



**Good
Practice**

Issue 142

Dec 2021



Opening Hours during the Festive Season

Our offices will be open as follows:

Date	Opening Hours	Cover Arrangements
Friday 24th December 2021	8.30am – 1.00pm	Skeleton
Monday 27th December 2021	Closed	Public Holiday
Tuesday 28th December 2021	Closed	Public Holiday
Wednesday 29th December 2021	8.30am – 4.30pm	Skeleton
Thursday 30th December 2021	8.30am – 4.30pm	Skeleton
Friday 31st December 2021	8.30am – 1.00pm	Skeleton
Monday 3rd January 2022	Closed	Public Holiday
Tuesday 4th January 2022	Closed	Public Holiday

We continue to operate to our covid-19 contingency arrangements and ask that all contact is made by e-mail, more so now that even less staff will be available to answer any telephone queries but mail boxes will be routinely checked and e-mails responded to by those staff working either in the office or from home during this period.

Important Dates

November 2021 Payment

Medical Payment date for November Tuesday 30th November 2021

Earliest date from when e-Statements may be available: Thursday 25th November 2021

December 2021 Payment

Medical Payment date for December Friday 24th December 2021

Earliest date from when e-Statements may be available: Tuesday 21st December 2021



National Average Earnings 2020-21

The National Average Earnings for 2020-21 have been agreed and are set out below:

Whole Time Equivalent:	£91,530.00
2/3rds WTE	£61,020.00
1/3rd WTE	£30,510.00

Updated Standard Claim Forms & Mandates

We have updated a number of our mandates and claim forms recently and would ask all practices to destroy any that they have printed off and are holding as 'stock'.

These forms are regularly updated, uploaded to a couple of key areas on our new website and can all be downloaded at the following links:

For all GP Practice mandates and claim forms:

<https://www.nss.nhs.scot/browse/medical-services/gp-practice-claims-and-mandates>

For all pension forms (GP Principles and Locums):

<https://www.nss.nhs.scot/browse/medical-services/gp-pension-forms-and-guidance>

Where possible please type your data into the editable boxes and reduce the instances of hand writing.

We would also ask that these forms are not posted or included in the envopak system, but are scanned at the practice as a *.PDF and e-mailed to the address contained on each form or mandate. This will ensure that your form is received timeously by the correct department and also provides you with proof of submission.

Practitioner Services Intercepting of Records for Paper Light Practices

The offices of our scanning company Capture All will be closed for the holiday period from Friday 24th December 2021 and reopen again on Wednesday 5th January 2022.

In order to have all work complete and files processed to GP practices prior to closure, the last uplift dates from our offices will be the week beginning 14th December 2021.

Uplifts will resume the week beginning 10th January 2022.

This means the process of scanning notes to GP practices will resume after 10th January 2022 and GP practices will not receive any scanned notes during the holiday period.

If you have any questions, please do not hesitate to be in touch.

Annie McDonnell, Business Change Manager
annie.mcdonnell2@nhs.scot



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)

– 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)

2021-07-27 PCA(M)(2021)07 – Influenza & Pneumococcal Temporary Enhanced Service

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)07.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)07.pdf)

2021-08-20 PCA(M)(2021)08 – GMS Uplift

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)08.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)08.pdf)

2021-09-16 PCA(M)(2021)09 - Covid-19 Vaccination Directed Enhanced Service

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)09.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)09.pdf)

2021-09-28 PCA(M)(2021)10 – Guidance to Health Boards to serve notice to Practices to continue to deliver vaccinations deadline for rural flexibility and options appraisal

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)10.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)10.pdf)

2021-10-06 PCA(M)(2021)11 – Universal access lateral flow device test kits – Dispensing Practices covid-19 test kit distribution service – amendments to standard operating procedure and product supply

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)11.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)11.pdf)

All CMO circulars & historic circulars can be searched on:

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

RCPSG Events

[Royal College Advanced Certificate in Clinical Education](#) | Monday 6 to Monday 20 December, various times

The course focuses on enabling delegates to relate and constructively apply relevant educational theory to their ongoing clinical education practice.

[Introduction to Mentoring](#) | Tuesday 14 December to Thursday 16 December, 1pm GMT

This course is open to anyone with a keen interest in mentoring and those who wish to explore it further.

[Syncope 2022 – Everyone's Problem](#) | Friday 4 February, 9am GMT

This one-day hybrid conference will provide an up-to-date look at the assessment and treatment of syncope and will feature interactive presentations, case based learning and panel discussions.

[Medical Take](#) | Podcast series

This free podcast series discusses clinical cases, non-technical factors and leadership.



Regional office mail boxes

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

Aberdeen office

Registration: nss.psd-gmsaberdeen@nhs.scot

Records & Mail: nss.psd-abrdn-med-recrds@nhs.scot

Edinburgh office

All Health Records: nss.psdrecords@nhs.scot

Lothian & Borders Reg: nss.psdedinburgh@nhs.scot

Fife & Forth Valley Reg: nss.psdife-fvalley@nhs.scot

Glasgow office

Glasgow: nss.glasgow.registration@nhs.scot

Argyll & Clyde: nss.ac-registration@nhs.scot

Ayrshire & Arran: nss.aa-registration@nhs.scot

Dumfries & Galloway: nss.dg-registration@nhs.scot

Lanarkshire: nss.lanarkshire-registration@nhs.scot

Western Isles: nss.wi-registration@nhs.scot

Data Quality: nss.ch-dataquality@nhs.scot

Contractor Finance Services

Aberdeen office

All enquiries: nss.psd-gppractices-aro@nhs.scot

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.

Edinburgh office

All enquiries: nss.psd-gppractices-ero@nhs.scot

Glasgow office

All enquiries: nss.psd-gppractices-gro@nhs.scot

Good Practice Contact

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Next Newsletter

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