



Good Practice

Issue 103

Sept 2018

2018-19 Seasonal Influenza & Vaccination Campaign

Claim forms and guidance are available to download from our website.

<https://nhsns.org/services/practitioner/medical/payment-claims-and-pensions/vaccinations/>

Up to date circulars are awaited for Pertussis and we have made reference to the most recent ones. We will update the guidance when these are published on the Scottish Government website.

As advised in last month's newsletter, we have refined the requirements around Seasonal Influenza, '65 and over', and 'at risk under 65' in that we will no longer ask you to submit a supporting list with your claim. We will however ask you to ensure you have the means to produce such a list should you be called upon to do so by our Payment Verification teams.

You are still required to provide a list with your claims for both Pertussis and Pneumococcal, which again will be claimable on a quarterly arrears basis. We will be reviewing these requirements in due course, and will advise if that review results in any change to the provision of lists here too.

We would like to remind practices that claims for Pertussis immunisations relate exclusively to pregnant and post natal women. Practices should ensure that any search that is used to generate claim numbers should exclude children and males. These patient groups may have been vaccinated; however they are not claimable under the Pertussis DES.

To ensure your claims are paid timeously, please ensure all claims are:

- completed accurately and in full;
- submitted on a 2018-19 claim form;
- e-mailed from the mailbox of an authorised member of staff from the practice;
- e-mailed to the regional office e-mail address as contained in the guidance;
- submitted within the cut-off dates

Vaccine ordering arrangements have also been uploaded to our website:

<https://nhsns.org/services/practitioner/medical/flu-vaccine-distribution/>



Service Improvement

Temporary Resident Reporting

We have reviewed the Temporary Resident (TR) report forwarding process and noted recently that TR reports that are being sent in to Practitioner Services by practices are lacking enough details for us to transfer to the patient's registered GP Practice.

The demographic information provided about a patient on a TR report is used to identify where a patient lives. If the patient is in Scotland we should find them on CHI and be able to transfer the report to the patient's GP Practice.

If the patient lives in the rest of the UK we can transfer it to the relevant country to forward to the patient's GP Practice. To help us process these we would be grateful if you can ensure the following information is provided:

- Full name and date of birth
- Patient's permanent address
- Patient's GP Practice
- Patient's temporary address

Please note that if the patient lives abroad there is no way to forward this so please do not send to Practitioner Services. There is more information on recording TRs in your Vision/EMIS manual which you can also refer to. We hope that system developments in the future will enable these all to be sent electronically but at the moment Docman can only transfer follow-on reports that have a CHI number attached so this means most TR reports still have to move on paper.

Vision practices

Add a patient in the usual way with a registration status on the initial Registration – Personal screen of:

- Either Temporary Resident < 16 days
- Or Temporary Resident 16 days to 3 months

Mandatory entries include the patient's temporary address (entered as the Main Address), and the patient's home address. Go to the Address tab, and add the second address – the patient's permanent address - with a Type of Address as Permanent Registered Address for Temporary Residents.

EMIS practices

When you register temporary residents, type the address where they are staying whilst being treated in the Address Details section, and their home address in the Home Address Details section.

When you register temporary residents, if you click the Home GP Code box and then click another box, EMIS PCS will automatically add a default GP Code in the Home GP Code box. If this field is not completed, you cannot file the registration.

If you use the TAB key to move through the fields on the screen, EMIS PCS automatically adds default codes.

Thank you for your help.



2017-18 GP Annual Certificate (GAC) & Guidance

The National Average Earnings (NAE) figure for 2017-18 has not been set yet, however we would encourage all GPs and non-GP Partners to complete and submit a 2017-18 GAC in accordance with 2017-18 guidance and we will process these as soon as the NAE is announced.

Documentation valid for 2017-18 submissions

All documentation is available for GPs and accountants to download from the Practitioner Services website:

<https://nhsns.org/services/practitioner/medical/payment-claims-and-pensions/pensions/>

- GM-CF-SF005 v1 (08-2018) - Annual Certificate of Pensionable Profits 2017-18 Guidance notes
- GM-CF-SF006 v1 (08-2018) - Annual Certificate of Pensionable Profits 2017-18
- GMSSUP002 v2 (06-2011) – Notification of Estimated Pensionable Profits
- GMSSUP006 v6 (07-2015) – GP Solo Form & Guidance

NB Please only use the official 2017-18 forms and do not submit using any previous year's form, as we will only be required to return these to you for completion on the correct form, which inevitably will result in the delay of processing your Annual Certificate.

New for 2017-18 is an additional Page 3 worksheet for instances when a GP has Opt-in / Opt-out periods during the GAC year, to save completing multiple certificates. The guidance notes cover the use of this additional worksheet. As a result of introducing this additional worksheet we are no longer providing a paper copy of the GAC and all submissions should be made by completing the Excel Workbook on a PC or laptop and submitting a signed scanned copy to your Practitioner Services regional office.

Additional Guidance

Can we please encourage you to submit your 2017-18 GAC as soon as practically possible, once complete by a) your accountant and then b) signed off by yourself, as this will allow us to process your GAC much earlier than the more usual March year end, which is the current norm for many.

The advantage of this to Practitioners is twofold and very much worth considering:

1. If, in processing your 2017-18 GAC earlier, we find you are due a refund of contributions, then you would receive those refunded contributions much earlier than might otherwise be if you were to wait until March to submit. Equally,
2. If a 2017-18 GAC is processed in December 2018 (where no 2018-19 Estimated Pensionable Profit (EPP) form is in effect) then the following will occur:
 - all 2017-18 indebtedness will be collected in full in Dec 18, and
 - 2018-19's previous estimate will be replaced with the 2017-18 Pensionable Profit and the increased indebtedness will be spread over the remaining 4 months of the financial year (rather than had you waited until Mar 19 to submit your GAC, when the total indebtedness would be collected, in full for both years)

Please contact your Regional Office should you wish to discuss further any issues you may have.



2017-18 GP Annual Certificate (GAC) & Guidance (cont)

It is also worth noting that the payment level of seniority is affected by your earnings and you should be mindful of ensuring that wherever possible you provide us with as up to date a level of earnings, each financial year via the Estimated Pensionable Profits (EPP) form.

Again should you wish to discuss this aspect with us, please do not hesitate to contact your Regional Office.

We cannot emphasise enough how much an earlier submission of your GAC would be appreciated and we would be grateful if you could bring the above to the attention of your accountant so that the suggestion may be discussed.



Important Dates

Medical Payment date for August: Friday 31st August 2018

Earliest date from when e-Statements may be available: Tuesday 28th August 2018

Medical Payment date for September: Friday 28th September 2018

Earliest date from when e-Statements may be available: Tuesday 25th September 2018

NHS Circulars, Guidance & Information

2018-03-01 Application form to register permanently with a general medical practice

[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)01.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)01.pdf)

2018-04-01 GP premises sustainability loan scheme 2018-19: notes of interest, amount of loan and priority categories

[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)02.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)02.pdf)

2018-04-01 General Medical Services Statement of Financial Entitlements for 2018-19

[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)03.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)03.pdf)

2018-04-01 Primary Medical Services (Directed Enhanced Services) (Scotland) Directions 2018

[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)04.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)04.pdf)

2018-06-27 General Medical Services Statement of Financial Entitlements for 2018/19

[https://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)05.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2018(M)05.pdf)

2018-08-14 Influenza and pneumococcal immunisation directed enhanced service

[https://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)06.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2018(M)06.pdf)

2018-08-21 Shingles (herpes zoster) immunisation scheme: year 6 directed enhanced service

[https://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)07.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2018(M)07.pdf)

Historic circulars can be searched on:

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



DDRB 2018-19 Uplift - Update

Unfortunately we have no update for you this month, as we continue to await formal Scottish Government NHS Circular notification.

Please be assured that as soon as we have formal details we will advise practices accordingly.

Emergency Oxygen – National Contract - Update

On 1st August 2018 we distributed, by e-mail, a letter to every practice on behalf of Alasdair Pinkerton, Associate Director, Contractor Finance and Mike Winter, Medical Director, PCF SBU.

We have appended a copy of that letter to this newsletter, hopefully to ensure that no-one misses out on the communication delivered therein.

Any queries about this service going forward, should be directed to Dolby Vivisol directly, via the contact e-mail address provided in the letter itself.

External Events & Publications

- 2018 - September | NSS Public Health & Intelligence | [LIST Annual Health & Social Care Gathering Event](#)
- 2018 – Monthly | RCPSG | [Royal College Advanced Certificate in Clinical Education](#)
- 2018 - September | RCPSG | [Syncope – everyone’s problem](#)
- 2018 - September | RCPSG | [Medicine24](#)
- 2018 - October | RCPSG | [Glasgow Gastro Conference 2018](#)
- 2018 - October | RCPSG | [Stroke 2018](#)
- 2018 – October | RCPSG | [Returning Travellers: Exotic encounters, imported infections and visiting vectors](#)
- 2018 - November | RCPSG | [Palliative Care Conference](#)
- 2018 - November | RCPSG | [Breast Cancer Conference](#)
- 2018 – November | RCPSG | [Acute Medical Problems in Pregnancy for Physicians](#)

Regional Office Contacts

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/>

Good Practice Newsletter Contact

Kenny Moorhouse (Editor)
Practitioner Services
GMS Quality Assurance Team
Bridge View
1 North Esplanade West
Aberdeen, AB11 5QF
01224 358483
NSS.psd-gmsqa@nhs.net

Next Newsletter

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