Sjúkratryggingar

Registering invoices for assistive devices and/or nutrition products in the Data Portal (Gagnagátt)

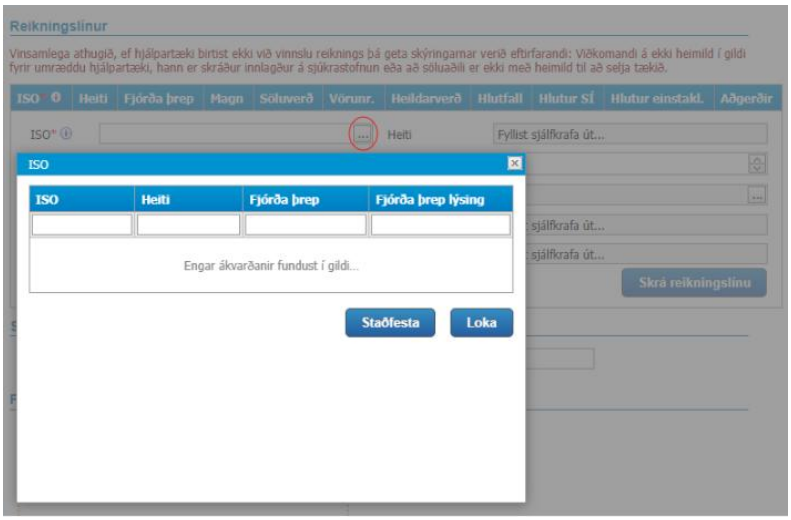
Instructions

Invoices for assistive devices and/or nutrition products must be submitted to Sjúkratryggingar through the Data Portal (*Gagnagátt*) in the following cases:

- When an invoice is issued to Sjúkratryggingar (ID no. 650309-0220) on behalf of a specific individual
- When the seller does not conduct electronic invoicing through its own computer system (web service)

The submission of invoices for bulk purchases, repairs and spare parts, as provided for in an agreement, remains unchanged for the time being.

When the seller enters an individual's ID number for an invoice for an assistive device and/or nutrition product, the system checks the authorisations that the individual holds from Sjúkratryggingar. If no authorisation is in place, it does not appear in the drop-down list, and an electronic invoice cannot be submitted.



In Regulation No. 760/2021, it is stated that an authorisation must be applied for before an assistive device is issued. Please note that the device must have been delivered before the invoice is submitted. A PDF version of the invoice must always be attached under Attachments (*Fylgiskjöl*).

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The written confirmation from the insured person or their family member that the goods have been received must be kept by the seller for 7 years. The same applies to the receipt from the post office if the goods are sent to a location outside the capital area. All documents must be made available to Sjúkratryggingar on request in connection with supervision, cf. Article 45 of the Act on Health Insurance No. 112/2008, as amended.

How to register an invoice

Select **Hjálpartækjareikningur** in **Skjalaskil** in the Data Portal.

User information

Enter the ID number of the user (no. **1** in the picture below**)**, name, telephone number and email address should appear automatically if the information is available in the Sjúkratryggingar database.

Seller/invoice issuer information

Seller/invoice issuer information should appear automatically. Confirm that the information is correct and that the seller/invoice issuer is registered as the owner of the invoice. If the issuer of the invoice is a branch of a company, make sure that the correct branch is selected **(2)**.

Date of invoice

Enter the date of the invoice (**3**).

Account number

Enter the whole account number, i.e. all letters and numbers (if there is a zero at the front of then umber it should be entered as it appears) (**4)**. Adding numbers or symbols that are not part of the account number is not permitted.

Invoice information

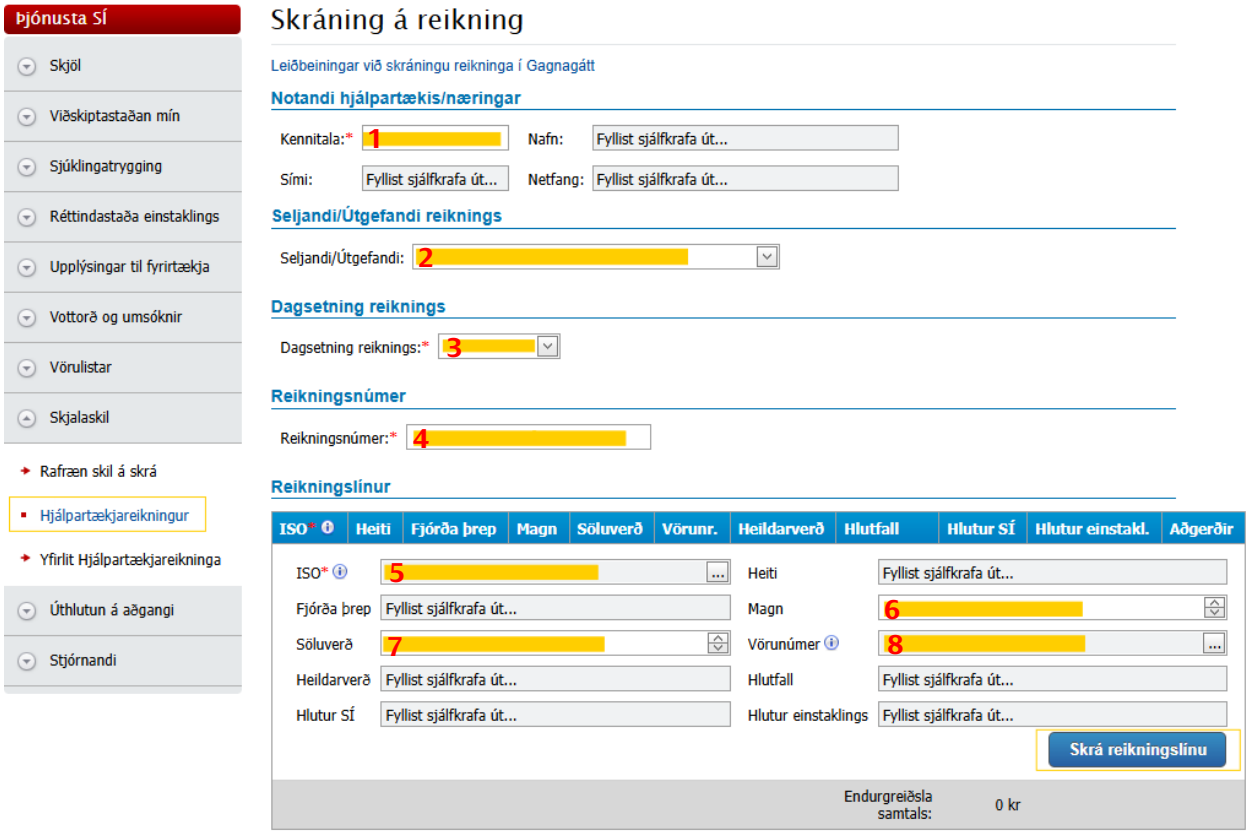
Please register:

- The appropriate **ISO number/choose from drop-down menu (5)**
- **Number of items (6)**

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- **Catalogue number (7)**
- **Price including VAT (8).** Note that the price appears automatically as soon as the catalogue number is selected.
- Ensure that the share of Sjúkratryggingar is the same each time it is entered and in any attached documents.
- Select „Skrá reikningslínu“:





Troubleshooting:

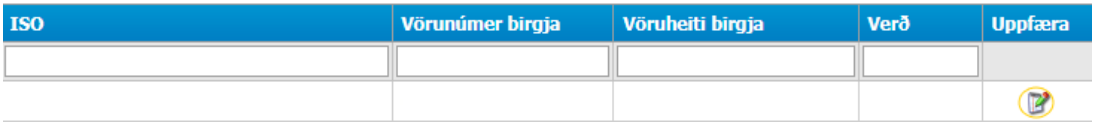
- If no decision is found for the invoice line it is likely because the quantity that was entered exceeds the authorisation, or the authorisation has been fully used.
- A new invoice line must be created for each product number.

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Catalogue numbers

A list of catalogue numbers can be found under: **Vörulistar birgja** and **Vörulistar**

- If there has been a change to a catalogue number; select „Uppfæra“ to request a change.



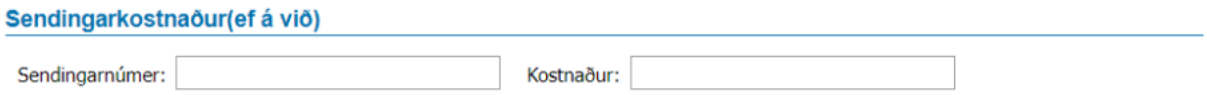
- If a catalogue number is missing for a product outside an agreement; select: „Skrá nýtt vörunúmer“ to request a new one be registered.



- All the requests that have already been made can be viewed under: **Vörulistabreytingar**

Delivery cost

Enter the delivery number and the delivery cost if applicable:



Attchements

Attach invoice and related documents as needed by dragging and dropping.



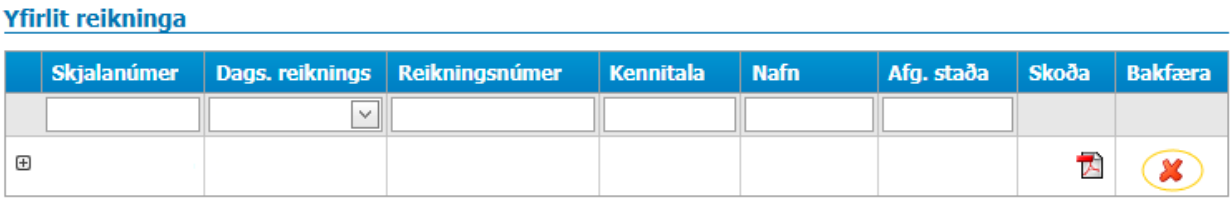
To send; press: „senda inn reikning“:



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Overview of assistive device invoices

View all sent invoices under **Yfirlit hjálpartækjareikninga** and **Skjalaskil**. If an invoice that has been submitted is reversed/recalled in the seller's system, it must also be reversed/recalled in the Data Portal (*Gagnagátt*).



The processing status of an invoice changes to "Paid" (*Greiddur*) once it has been sent for payment. If an invoice is registered incorrectly, Sjúkratryggingar will reject it and its processing status (*Afg. staða*) will change to "Rejected" (*Hafnaður*). To release the authorisations on that invoice, it must be reversed/recalled in the Data Portal (*Gagnagátt*). A corrected invoice can then be submitted.

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