

# **Independent Healthcare Services**

---

Fees Information 2024/25

© Healthcare Improvement Scotland 2023

Published December 2023.

You can copy or reproduce the information in this document for use within NHSScotland and for educational purposes. You must not make a profit using information in this document. Commercial organisations must get our written permission before reproducing this document.

[www.healthcareimprovementscotland.org](http://www.healthcareimprovementscotland.org)

# Independent healthcare services fees information

## Independent Healthcare Services

Healthcare Improvement Scotland has responsibility for the regulation of the Independent Health Care Services passed from the Scottish Commission for the Regulation of Care (Care Commission) to Healthcare Improvement Scotland with effect from 1 April 2011.

## Fees policy

The maximum fees that may be imposed by Healthcare Improvement Scotland for 2024/25 are prescribed in Scottish Statutory Instrument (SSI) 2016/26.

## Fees structure

The fees structure that will apply to 2024/25 is summarised in the table below.

Type	Fee
Application for registration – Independent Hospitals	£5,000
Application for registration – Independent Clinics	£3,500
Annual continuation – Independent Hospitals	£250 per surgical or inpatient place
Annual continuation – Independent Clinics carrying out surgical procedures	£3,440
Annual continuation – Independent Clinics carrying out weight loss using controlled drugs	£3,440
Annual continuation – Independent Clinics carrying out non-surgical procedures (with staff, incl practicing privileges, additional directors, admin staff)	£1,670
Annual continuation – Independent Clinics carrying out non-surgical procedures (single-handed practitioner)	£1,202
Annual continuation – Independent Clinics providing dental services (including dental hygiene services)	£3,440
Variation or removal of condition(s)	£100 per variation
Cancellation of service	No charge
New certificate	No charge

Please note that the following conditions also apply.

## Application for registration

In the event that you require to register a new service, you must complete a pre-registration form so that we can give you access to the online portal to complete your registration form. On receipt of your completed registration form, we will request payment. **No payment should be made until a fee notice has been issued by the team requesting payment.**

Please note that your application cannot be processed until the correct payment has been received. The registration fee must be paid as a lump sum on submission of the completed registration form.

You must ensure that you are fully aware of all the requirements that must be met to register a service before submitting your application. The requirements that must be met are set out on the [‘Register a new service’](#) page of our website. The registration fee reflects the costs associated with assessing a registration application and determining a service’s suitability to register with us. This will **not be refunded** if you decide to withdraw the application or if the service cannot meet the requirements of registration during the registration process. Healthcare Improvement Scotland will support services to register, wherever possible.

## Annual continuation

The fee covers a variety of areas of regulatory activity such as inspection, reviewing annual returns, risk assessment, information gathering, complaints investigation and enforcement.

## Variation or removal of conditions

You must submit a formal application to Healthcare Improvement Scotland to vary or remove your current registration conditions via the Healthcare Improvement Scotland portal [Quality Assurance Dashboard \(scot.nhs.uk\)](#).

If you request a variation or removal of a condition, a fee of £100 per variation will be payable. **No payment should be made until an invoice has been issued requesting payment.** Payment methods are listed on Page 5.

If you change the provider of your service, for example moving from an individual provider to a limited company or sell the service to another company, the new provider will be required to register the service and **pay the registration fee**. A change of provider cannot be made as a variation of conditions.

## Cancellation

If you request a voluntary cancellation of your registration, you will be informed of the documentation you need to return to enable this to be processed. Please do not delay in making such an application.

Remember, if you fail to cancel your registration before the annual continuation fee is due then it is payable in full. **No refunds of the continuation fee are available for services that only operate for part of a year.**

## Discounts

There are no discounts for any fees.

**New certificate**

The fee for new certificates has been set at zero.

**Invoicing arrangements for annual continuation fees**

All services will be issued a full year invoice on 1 April 2024. The only exceptions to this will be those services who registered in the 2023/24 financial year. For these newly registered services, the invoice date will be the anniversary of their registration and the invoice will cover the period up to 31 March 2025.

**Payment methods for annual continuation and variation fees**

There are a variety of payment methods available as summarised below.

**Standing Order – annual continuation fee**

This is the recommended payment option. This is generally the easiest and most cost effective for all services and with this option you may choose to pay by either a one-off payment or by four consecutive instalments. You will find the details required to set these up on your invoice.

Standing orders would normally be paid as shown.

Annual continuation fee due	Single payment	Four instalments
1 April	30 April	30 April, 31 May, 30 June, 31 July

**BACS**

Should you wish to pay by bank transfer, you will find the details required on your invoice.

**Credit/debit card**

Services can pay for their registration, continuation, and variation fees by credit/debit card via the Healthcare Improvement Scotland portal at: <https://hisportal.scot.nhs.uk/>. The link on the portal connects to the Gov.UK Pay website where payments can be securely made.

Please note that payment must be made for the full and correct amount, which can be found on the fee notice or invoice. Either the invoice number (at the top right of the invoice) or payment reference number (on the fee notice) must be entered for Healthcare Improvement Scotland to confirm payment has been made. You cannot pay by instalments using a credit card.

**Cheque**

We are no longer able to receive cheques as a form of payment.

**Contact information**

Should you require any information about fees, invoicing, or payment options, please contact the Finance Team at [his.finance@nhs.scot](mailto:his.finance@nhs.scot).

You can read and download this document from our website. We are happy to consider requests for other languages or formats. Please contact our Equality and Diversity Advisor on 0141 225 6999 or email [his.contactpublicinvolvement@nhs.scot](mailto:his.contactpublicinvolvement@nhs.scot).



**Edinburgh Office**

Gyle Square  
1 South Gyle Crescent  
Edinburgh  
EH12 9EB

**0131 623 4300**

**Glasgow Office**

Delta House  
50 West Nile Street  
Glasgow  
G1 2NP

**0141 225 6999**

[www.healthcareimprovementscotland.org](http://www.healthcareimprovementscotland.org)