

## **Provider Assurance Claim Amendments**

### **Process & Guidance**

#### **Claim Amendment Process**

1. Complete the Claim Amendment Spreadsheet, ensuring all relevant fields have been populated.
2. Submit to the Legal Services Commission via the following e-mail address:

[PA-ClaimAmend@legalservices.gsi.gov.uk](mailto:PA-ClaimAmend@legalservices.gsi.gov.uk)

Please indicate in the title of the email the name and account number of the provider.

3. Once the Claim Amendment has been processed, a confirmation e-mail will be sent to provider and copied to the Contract Manager for information.

#### **Points to note:**

1. Incomplete or incorrect requests will be rejected and returned to the provider with an explanation. Missing or revised information should be added and the spreadsheet re-submitted as a fresh request.
2. For change requests of more than one line, claims that have not been amended will be highlighted with an explanation. Further information in relation to these claims should be re-submitted as a fresh request.
3. When completing the spreadsheet please include the net revised cost (not gross)
4. Only include the costs and codes to be amended (not all the costs and codes of the claim)
5. It is the provider's responsibility to ensure that cost and code combinations within revised claims are compatible. Incompatible cost and code combinations will result in the request being rejected.