

# Invoicing Queensland Health for GP Reimbursement

Version: 2.2

2<sup>nd</sup> June 2022

## Submitting an invoice to Queensland Health

Invoices must be submitted to [2022fluvaccinationblitz@health.qld.gov.au](mailto:2022fluvaccinationblitz@health.qld.gov.au) ensuring that all submission requirements are included.

## Submission Requirements

In order to claim reimbursement for privately purchased influenza vaccine stock, please submit the below to Queensland Health;

1. **Proof of purchase / invoice indicating quantity and type of vaccine ordered (privately purchased stock only).**
2. **Invoice to Queensland Health for cost reimbursement.**
3. **Signed Request for Payment Declaration for General Practice.**

*To ensure your invoice is efficiently processed, please:*

- *Submit all invoices to Queensland Health via email in a PDF format—any other format will not be recognised by the system*
- *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 new format requirements for invoices being sent to Queensland Health, including the need to reference associated PO numbers.

Invoices **must** contain the following:

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



Queensland Health

Vaccine Command Centre

15 Butterfield Street, Herston 4006

ABN: 66 329 169 412

6. A contact name for delivery:

Glen Morrison, Senior Director

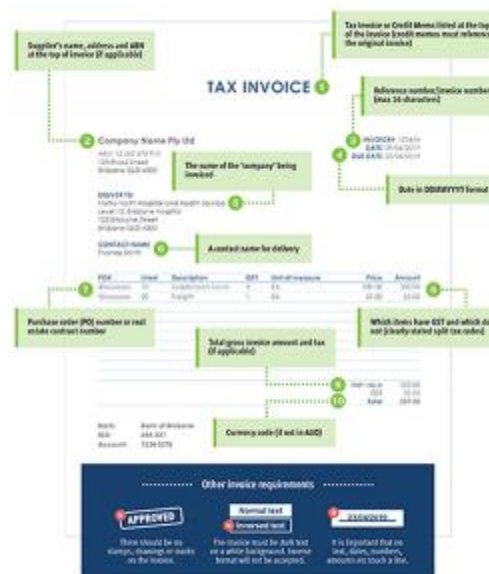
7. Total gross invoice amount and tax (if applicable)

Price of each vaccine is \$21.95 plus GST as per our agreement

8. Currency code (if not in AUD).

Other invoice requirements include:

- There should be no stamps, drawings or marks on the invoice.
- Vendors must also provide evidence of the purchase private vaccines and receipt of delivery attached to each 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 contact the 2022 Flu Vaccination Team by calling **07 3608 5960** (8am–4:30pm Monday to Friday) or emailing [2022fluvaccinationblitz@health.qld.gov.au](mailto: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. 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.