

# Invoicing Queensland Health for meningococcal B Vaccination reimbursement

## Submitting an invoice to Queensland Health

Invoices must be submitted to [VaccinationReimbursement@health.qld.gov.au](mailto:VaccinationReimbursement@health.qld.gov.au) ensuring all submission requirements are included.

## Submission Requirements

To claim reimbursement for administration of state-funded meningococcal B vaccine, submit the below documents to Queensland Health:

- 1. Invoice to Queensland Health for cost reimbursement indicating quantity of state-funded meningococcal B vaccine administered.**
- 2. Signed Request for Payment Declaration.**

*To ensure your invoice is efficiently processed:*

- Submit all invoices to Queensland Health via email in a PDF format—any other format will not be recognised by the system
- Send invoices no more frequently than fortnightly
- Ensure there is only one invoice per PDF—if you are submitting multiple invoices, you can submit them as separate PDFs in the same email
- Only submit invoices once. Sending the same invoice multiple times will cause duplicates in the system, which can slow down processing.

## Invoice Requirements

There are format requirements for invoices being sent to Queensland Health.

Please use the provided template or supply an invoice containing the following:

1. 'Tax invoice' or 'Credit memo' listed at the top (credit memos must reference the original invoice)
1. Provider's name, address and ABN number at the top (if applicable)
2. Reference number/invoice number (max 16 characters)
3. Date in DDMMYYYY format
4. The name of the company being invoiced:

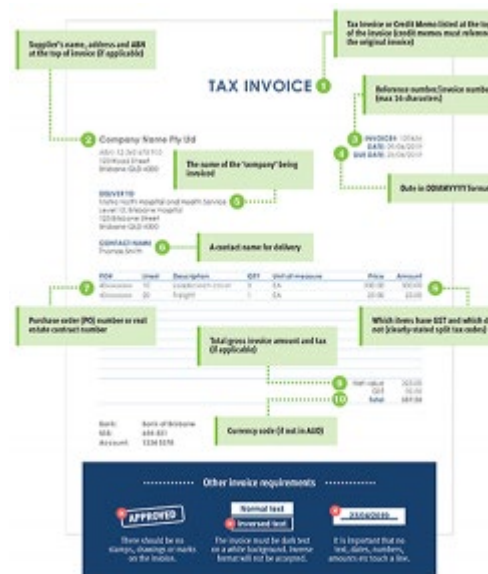
Queensland Health, Immunisation Program

15 Butterfield Street, Herston QLD 4006

5. QH reference: Group 325.1000
6. Total gross invoice amount and tax (if applicable). The reimbursement amount is detailed on the Queensland Health NIPVIP Program website.
7. Which items have GST and which do not (clearly state split tax codes)
8. Currency code (if not in AUD).

Other invoice requirements include:

- There should be no stamps, drawings or marks on the invoice.
- All invoices must be dark text on a white background. Inverse format will not be accepted.
- All text, dates, numbers, amounts etc. should have space around them. Any adjoining lines or text will interfere with the OCR.



[Click to enlarge](#)

## Invoice enquiries

For invoice enquiries, please email [VaccinationReimbursement@health.qld.gov.au](mailto:VaccinationReimbursement@health.qld.gov.au)

Please ensure you provide the relevant information (e.g. invoice number, date of submission etc.) so your enquiry can be investigated as quickly as possible. Invoice payment may not be able to be made immediately, but the team will take the necessary action to ensure all invoices are processed in a timely manner.