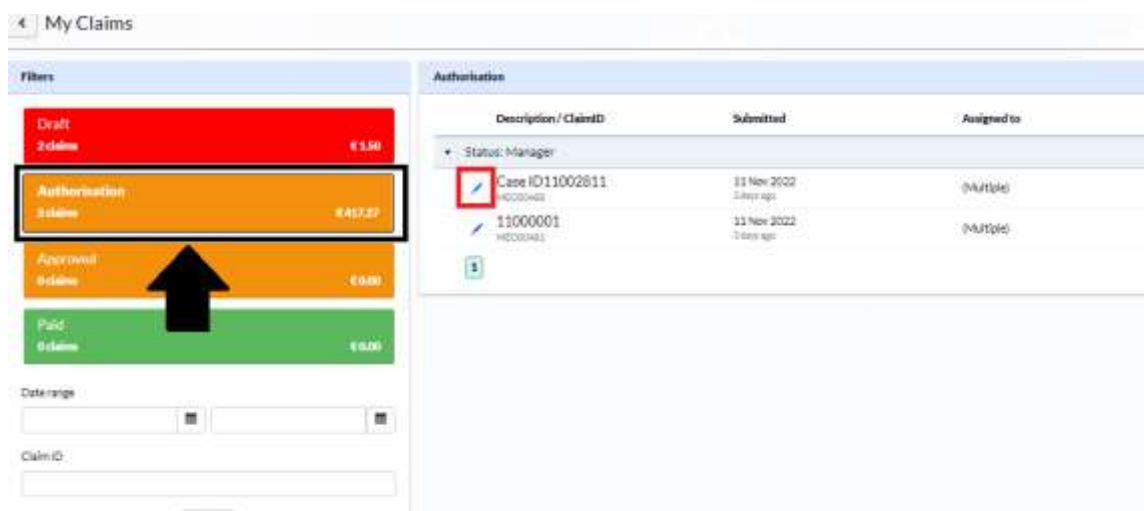
- Click "Submit" to move the claim to the approvers.



Recall a Claim

If you have made an error in a claim that you have submitted, you can recall the claim before it is approved. To recall a claim

- Go to the claims at "Authorisation" stage
- Select the claim you wish to recall by clicking the pencil icon.



Viewing MEO00488 : MHT Training Recall

Overview

Claim lines 3

Attachments

Notes

History

Overview

Claim reference ID: MEO00488

Current status: Manager

Claim date: 11 Nov 2022

Created by: MHT Training

Claim type: MHT Panel Expense Claim

Paid date: -

Purpose of claim: Case ID:11002811

Authorisation Status

Current status: Authorisation at step 1

| Authoriser | Waiting | Approved | Denied |
|-----------------------------|---------|----------|---------|
| Authorisation step 1 | | | |
| PrimaryApprover:2 | 3 lines | 0 lines | 0 lines |
| Authorisation step 2 | | | |
| MHTApprover:1 | 3 lines | 0 lines | 0 lines |

3. You can amend the claim line(s) and resubmit the claim.
4. You will need to do this within the 70-day time frame and before the MHC review of the claim has commenced.

What to do if your claim (or claim line) has been rejected

If a claim line has been rejected, you will receive an email notifying you of the rejection.

To review a claim that has been rejected -

1. Go to the "Dashboard".
2. Click on the "Draft" icon .
3. Use the pencil icon to open the claim you want to review.
4. You will be able to review the reason when the claim was rejected.
5. After reviewing the reason in the claim lines click "Submit" button.

Filters

Draft

1 claim € 199.65

Authorisation

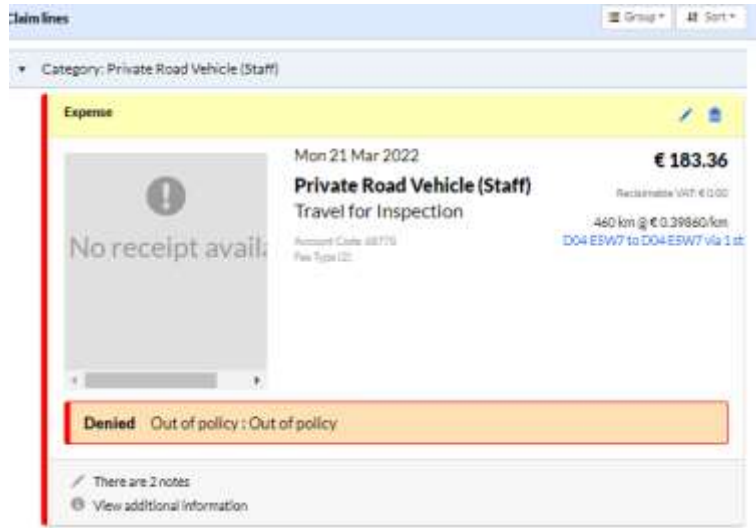
0 claims € 0.00

Draft

| Description / ClaimID | Amount |
|---|--|
| Status: Draft | |
| <p> March Claims to Ke Denied</p> <p>MEO00143</p> | <p>2 lines</p> <p>21 Mar 2022</p> <p style="font-weight: bold; font-size: 1.2em;">€ 199.65</p> |

1

Page 1 of 1, items 1 to 1 of 1.



6. You can edit the claim by clicking on the pencil icon and amend the claim line. For example uploading the correct receipt if that was the error, or amending the travel location.
7. You can then submit the claim again by the method outlined above.
8. You may also delete a claim line within a claim or you can delete a claim by clicking the bin icon



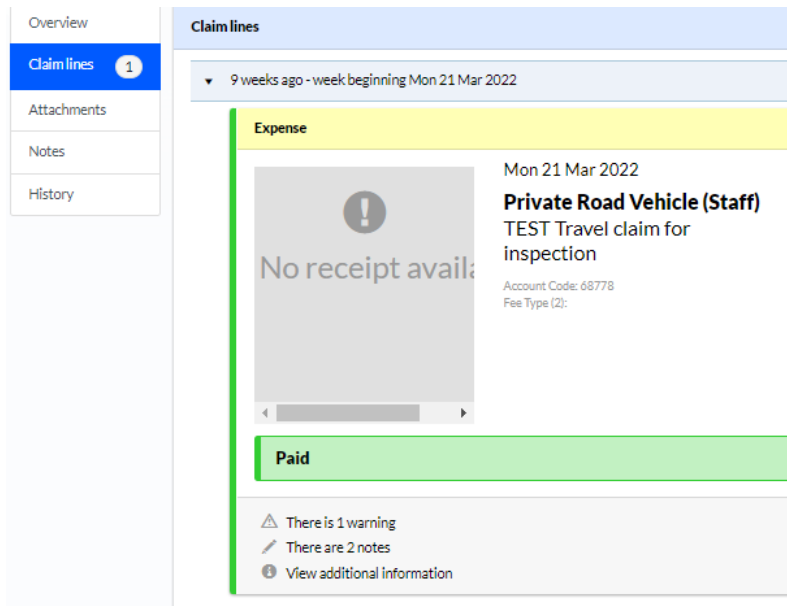
Reports for Claimants

To review past claims

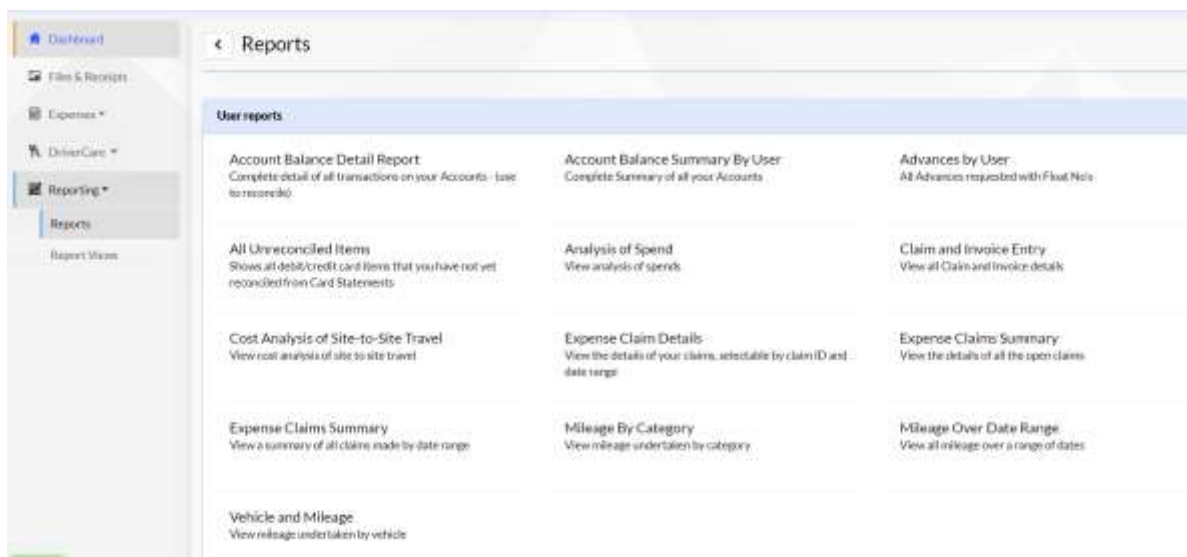
1. The simplest way to view past claims is to review the “Paid” claims in your Expenses. You can click on the pencil icon to see details.
2. Go to “Dashboard” and click on “Paid”



3. You can review all the claim lines, including attachments and approval history.



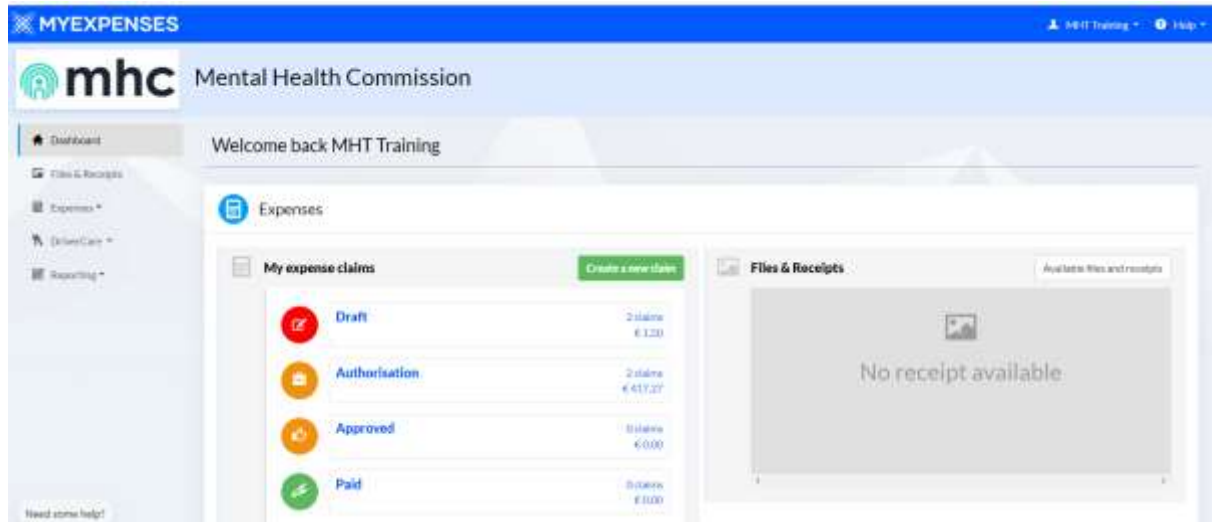
4. There are also a set of reports available. You can run these reports to view details of claims paid.



Amend user details

To amend your user details

1. On the home screen your Username will be displayed on the top right of the screen.



2. Click on the drop-down menu and select “User Profile”

Change address

To change your address

1. In the “User Profile” screen, scroll down, and in the “Travel details” section click on “Amend home address”, enter the new details and click “Save”.



2. This will go to the Tribunals team for authorisation and once approved, will be available to use. You will receive an email when your address has been approved and it will show in the “User Profile” screen.

Change Vehicle

To change your vehicle please forward a copy of the Vehicle Registration Certificate to PanelMemberAccounts@mhcirl.ie

The Finance team will update your details.

Change Bank details

To change your bank details please email the details to PanelMemberAccounts@mhcirl.ie.

The Finance team will update your details

Queries

All queries in relation to payments (of fees, travel, or subsistence claims) should be sent to ftsqueries@mhcirl.ie.

Any fee related queries that are sent to individual staff or received by post in the MHC, will be forwarded to the ftsqueries@mhcirl.ie mailbox for follow up. These will be dealt with by the staff member responsible, in the order the query is received in the mailbox. Queries will be responded to within five working days.

Given the requirement of data protection and the additional requirements of GDPR, we request that panel members do not use patient names, initials, or any identifiers apart from Case ID / Expense ID in emails sent to ftsqueries@mhcirl.ie.

Appendix 1 – Panel Member – Expenses Set Up Form



Panel Member – Expenses Set Up Form

In order to ensure the accuracy of payment detail on the Mental Health Commission’s system, please confirm the following details:

| | |
|--|--|
| Name: | |
| Address with Eircode: | |
| Phone Number: | |
| Email Address: | |
| Tax Reference No: | |
| Tax Clearance Access No: | |
| Date of Birth: | |
| PRSI Class (TCH,TLM,TCP only) – see guidelines below: please enter one of S, K or M | |

DEASP Guidelines – if you are still unsure, please contact the DEASP to confirm.

| Category | PRSI Class to be Applied |
|--|---|
| Self-employed Panel Members, who are under 66, and not concurrently employed in the Civil/Public Service (Class D/B/C) | S |
| Panel members who are concurrently employed in the Civil/Public Service (Class D/B/C) | K/M (health levy) applied up to 31/12/2010. M applied from 01/01/11 to 31/12/2012. K applies after 1 January 2013. |
| Panel Members over 66 years of age | M |
| Panel Members currently returning class A. These cases will be forwarded to PRSI Refunds section. | S (if they are under 66 and M thereafter). |

Bank Account Details:

| | |
|------------------|--|
| Bank Name: | |
| Bank Address: | |
| Name on Account: | |
| Sort Code: | |
| Account Number: | |
| IBAN: | |
| IBAN BIC: | |

For MHC Use Only

Received By: _____ Date: _____
 Updated By: _____ Date: _____

Appendix 2 – Fees Payable to Panel Members

The following rates came into effect 24 July 2013

| INDEPENDENT CONSULTANT PSYCHIATRIST | |
|--|--|
| Amount due | Payment description |
| € 477 | Report Provided |
| € 143 | Patient Examination |
| € 143 | Interview Responsible Consultant |
| € 96 | Reviewed Records of Patient |
| € 0 | Nil payment - appointed but did not commence |

| TRIBUNAL CHAIRPERSON | |
|-----------------------------|--|
| Amount due | Payment description |
| € 574 | Completed Tribunal |
| € 430 | Cancelled on day – 75% of fee |
| € 287 | Cancelled 1 or 2 days' notice – 50% of fee |
| € 143 | Cancelled 3 days' notice – 25% of fee |
| € 0 | Cancelled 4 days' notice - Nil Payment |

| TRIBUNAL CONSULTANT PSYCHIATRIST | |
|---|--|
| Amount due | Payment description |
| € 382 | Completed Tribunal |
| € 287 | Cancelled on day – 75% of fee |
| € 192 | Cancelled 1 or 2 days' notice – 50% of fee |
| € 96 | Cancelled 3 days' notice – 25% of fee |
| € 0 | Cancelled 4 days' notice - Nil Payment |

| TRIBUNAL LAY MEMBER | |
|----------------------------|--|
| Amount due | Payment description |
| € 287 | Completed Tribunal |
| € 216 | Cancelled on day – 75% of fee |
| € 144 | Cancelled 1 or 2 days' notice – 50% of fee |
| € 73 | Cancelled 3 days' notice – 25% of fee |
| € 0 | Cancelled 4 days' notice - Nil Payment |