

Reconciliation Process for General Practitioners (GP)

Version: 1.0

27 June 2022

This process is specific to the 2022 Flu Vaccination Blitz.

Reconciliation Process

In order for the reconciliation process to occur please complete the following steps.

1. **Complete the attached declaration.**
2. **If you have remaining stock purchased by Queensland Health, please ensure this is clearly documented and Queensland Health will invoice you to reimburse Queensland Health for any outstanding doses.**
3. **If you have used additional stock that Queensland Health has not yet paid for – please submit an invoice to Queensland Health as per the normal requirements ASAP.**

To ensure the reconciliation process is efficiently processed, please:

- *Submit all documentation to Queensland Health via email in a PDF format—any other format will not be recognised by the system*
- *ALL reconciliation documentation and any outstanding invoices should be submitted to Queensland Health by **29 July 2022** for processing.*

General enquiries

For general enquiries, please contact the 2022 Flu Vaccination Team by calling **07 3608 5960** (8am–4:30pm Monday to Friday) or emailing 2022fluvaccinationblitz@health.qld.gov.au.

When contacting the 2022 Flu Vaccination Team, 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.

