

Consultant fee information submission

All consultants in the UK undertaking private activity (outpatient work included) are required to submit fee information for publication by PHIN, as specified in Article 22 of the CMA Order 2014.

We have added the facility for you provide fee information via the consultant portal. The fees you are required to submit in the first instance are consultation fees (initial and follow-up) and your procedure fees for self-pay patients only. Where your fee is incorporated into an hospital's inclusive self-pay procedure package, you can indicate this also.

In accordance with the Order, PHIN will look to collect and publish information about insured fees at a later date, following further discussion with consultants, specialty associations and insurers.

In this guide you will find information to help you:

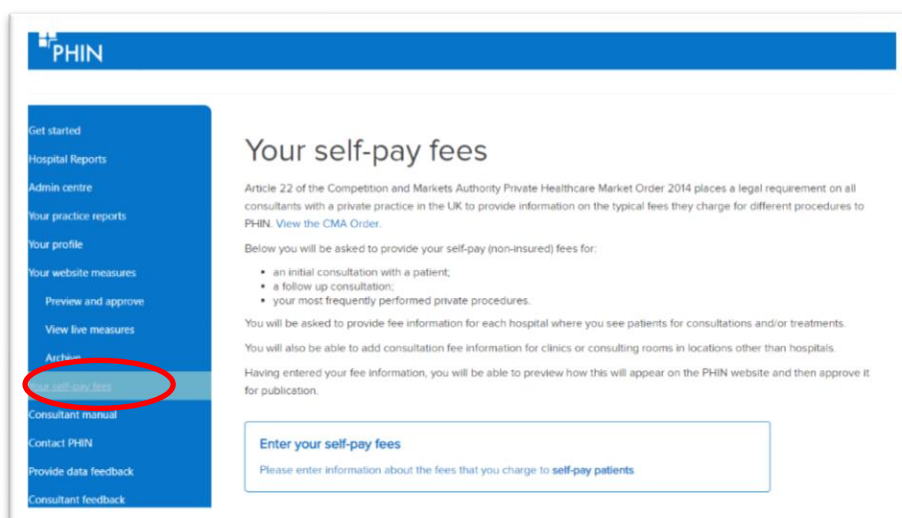
- Log in to the portal
- Provide details of consultation fees
- Provide procedure fees
- Add a clinic/consulting room and capture fees
- Exclude a particular hospital from your fees

Step by Step guide

To log in to the portal please visit:

<https://portal.phin.org.uk/layouts/15/PHIN.ADMManagement/Login.aspx> and enter your username and password.

Once you are logged in to the PHIN portal, please select **Self-pay fees** on the navigation bar on the left-hand side of your screen.



Submission of Consultation fees

The first step is for you to provide your consultation fees.

Please then enter your initial consultation and follow up fees in the boxes provided and click **Save** once you have finished.

The screenshot shows the 'PHIN Site 0' configuration page. On the left, a sidebar lists 'PHIN Site 0', 'PHIN Site 1', and 'PHIN Site 2', with 'PHIN Site 0' selected. Below the sidebar is a '+ add clinic/consulting room' link. The main content area is titled 'PHIN Site 0' and includes an 'Exclude hospital' link. It contains two sections: 'Initial Consultation' with input fields for 'Min' (£ 200) and 'Max' (£ 250), and 'Follow-up Consultation' with input fields for 'Min' (£ 150) and 'Max' (£ 150). At the bottom, there is an orange 'Save' button circled in red and a 'Procedure fees →' button.

If you work across multiple sites and charge the same fee, you are able to copy this information across sites using the drop-down function and choose the site you wish to copy and click **Copy fees**.

Alternatively, if the fee is different please enter these manually and click **Save**.

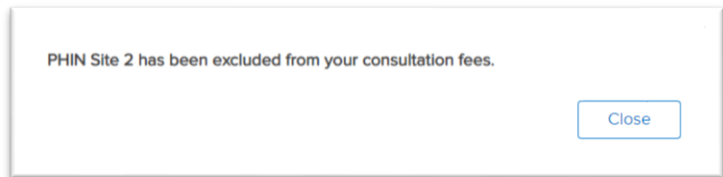
The screenshot shows the 'PHIN Site 1' configuration page. The sidebar on the left has 'PHIN Site 1' selected. The main content area is titled 'PHIN Site 1' and includes an 'Exclude hospital' link. A grey bar at the top of the main area contains the text 'Copy my consultation fees from PHIN Site 0' and a 'Copy fees' button circled in red. Below this are the 'Initial Consultation' and 'Follow-up Consultation' input fields, which are highlighted in green. At the bottom, there is a grey 'Saved' button and a 'Procedure fees →' button.

Excluding a hospital

If you no longer provide consultations at a site listed, you can exclude this hospital by clicking **Exclude hospital**.

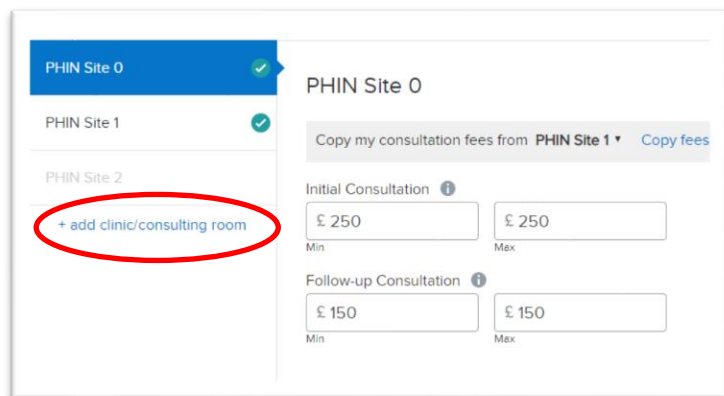
The screenshot shows the 'PHIN Site 2' configuration page. The sidebar on the left has 'PHIN Site 2' selected. The main content area is titled 'PHIN Site 2' and includes an 'Exclude hospital' link circled in red. A blue tooltip above the link reads: 'If you no longer perform procedures in this hospital, please click the link to exclude it.' Below the link are the 'Initial Consultation' and 'Follow-up Consultation' input fields. At the bottom, there is an orange 'Save' button and a 'Procedure fees →' button.

Once excluded, you will no longer need to provide consultation fees for this hospital.



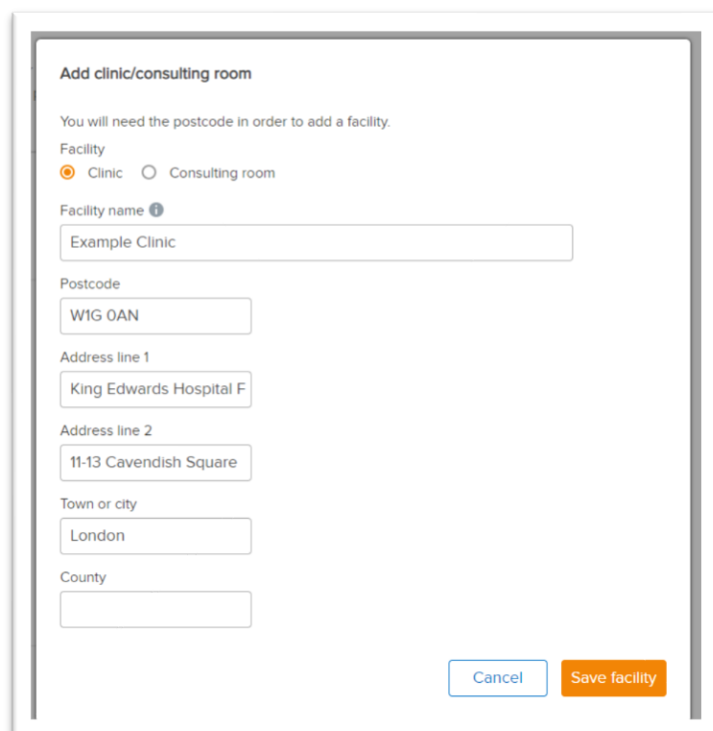
Adding a consultation room/clinic

If you provide some of your consultations via an out-patient clinic instead of a hospital, you can add this clinic/consulting room by clicking **+add clinic/consulting room**.



To add a clinic, you will need to know the postcode of the facility. Once you type this in to the 'Postcode' box, the locator should help you find the correct address.

Once completed, click **Save facility** to add this to the list of sites you provide consultations at.



You will then need to add the consultation fees for this additional clinic and click **Save**.

The screenshot shows a web interface for managing PHIN sites. On the left, a sidebar lists 'PHIN Site 0', 'PHIN Site 1', and 'PHIN Site 2'. A blue box labeled 'CLINIC' highlights 'Example Clinic' with a right-pointing arrow. Below this is a '+ add clinic/consulting room' link. The main area is titled 'Example Clinic' and includes an 'Edit facility' link. A grey bar contains the text 'Copy my consultation fees from PHIN Site 0' and a 'Copy fees' link. Below this are two sections: 'Initial Consultation' and 'Follow-up Consultation'. Each section has two input fields: 'Min' and 'Max', both with a pound sign (£) on the left. At the bottom, an orange 'Save' button is circled in red, and a blue 'Procedure fees ->' button is to its right.

Submission of Procedure fees

Once you have finished entering your consultation fees, please click on **procedure fees** to proceed to the next stage.

The screenshot shows the 'PHIN Site 0' configuration page. On the left, there is a sidebar with 'PHIN Site 0' selected and a 'CLINIC' section containing 'Example Clinic'. The main area is titled 'PHIN Site 0' and includes a 'Copy my consultation fees from PHIN Site 1' button. Below this, there are two rows of input fields for 'Initial Consultation' (Min: £ 200, Max: £ 250) and 'Follow-up Consultation' (Min: £ 150, Max: £ 150). At the bottom right, a 'Procedure fees →' button is circled in red.

You will then be presented with a list of procedures at each site which the hospital has said you perform at their facility. You are required to submit a fee for at least one procedure at each hospital.

To view the procedures that appear in each grouping, click on the 'i' button next to the procedure for more information.

The screenshot shows the 'PHIN Site 0' configuration page for procedure fees. The main area is titled 'PHIN Site 0' and includes a 'Please enter your procedure fee only (not a package price). If you see a procedure you do not perform please do not enter a fee.' instruction. Below this, there are several rows of input fields for 'Cataract Surgery', 'Eye Operations (Vitreous body)', 'Eye Lift (Blepharoplasty)', 'Correction of Squint', 'Eyelid Cyst Removal', 'Eyelid Lift (Ptosis)', and 'Eyelid Reconstruction'. Each row has 'Min' and 'Max' fee fields. To the right of these fields is a column of checkboxes labeled 'Procedure offered as a package'.

Note: If any of the procedures listed are incorrect, please leave this procedure blank and complete the ones that are relevant to your practice.

If you have a package price agreement in place for a procedure, please tick the box provided to indicate this.

Hospitals will be asked to submit their package price fees separately, however this is not a legal requirement under the Article 22 of The Competition and Markets Authority Order.

The screenshot shows the 'PHIN Site 0' form. It includes instructions: 'Please enter your procedure fee only (not a package price). If you see a procedure you do not perform please do not enter a fee.' There are four procedure categories with min/max fee inputs: Cataract Surgery (£2,000 to £3,000), Eye Operations (Vitreous body) (£ to £), Eye Lift (Blepharoplasty) (£3,000 to £4,000), and Correction of Squint (£1,000 to £2,000). On the right, a vertical column contains a checkbox for 'Procedure offered as a package' which is checked and circled in red.

Note: The boxes provided are for your procedure fees only, please do not enter the full package price fee here.

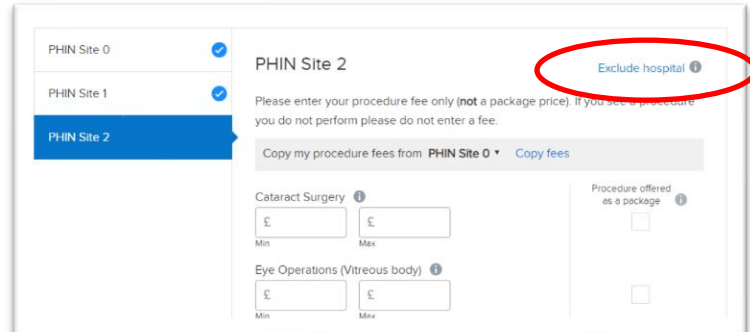
In the same way as when completing the consultation fees section, you are able to copy your procedure fee information across hospital sites if you charge the same fee at different sites. You can do this by using the drop-down option and clicking **copy fees**.

There may be some procedures where a fee was not provided in the site you have copied from and these are highlighted to you for information.

The screenshot shows the 'PHIN Site 1' form. It includes a sidebar with 'PHIN Site 0' and 'PHIN Site 1' selected. A 'Copy my procedure fees from PHIN Site 0' button is circled in red, with a sub-note: 'Fees for these procedures were unavailable to copy: Eye Operations (Vitreous body), Eyelid Lift (Ptosis), Eyelid Correction, Eyelid Reconstruction, Sinus Procedure'. Below, the same four procedure categories are listed. The fee input boxes for Cataract Surgery, Eye Lift, and Correction of Squint are highlighted in green, indicating they were copied from Site 0. The 'Procedure offered as a package' checkbox is present but unchecked.

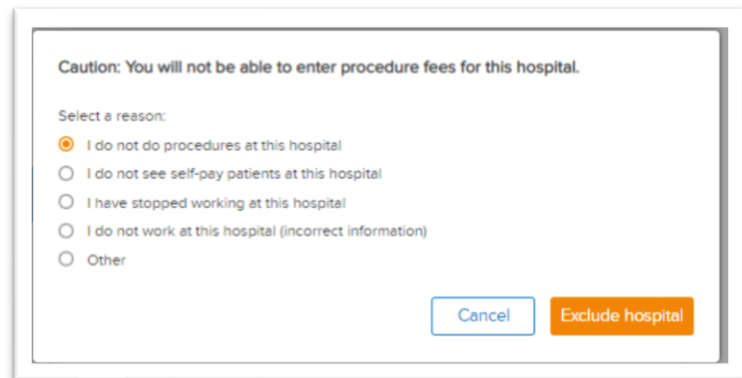
Excluding a hospital for procedure fees

If you no longer perform procedures at a hospital in the list provided, please click **Exclude hospital**.

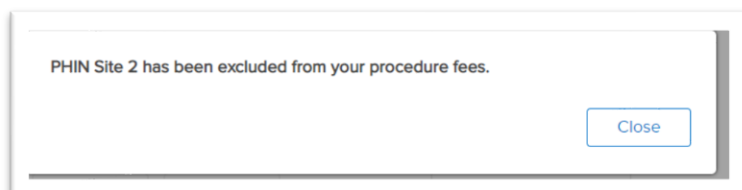


The screenshot shows the PHIN interface for editing 'PHIN Site 2'. On the left, a list of sites includes 'PHIN Site 0', 'PHIN Site 1', and 'PHIN Site 2' (highlighted). The main area for 'PHIN Site 2' contains a text prompt: 'Please enter your procedure fee only (not a package price). If you see a procedure you do not perform please do not enter a fee.' Below this is a dropdown menu set to 'PHIN Site 0' with a 'Copy fees' button. There are two sections for procedure fees: 'Cataract Surgery' and 'Eye Operations (Vitreous body)'. Each section has 'Min' and 'Max' input fields with a pound sign (£). To the right, there are two checkboxes under the heading 'Procedure offered as a package'. A red circle highlights the 'Exclude hospital' button in the top right corner of the interface.

You will then be asked to provide a reason as to why you are excluding this hospital for your procedure fees.



The dialog box has a title bar that reads 'Caution: You will not be able to enter procedure fees for this hospital.' Below the title, it says 'Select a reason:' followed by five radio button options: 'I do not do procedures at this hospital' (selected), 'I do not see self-pay patients at this hospital', 'I have stopped working at this hospital', 'I do not work at this hospital (incorrect information)', and 'Other'. At the bottom right, there are two buttons: 'Cancel' and 'Exclude hospital'.

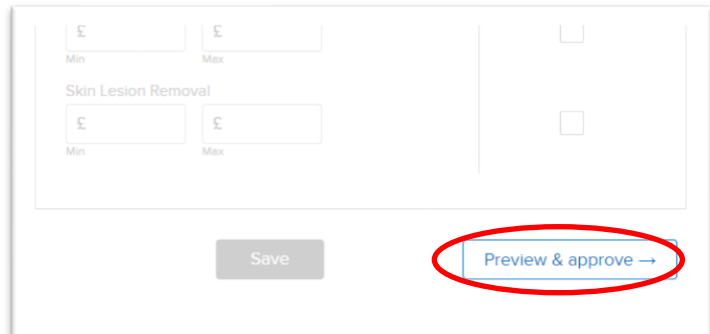


The confirmation message is displayed in a simple box with the text 'PHIN Site 2 has been excluded from your procedure fees.' and a 'Close' button in the bottom right corner.

Note: You are unable to add an additional hospital for procedure fees. If you perform procedures at a hospital not in your list, please let PHIN know at consultants@phin.org.uk.

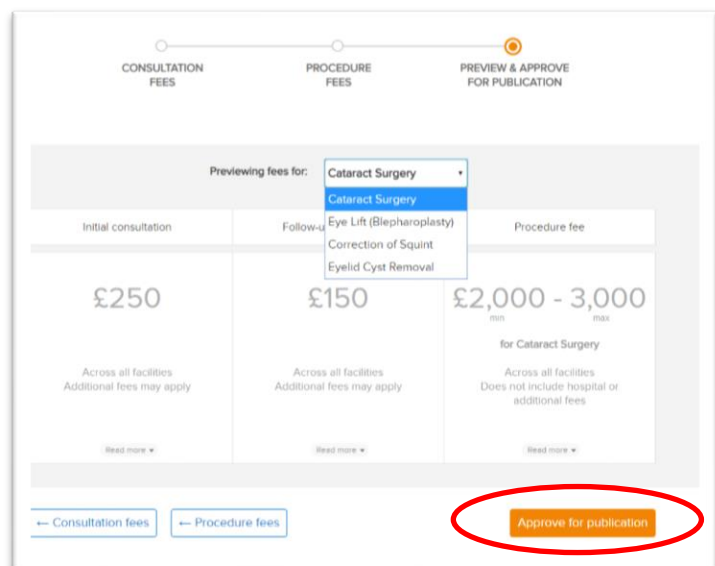
Preview and approve for publication

Once you have entered your consultation and procedure fees for all facilities, click on **preview and approve** to view how this information will appear on the PHIN website and approve it for publication.



A screenshot of a web form for entering fees. It has two sections: 'Consultation Fees' and 'Procedure Fees'. Each section has input fields for 'Min' and 'Max' fees, and a checkbox. The 'Skin Lesion Removal' procedure is selected. At the bottom, there is a 'Save' button and a 'Preview & approve →' button, which is circled in red.

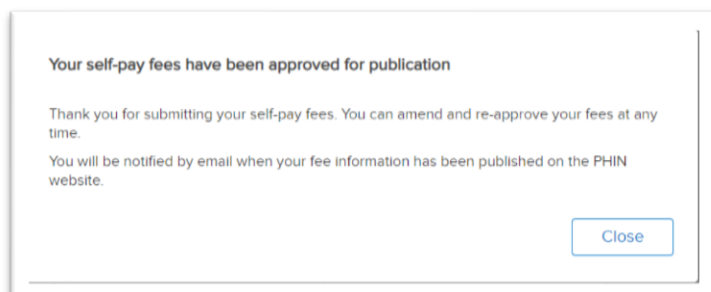
You can use the drop-down function to select the different procedures you perform and how this will appear on the website for patients.



A screenshot of the fee preview screen. It shows a progress bar with three steps: 'CONSULTATION FEES', 'PROCEDURE FEES', and 'PREVIEW & APPROVE FOR PUBLICATION'. The 'PREVIEW & APPROVE FOR PUBLICATION' step is active. Below the progress bar, there is a table showing fees for 'Cataract Surgery'. The table has columns for 'Initial consultation', 'Follow-up', and 'Procedure fee'. The 'Initial consultation' fee is £250. The 'Follow-up' fee is £150. The 'Procedure fee' is £2,000 - 3,000. There are 'Read more' links under each fee. At the bottom, there are buttons for '← Consultation fees', '← Procedure fees', and 'Approve for publication', which is circled in red.

Once you have previewed your procedures, please click **Approve for publication**.

You should then receive a message to say your fee information has been approved for publication.



A confirmation message box with the following text: 'Your self-pay fees have been approved for publication'. Below this, it says: 'Thank you for submitting your self-pay fees. You can amend and re-approve your fees at any time.' and 'You will be notified by email when your fee information has been published on the PHIN website.' There is a 'Close' button at the bottom right.

You must ensure you have completed your profile information on the Portal to enable publication of your fees on the PHIN website.