



Good Practice

Issue 137

July 2021

Our Medical Services section of the National Services Scotland website is going live on 1st July 2021

On that date all our content should be available to view and download in a more efficient and effective manner to what you have been accustomed to.

The new URL is: <https://www.nss.nhs.scot/medical-services>

You should no longer need to access any content on the archive site, however we will leave that URL here for this month:

Practitioner Services Medical - Archive Page: <https://archive.nhsnss.org/services/practitioner/medical/>

Important Dates

June 2021 Payment

Medical Payment date for June: Wednesday 30th June 2021

Earliest date from when e-Statements may be available: Friday 25th June 2021

July 2021 Payment

Medical Payment date for July: Friday 30th July 2021

Earliest date from when e-Statements may be available: Tuesday 27th July 2021

PARTNERS GP Notes – Guidance

Practitioner Services are issuing this guidance in order to support the efficient processing of patient updates sent from GP Clinical systems to CHI, via PARTNERS, specifically in regard to the use of the GP Notes field.

GP notes should only be used for specific purposes, where these add information not already contained in the changed data.

Address or Name updates where no other update is required to the patient's record

If the change is only to update a new address or name, and no other action is required, there is no need to add any text to the GP notes field, (for example "Change of Address").

The GP notes field should be left blank, unless there is some additional action required (for example if there is a notification of a death).

Unnecessary information in the GP Notes field can impact on the processing of the update on CHI.

Records Scanning - Intercepting Records for Paper Light Practices - further eligible practices

Practitioner Services is following up on practices that could be eligible for the Intercepting Records for Paper Light Practices roll out. We have successfully rolled out almost half of all GP practices in Scotland. Feedback from these practices is extremely good, with many saying the process has been massively beneficial to them with an excessive reduction in paper records being received by the practice.

The main change for the practice is that they will no longer receive paper records to scan, which I'm sure will be welcomed by all.

We will shortly be coming to the end of our current phase in records scanning, to that end we are asking if any practices that are back scanned or currently back scanning that have not taken part in the roll out, that they let us know as soon as possible. We aim to have all eligible practices rolled out by mid to end of July. To reiterate this is for practices who are paper light and are back scanned or are in the process of doing so and who to date have not participated in the records scanning for paper light practices.

We are certain most GP practices have informed us of their eligibility and are indeed live, however we felt it prudent to ensure that we have not missed any practices that have recently gone paper light or in the process of doing so. If you are one of those practices, please contact me at the details below. Your help in taking this forward is greatly appreciated. **Annie McDonnell, Business Change Manager:** annie.mcdonnell2@nhs.scot

£500 Locum Form – Additional Practice Guidance

The following guidance is for GP practices who were unable to submit a practice claim during the initial £500 bonus exercise. The locum form is designed for individual claims and so there are a few adjustments required of practice managers to ensure we capture the full practice list and are able to also build in the appropriate National Insurance contributions.

Unlike the locums who will receive the bonus directly into their nominated bank account once verified, the GP practices in question will receive a remittance note for all the staff in their practice that they have claimed for with associated bonus and NI values to allow the appropriate allocation. The payment will be made as a one off practice total to the GP practice bank account that we hold within the payment system once the verification process has been carried out.

Claim form process:

As noted above the form is designed for one off locum claims and so there needs to be a specific form for each practice staff member

Section 1 – Personal Details

Complete the mandatory fields noting the details of the individual you are claiming for with the following amendments: the telephone number can default to the practice phone number; the email address should be the practice managers email address (need this for the remittance); the home address should also default to the practice address.

Section 2 – Employment Details

The contractor stream **MUST** be medical as we will only receive the cut of the medical data and this also opens up a medical specific field of 'Submitter role'. In the submitter role field please select 'Practice Manager'. This is how we will split out practice claims from individual locum claims and therefore make it easier to pull through the entire practice lists.

In the 'Job Role' please select the most appropriate from the list. The assumption is that only those noted as 'GP locum /GP Partner' will be self-employed and so all other staff will receive the funds to cover employer's national insurance contributions that the practice will need to pay to HMRC. If you know that a member of staff is not due to pay NI then please send an update to the £500 mailbox so that it can be picked up and amendment can be made prior to payment.

Under previous payments we are trying to capture the pre-tax value of any COVID bonus payment already received as this will need to be factored in. Therefore, where you are aware if you can provide this and also note if it is over the same 30-day period you are now claiming for. If unsure, please email the mailbox for further assistance.



Legislation & 2021 Circulars

PCA Circulars

2021-01-28 PCA(M)(2021)01 – Covid-19 Dispensing GP Practices: NHS Medicines Delivery (v2)

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)01.docx](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)01.docx)

2021-02-08 PCA(M)(2021)02 - £500 one off non-consolidated payment to persons working within an independent service provider

[http://www.sehd.scot.nhs.uk/pca/PCA2021\(D\)01.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2021(D)01.pdf)

2021-02-22 PCA(M)(2021)03 - COVID Special Leave

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)03.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)03.pdf)

2021-02-26 PCA(M)(2021)04 - COVID-19 Vaccination Programme – Primary Care – GP Practices - Indemnity

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)04.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)04.pdf)

2021-04-16 PCA(M)(2021)05 - COVID 19 – Dispensing GP Practices : Extension of NHS Medicines Delivery Service
[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)05.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)05.pdf)

2021-06-25 PCA(M)(2021)06 - Universal access lateral flow device test kits – GP Dispensing Practices COVID-19 test kit distribution service

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)06.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)06.pdf)

All CMO circulars & historic circulars can be searched on:

<http://www.publications.scot.nhs.uk/>

Upcoming RCPSG Events

Free Webinar | Podiatric Sports Medicine: How to maintain and improve long term health – All together now!

<https://community.rcpsg.ac.uk/event/view/podiatric-sports-medicine-how-to-maintain-and-improve-long-term-health-all-together-now-06-jul-21>

Glasgow Gastro 2021

<https://community.rcpsg.ac.uk/event/view/gastro-2021>

Medicine24

<https://community.rcpsg.ac.uk/event/view/medicine-24-2021>

President's Conference | Time to Heal: Recovery and Renewal

<https://community.rcpsg.ac.uk/event/view/time-to-heal-recovery-and-renewal-06-oct-21>

Telephone Contact Numbers - reminder

From 1st July 2021, we will be disconnecting the 0845 numbers and in the interim there will be a message on these with the new number. Can you please check your websites and update your contact details as follows for your regional office:

0345 300 1023 Practitioner Services Aberdeen

0345 300 1024 Practitioner Services Edinburgh

0345 300 1025 Practitioner Services Glasgow

An update from the SPPA: Get your estimates online

Over the last 15 months the SPPA has had to adapt to the ongoing social situation and is operating within a remote working environment, as a result of which we have had to prioritised our core functions and critical retirement activity.

At this time of year we see an increase in the amount of pensions estimate requests coming in and whilst we try to produce these quickly, the calculation and payment of pension events will always be our priority. So why not get the latest estimation of your benefits on our online member portal – <https://mypension.sppa.gov.uk>

It's free and a faster and simpler way for you to get your Annual Benefit Statement. This will estimate your pension benefits using the latest information we hold and is updated annually (by the end of August each year).



Contacting Practitioner Services

The following regional office mailboxes should be used by GP Practices for all queries and communications.

If possible, please try to avoid leaving voicemail messages on our phone extensions and instead send us an e-mail.

These mailboxes are routinely checked by each team and we encourage you to keep a note of these handy for reference.

Please populate the 'Subject' with your Practice code and the content, eg signatory mandate, quarterly vaccination claim, etc.

If you are sending an e-mail other than from the practice e-mail account, can you please ensure your practice details are included in your e-mail signature at the foot of your e-mail to enable us to identify your practice.

Patient Registration, Records & Mail Services	Contractor Finance Services
<p>Aberdeen office</p> <p>All enquiries: nss.psd-gmsaberdeen@nhs.scot</p>	<p>Aberdeen office</p> <p>All enquiries: nss.psd-gppractices-aro@nhs.scot</p> <p>NB NHS Tayside practices should continue to e-mail their local mailbox with local enhanced services data as per existing arrangements and use the above mailbox for all other communication with the Aberdeen office.</p>
<p>Edinburgh office</p> <p>All Health Records: nss.psdrecords@nhs.scot</p> <p>Lothian & Borders Reg: nss.psdedinburgh@nhs.scot</p> <p>Fife & Forth Valley Reg: nss.psdife-fvalley@nhs.scot</p>	<p>Edinburgh office</p> <p>All enquiries: nss.psd-gppractices-ero@nhs.scot</p>
<p>Glasgow office</p> <p>Glasgow: nss.glasgow.registration@nhs.scot</p> <p>Argyll & Clyde: nss.ac-registration@nhs.scot</p> <p>Ayrshire & Arran: nss.aa-registration@nhs.scot</p> <p>Dumfries & Galloway: nss.dg-registration@nhs.scot</p> <p>Lanarkshire: nss.lanarkshire-registration@nhs.scot</p> <p>Western Isles: nss.wi-registration@nhs.scot</p> <p>Data Quality: nss.ch-dataquality@nhs.scot</p>	<p>Glasgow office</p> <p>All enquiries: nss.psd-gppractices-gro@nhs.scot</p>

Good Practice Contact

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Next Newsletter

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