**Hospital & Clinical Correspondence**

Following on from our previous article please remember that Practitioner Services no longer processes paper hospital letters, reports or correspondence.

If you receive any please action as follows:

1) If the person has been a patient registered with your GP practice and the correspondence is something you would normally add to a patient’s record please scan it in to Docman and export it. This will quickly and electronically go to the current location of the patient’s electronic record where it can be imported.

2) If the person has been a registered patient with your practice and the correspondence is not to be added to the patient’s record (i.e. 1 above) please return it to the originator.

3) If the person has never been registered with your practice please return it to the originator, whether the correspondence is clinical or not.

Thank you for complying with our guidance to forward hospital reports via DocMan – this is working well.

Unfortunately a number of practices are also trying to send temporary resident records in this way.

As there is no CHI number, this is causing major blockages to the normal DocMan process and requires IT intervention in each case.

As instructed, please continue to send temporary resident notes to us via the normal envopak system.

We are looking at ways in future to send temporary resident notes electronically but not there yet.

**GP Locum Superannuation Contributions**

**New online payment facility for the Remittance of Superannuation Contributions – GP Locums.**

We would be extremely grateful, if you could draw the below to the attention of any locum you find yourself engaging now or in the near future.

There will obviously be a transitional period while things settle into the new arrangements and your assistance in reminding Locums of the change would be invaluable.

Following a recent successful pilot of an online payment facility for the remittance of locum superannuation contributions, we have as of 1st January 2018, moved to an electronic payment system for GP Locums ie Worldpay.

This will see an end to the current procedure GP Locums follow, whereby they submit a cheque with their Forms A & B. Please note the submission of Forms A & remain a necessary part of the process.

The associated documentation, forms and completion notes are available from our website - https://nhsnss.org/services/practitioner/medical/payment-claims-and-pensions/pensions/
We are steadily adding documents, forms and guidance to our website and welcome any suggestions and proposals from our readership as to what is still missing and what would assist you in your day-to-day activities.

The following enhancements have been made to our new website:

- 2017-18 ‘Palliative & End of Life Care’ annual claim & declaration form.
  https://nhsnss.org/services/practitioner/medical/payment-claims-and-pensions/
- Guidance on ‘Transferring Correspondence for a Deducted Patient’.
  https://nhsnss.org/services/practitioner/medical/medical-records/records-transfer/

2017-18 Seasonal Influenza & Vaccination Campaign

GP Practices are requested to send to us a single figure for the total number of patients (i.e. a denominator figure) who are in eligible groups within their practice area as part of their immunisation claim. This information should be submitted by 31st March 2018 through our on-line survey tool:


The groups to include are as listed in NHS Circular: PCA(M)(2017)02, ie:

(a) 2 to 5 year old children (inclusive) not in any “at-risk” group,
(b) 2 to 5 year old children (inclusive) in “at-risk” groups,
(c) 6 months to 2 years (exclusive) in “at-risk” group,
(d) 12 years to 18 years (exclusive) in “at-risk” group, and
(e) 18 years to 65 years (exclusive) in “at-risk” group

This information is very important to Health Protection Scotland (HPS) in validating their in-season vaccine uptake estimates which are reported in their weekly report:


Regional Office Contact Details

All Regional office contact details are available on the Practitioner Services website.
If you cannot find a member of staff or their contact details are missing, please let us know and we will update the lists accordingly.
https://nhsnss.org/services/practitioner/medical/contact-us/

Important Dates

Medical Payment date for January: Wednesday 31st January 2018
Earliest date from when e-Statements may be available: Friday 26th January 2018
Medical Payment date for February: Wednesday 28th February 2018
Earliest date from when e-Statements may be available: Friday 23rd February 2018
Opting Out of the Pension Scheme

For the attention of GPs opting out of the pension scheme

Can you make sure that once you have completed the Opt Out form that it is sent to Practitioner Services instead of sending it directly to SPPA.

Regional office staff will complete the section for Employer, send it on to SPPA and record the Opt Out in our system.

Sending it directly to SPPA can result in contributions continuing to be collected after the Opt Out date.

Royal College of Physicians & Surgeons of Glasgow Events

Full details of the following forthcoming events can be viewed by clicking each link below:

Neurology 2018
Friday 2 March 2018
You can view the full programme and book your place online here: https://rcpsg.ac.uk/events/ neuro

Interactive Cardiology Symposium
Friday 9 March 2018
You can view the full programme and book your place online here: https://rcpsg.ac.uk/events/cardiology

The Clinician and the patient with obesity
Friday 23 March 2018
You can view the full programme and book your place online here: https://rcpsg.ac.uk/events/patobes

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