

## MedCo Charging Policy from April 2024

The definitions set out in the MedCo User Agreements between MedCo and the Users shall apply to this Charging Policy. The User Agreements are published on [www.medco.org.uk](http://www.medco.org.uk)

Abatements applied to fees to reflect an accounting surplus are only applied to renewals.

### 1. Charges

#### a) Authorised Users

Category	Charge (£)
New Authorised User	Nil
Authorised User Renewal	Nil

#### b) Medical Reporting Organisations (MROs)

The charges (excluding VAT) payable by the MRO shall be determined by the classification as set out in the table below:

Category	Charge (£)	
MRO that meets the minimum and additional qualifying criteria as outlined in the "MoJ Qualifying Criteria February 2021" document published by the Ministry of Justice ("MoJ") on <a href="http://www.medco.org.uk">www.medco.org.uk</a> (as amended by MoJ from time to time)	<b>New *</b>	£150,000.00
	Renewal	£90,000
MRO that meets the minimum qualifying criteria as outlined in the "MoJ Qualifying Criteria February 2021" document published by the MoJ on <a href="http://www.medco.org.uk">www.medco.org.uk</a> (as amended by MoJ from time to time)	<b>New</b>	£20,000.00
	Renewal	£12,000

*\* An existing Regional Based MRO that is successful in its application to move to become a High Volume National MRO will be subject to payment of the full fee of £150,000.00+VAT and will be reimbursed pro-rata for any remaining Regional Based MRO fee already paid.*

### c) Medical Experts

The charges (excluding VAT) payable by the medical expert shall be determined by the classification as set out in the table below:

Category	Charge (£)	
Direct Medical Expert (DME) * See also Case Data Uploads	<b>New</b>	£525.00
	Renewal	£525.00
Indirect Medical Expert (IME)	<b>New</b>	£210.00
	Renewal	£210.00

#### i. \*Case Data Uploads

In addition to the fees set out in the table above Direct Medical Experts will also be charged for case data uploads to the system. The New and Renewal fee of £525 shown in the table above will include an allowance of 300 case data uploads in the charging period. The charge for case data uploads above 300 will be **£25** per upload. Unused allowances cannot be carried forward to the next charging period.

Case Data Uploads	Charge (£)	
Direct Medical Experts	<b>Up to 300 uploads</b>	nil
	<b>Over 300 uploads</b>	£25 per upload

## 2. Payment details to MedCo

When approved by MedCo or a renewal is due the MRO and DME User will be able to download an invoice from the MedCo Database and pay the appropriate fee by Bank Transfer, as instructed on the invoice and in accordance with terms and conditions of the User Agreement. IME users will receive invoices via their registered email address produced by Xero accounting software.

Any audit fees payable in section 5 below will be invoiced and sent to an MRO by MedCo and must be paid in advance of the audit and no later than 30 days of issue.

## 3. MRO Qualifying Criteria

Please review documents the “MoJ Qualifying Criteria for Medical Reporting Organisations February 2021 and the Guidance on the MoJ Qualifying Criteria September 2022” published on [www.medco.org.uk](http://www.medco.org.uk)

## 4. Refunds

For details on refunds please refer to the respective MedCo User Agreement that can be found at [www.medco.org.uk](http://www.medco.org.uk)

## 5. MRO Audit fees

### a) MRO applying against the Minimum Qualifying Criteria (New MRO)- £4,000.00

An MRO applying to register with MedCo against the Minimum Qualifying Criteria will be subject to an Audit before their application can be completed.

The Audit fee is **£4,000.00** payable in advance of the Audit.

If the Audit against the Minimum Qualifying Criteria is passed successfully, the MRO will pay the full registration fee for New entrants

Audit fees will not be refunded in the event of an unsuccessful audit.

### b) MRO reclassification against the additional Qualifying Criteria (High Volume National MRO) - £6,000.00

An existing MedCo MRO operating against the Minimum Qualifying Criteria applying to reclassify as a High Volume National MRO\* will be subject to an Audit against the Qualifying Criteria before their application can be completed.

The audit fee is **£6,000.00** payable in advance of the Audit.

If the Audit for reclassification to a High Volume National MRO is successfully passed, the MRO will pay the full registration fee for New entrants.

Audit fees will not be refunded in the event of an unsuccessful audit.

*\*An existing MRO includes those being re-audited following a previous removal from T1.*

### c) MRO Re-Audits - £2,500

The MRO will be charged **£2,500** payable in advance of the Audit.

Re-audit fees will not be refunded in the event of an unsuccessful re-audit.

### d) MRO Change of Control / Acquisition – up to £10,000

The MRO will be charged up to a maximum of **£10,000** payable in advance of the Audit. The scope of the audit will determine the fee.

Change of control / acquisition fees will not be refunded in the event of an unsuccessful re-audit.

## 6. Administration fees

MedCo reserve the right to issue an administration fee of **£100** to cover management and administration cost reasonably incurred above what is normally expected. For example, time spent managing the removal of multiple suspensions on an account for failing to adhere to the users obligations under the terms of the User Agreements.