



**mhc**  
coimisiun meabhair - shláinte  
mental health commission

# Mental Health Tribunals

## Claiming and Payment of Fees - A User Guide for Panel Members

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

V.1 November 2022

V.2 March 2023

V.3 August 2023

## Contents

<b>Introduction</b> .....	3
<b>Processing of Fees in CIS</b> .....	3
<b>Payment of Fees from CIS</b> .....	3
<b>Review of Fees paid directly from CIS</b> .....	4
<b>New CIS Users</b> .....	5
<b>Queries</b> .....	5
<b>Appendix 1 –Submitting Work Completed Forms (WCFs) in CIS for Independent Consultant Psychiatrists</b> .....	6
How to submit a WCF .....	7
<b>Appendix 2 – New Panel Member – Supplier Set Up Form</b> .....	9
<b>Appendix 3 – Fees Payable to Panel Members</b> .....	10

## Introduction

This guide provides the information on how the Mental Health Commission (the “MHC”) will make payments for panel members.

All fees for Tribunal Chairpersons (TCHs), Tribunal Consultant Psychiatrists (TCPs), Tribunal Lay Members (TLMs) and Independent Consultant Psychiatrists (ICPs) will be processed and paid automatically and directly into the panel members accounts except where an Independent (S.17) report is not provided by an ICP in a case closed before the hearing takes place. Where a S.17 report is not provided claims are posted by ICPs via an electronic Work Completed Form (WCF) on CIS.

## Processing of Fees in CIS

Fees for tribunal panel members will be processed on receipt of a Form 8 or a Form 14 and will be posted for approval by the Tribunals team as follows;

Rule A - Form 8 – Upon receipt of a Form 8, fees for all panel members (TCH, TCP, TLM, ICP) will be posted for approval within 1-2 working days.

Rule B - Form 14 – **TCHs, TCPs and TLMs**. Upon receipt of a Form 14 where there is an open case, the case is placed on hold for 14 days. Once the 14 days has elapsed the fees will automatically be posted for approval.

Rule C - Form 14 – **ICPs only**. Upon receipt of a Form 14 where there is an open case, the case is placed on hold for 14 days. Once the 14 days has elapsed the fees will automatically be posted for approval for ICPs where a S.17 report has been provided or where a S.17 report is not provided, claims are posted by ICPs via an electronic Work Completed Form (WCF) on CIS. Fees posted via a WCF are automatically posted for approval

If a case placed on-hold for 14 days is reopened within the 14-day period following a Section 28 request, Rule A above will apply if a Form 8 is received, and Rule B (or Rule C if you are ICP) will apply if the request is cancelled.

## Payment of Fees from CIS

When a fee has been approved by the Tribunals team it will be made available to the Finance team for final approval and processing.

Fees due for payment will be paid automatically and directly to your nominated bank account. Nothing further will be required from you.

WCFs received on or before the monthly deadline (generally 25<sup>th</sup> of each month) will be processed and paid in the next pay run unless there is an issue with the WCF. If there is an issue, you will be contacted directly

## Review of Fees paid directly from CIS

You can review the breakdown of fees paid directly from CIS. To do this, log into CIS and go to CIS740 – Hearings Listing

### Homepage Menus

- Back To CIS Menus
- CIS107 - Legal Rep Panel Member Maint
- CIS112 - Manage my Availability
- CIS730 - Upload Statutory Forms and Documents
- CIS740 - Hearings Listing**
- CIS801 - Display Tribunal User Group Messages

Click on the “View Closed” button

TF Hearing ID	Approved Centre	Location	Patient Name	Patient ID	Hearing Date	Hearing Time	IR Report	Assigned Status	Hearing Status	Case Status	Action
11008399	Department of Psychiatry, Connolly Hospital.	Academic Centre	PT_FNL_10002889 PT_SN_10002889	10002889	08/11/2022	14:00	Yes	Confirmed	Scheduled	Open	View +
11008453	St John of God Hospital.	Remote via Video Conference	PT_FNL_10002911 PT_SN_10002911	10002911	11/11/2022	11:00	Yes	Confirmed	Scheduled	Open	View +
11008493	Phoenix Care Centre.		PT_FNL_10002851 PT_SN_10002851	10002851			No	Confirmed	Pending	Open	View +

Then click on the “View Fees” button

Assigned Hearings - Closed

This grid view will allow you to review payments made from CIS.

Case ID	Payment Codes	Payment Code Description	Payment Code € Value	Status	Rejection Reason	Export Date
11027801	LR004	Cancelled prior to hearing - Renewal - Same Solicitor - all prep work completed - LR	191.00	Approved		
11027721	LR008-3	Partial Payment - Papers reviewed - LR	167.00	Approved		
11025864	LR006	Cancelled day of hearing - Admission or Renewal - New Solicitor - LR	955.00	Approved		
11025791	LR001	Completed Hearing - Admission or Renewal - New Solicitor - LR	1196.00	Approved		
11025489	LR003	Completed Hearing - Renewal - Same Solicitor - LR	335.00	Approved		
11025317	LR001	Completed Hearing - Admission or Renewal - New Solicitor - LR	1196.00	Approved		
11025264	LR003	Completed Hearing - Renewal - Same Solicitor - LR	335.00	Approved		
11025247	LR003	Completed Hearing - Renewal - Same Solicitor - LR	335.00	Approved		
11025207	LR003	Completed Hearing - Renewal - Same Solicitor - LR	335.00	Approved		

The grid will include all payments made to you via CIS. The information in the grid can be filtered to provide specific information that you may require. The following are examples of filters you can apply to this grid.

1. You may wish to know the amount of fees paid to you in a month. You can enter the month under “Export Date” in the grid (e.g. 11/2022) and this will filter the grid to show the fees exported in that month.

2. To check the amount of fees paid to you in a year enter the year under “Export Date” in the grid and this will show only the fees exported in that year
3. To check all fees of one type paid in a year enter the fee type under “Payment Codes” (e.g. LR001) and then enter the year under “Export Date”.

When the cut-off date is the 25<sup>th</sup> of a month, the export date will be early in the following month. The export date is the date that fee amounts due are exported from CIS for payment to your account.

You can also export the information on the grid to Microsoft Excel by clicking on the downward arrow next to the “Clear Filter” button. This can be done with or without filters.

## New CIS Users

New CIS Users are required to provide Bank Account details (i.e. IBAN, BIC, bank name and branch address) to be set up for payments via CIS:

Please see attached Supplier Form in Appendix 2.

Please note that you are also obliged to notify any changes to bank details 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.

## Queries

All queries in relation to fee payments or WCFs should be sent to [ftsenuiries@mhcirl.ie](mailto:ftsenuiries@mhcirl.ie). Any fee related queries that are sent to individual staff or received by post in the MHC, will be forwarded to the [ftsenuiries@mhcirl.ie](mailto:ftsenuiries@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 Hearing ID / Case ID in emails sent to [ftsenuiries@mhcirl.ie](mailto:ftsenuiries@mhcirl.ie)

## Appendix 1 – Submitting Work Completed Forms (WCFs) in CIS for Independent Consultant Psychiatrists

An Independent Consultant Psychiatrist assigned to a hearing can submit a S.17 Report when the hearing status is “Open”. Once a report is submitted the appropriate fee will be posted for approval as per **Rule C** in **Processing of Fees in CIS** above.

If an order is revoked before hearing the case status changes from “Open” to “Case closure on hold 14 days”, these hearings will still be visible in the **CIS740 Tribunal Hearings** listing on CIS for the duration of the 14-day holding period:

CIS740 - Tribunal Hearings

Home » Tribunal Hearings

Assigned Hearings View Closed ▾

Hearing ID	Approved Centre	Location	Patient Name	Patient ID	Hearing Date	Hearing Time	IR Report	Assigned Status	Hearing Status	Case Status	Action
10000166	Sligo Leitrim Mental health Inpatient Unit	Boardroom	CM Test Patient 8	10000087	30/01/2020	12:00	No	Confirmed	Cancelled	Case Closure on Hold for 14 days	View ▾
10000222	Sligo Leitrim Mental health Inpatient Unit	Boardroom	CM Test Patient 22	10000103	28/02/2020	15:56	No	Confirmed	Scheduled	Open	View ▾
10000267	DK Facility 4B	Meeting Room 1	CM Test Patient 29	10000114	08/10/2019	13:00	No	Confirmed	Scheduled	Open	View ▾
10000303	DK Facility 4B	Meeting Room 1	CM Test Patient 36	10000127	10/03/2020	10:00	No	Confirmed	Pending	Open	View ▾
10000305	DK Facility 2D	Tribunals Room	CM Test Patient 37	10000128	23/03/2020	13:00	No	Confirmed	Scheduled	Open	View ▾
10000322	DK Facility 2D	Tribunals Room	CM Test Patient 48	10000138	28/02/2020	10:00	No	Confirmed	Scheduled	Open	View ▾
10000323	DK Facility 2D	Tribunals Room	CM Test Patient 48	10000138	02/03/2020	14:00	No	Confirmed	Scheduled	Open	View ▾
10000385	DK Facility 4B	Meeting Room 2	CM Test Patient 50	10000143	18/03/2020	11:00	No	Confirmed	Scheduled	Open	View ▾
10000399	Central Mental Hospital		CM Test Patient 54	10000147	22/11/2019	14:00	No	Confirmed	Pending	Open	View ▾
10000401	Central Mental Hospital		CM Test Patient 55	10000148	10/05/2019	13:00	No	Confirmed	Pending	Open	View ▾

Records 1 to 10 of 41 Page 1 / 5

During the 14-day holding period you can submit S.17 Report in the same way as if the hearing were “Open”.

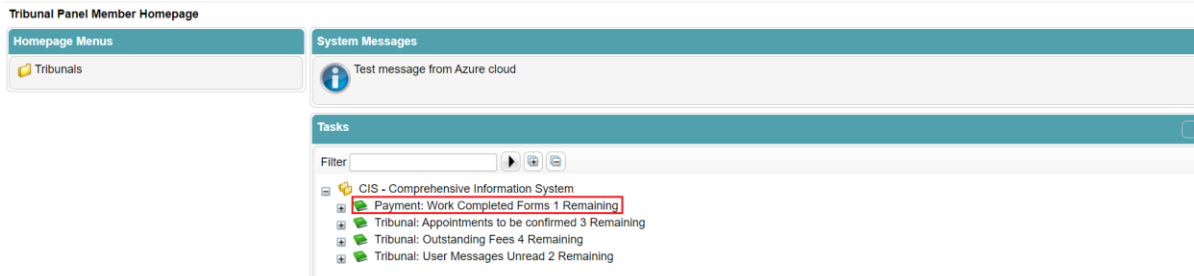
When the 14-day hold period has elapsed the Hearing status will automatically change to “closed”. Once this happens it will disappear from the Hearings listing. Fees will automatically be posted for approval for ICPs where a S.17 report has been submitted or where a S.17 report is not provided, ICPs may still claim a fee by submitting a Work Completed Form (WCF).

## [How to submit a WCF](#)

A Work Completed Form (WCF) must be submitted within **21 days** of the date a case is closed. This includes the 14-day on-hold period.

The WCF **must be submitted online via CIS.**

On your home screen in CIS there is a task called “Payment: Completed Forms”:

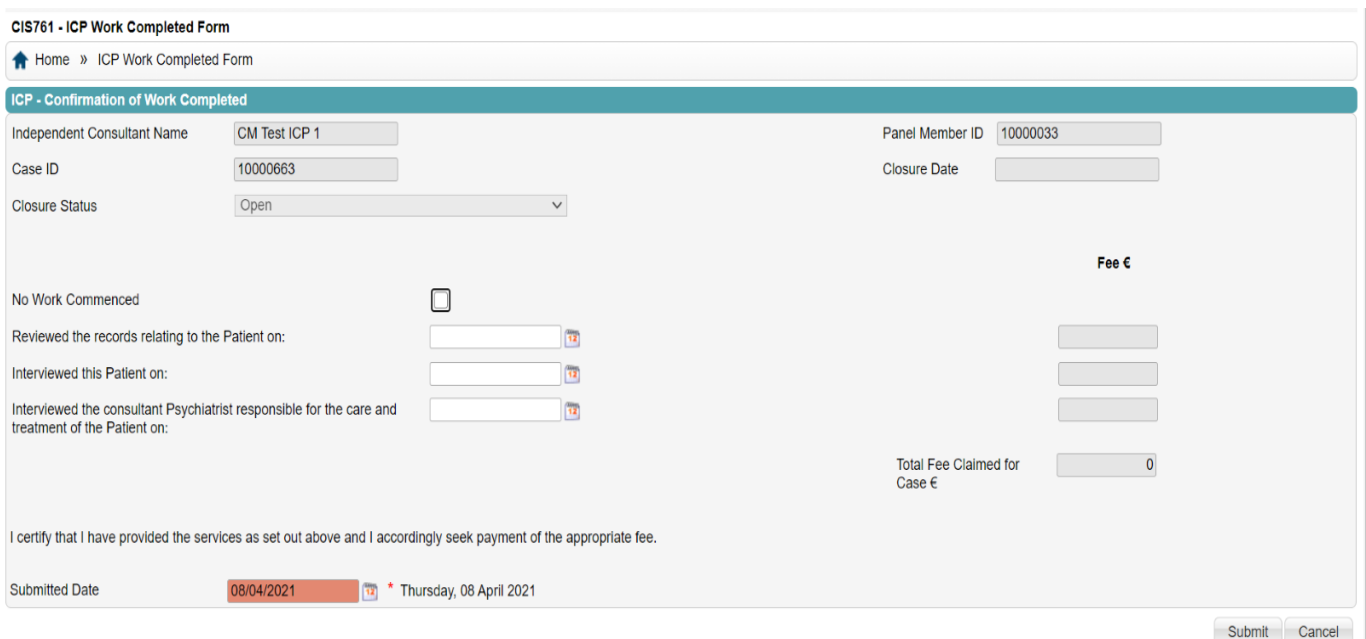


The screenshot shows the 'Tribunal Panel Member Homepage' with a 'Tasks' section. The task list includes: 'CIS - Comprehensive Information System', 'Payment: Work Completed Forms 1 Remaining' (highlighted), 'Tribunal: Appointments to be confirmed 3 Remaining', 'Tribunal: Outstanding Fees 4 Remaining', and 'Tribunal: User Messages Unread 2 Remaining'.

If you click on this, you will see a list of cases where:

- You were assigned as the ICP to the hearing associated with the case;
- A full or partially complete S.17 Report has not already been received for the hearing when the hearing status was “Open” or “Case Closure on hold 14 days”;
- The current date is within 21 days of the date of case closure (the date the order was revoked)

If you click on any of the entries, you are directed to the below WCF screen:



The screenshot shows the 'CIS761 - ICP Work Completed Form' screen. It includes a breadcrumb trail 'Home » ICP Work Completed Form' and a title bar 'ICP - Confirmation of Work Completed'. The form contains the following fields and sections:

- Independent Consultant Name: CM Test ICP 1
- Case ID: 10000663
- Closure Status: Open (dropdown menu)
- Panel Member ID: 10000033
- Closure Date: (empty field)
- No Work Commenced:
- Reviewed the records relating to the Patient on: (date field) Fee € (input field)
- Interviewed this Patient on: (date field) Fee € (input field)
- Interviewed the consultant Psychiatrist responsible for the care and treatment of the Patient on: (date field) Fee € (input field)
- Total Fee Claimed for Case €: 0
- Submitted Date: 08/04/2021 Thursday, 08 April 2021
- Buttons: Submit, Cancel

You can tick the box for “No Work Commenced” or you can enter the dates in which you completed one or more of the three listed items of work. Once you enter the dates to each item a fee will auto-calculate in the fee column to the right of each item with a Total Fee calculation at the bottom.

Please note that the maximum fee that can be claimed when submitting this form is €382 which is the total of all three partial fees added together. The full fee of €477 will only be awarded when the ICP has submitted a complete S.17 Report for the Hearing at the time the status of the hearing was “Open” or “Case closure on hold 14 days”. It is, therefore, in the interests of ICPs to submit any fully completed S.17 Reports while the Hearing status is still “Open” or “Case closure on hold 14 days”.

If you consider that you are entitled to a fee that is not available to select, please email [ftsenuiries@mhcirl.ie](mailto:ftsenuiries@mhcirl.ie) and state the payments you consider you should be entitled to claim and the reasons for same.

Once you are satisfied with your selection, please click on the “Submit” button on the bottom to the right, this will submit your WCF and clear the case from the task list.

Once submitted, the WCF will be subject to approval by the MHC. You will receive an SMS informing you either that the fee will be processed for payment or an SMS informing you of the rejection and the reasons for same.

If a WCF is rejected you will have until the end of the initial 21-day deadline to re-submit the WCF, therefore, it is in the interests of ICPs to follow up on all rejections promptly. The 21-day deadline will be extended in the event of a delay by the MHC in rejecting the claim.



## Appendix 2 – New Panel Member – Supplier Set Up Form



### New Panel Member – Supplier Set Up Form

Dear Panel Member,

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

Supplier Name:	
Address:	
Phone Number:	
Email Address:	
PPS No:	

#### Bank Account Details:

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

*Please ensure that the Mental Health Commission receives any changes to bank details on Supplier-headed paper. The Mental Health Commission will then call to confirm these new details.*

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#### **For MHC Use Only**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Updated By: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3 – Fees Payable to Panel Members

The following rates came into effect 1 March 2023

<b>INDEPENDENT CONSULTANT PSYCHIATRIST</b>	
<b>Amount due</b>	<b>Payment description</b>
€ 554	Report Provided
€ 166	Patient Examination
€ 166	Interview Responsible Consultant
€ 111	Reviewed Records of Patient
€ 0	Nil payment - appointed but did not commence

<b>TRIBUNAL CHAIRPERSON</b>	
<b>Amount due</b>	<b>Payment description</b>
€ 665	Completed Tribunal
€ 499	Cancelled on day – 75% of fee
€ 333	Cancelled 1 or 2 days' notice – 50% of fee
€ 166	Cancelled 3 days' notice – 25% of fee
€ 0	Cancelled 4 days' notice - Nil Payment

<b>TRIBUNAL CONSULTANT PSYCHIATRIST</b>	
<b>Amount due</b>	<b>Payment description</b>
€ 443	Completed Tribunal
€ 333	Cancelled on day – 75% of fee
€ 222	Cancelled 1 or 2 days' notice – 50% of fee
€ 111	Cancelled 3 days' notice – 25% of fee
€ 0	Cancelled 4 days' notice - Nil Payment

<b>TRIBUNAL LAY MEMBER*</b>	
<b>Amount due</b>	<b>Payment description</b>
€ 333	Completed Tribunal
€ 250	Cancelled on day – 75% of fee
€ 167	Cancelled 1 or 2 days' notice – 50% of fee
€ 84	Cancelled 3 days' notice – 25% of fee
€ 0	Cancelled 4 days' notice - Nil Payment

\*Amended 3 July 2023 and backdated to 1 March 2023