



Good Practice

Issue 105

Nov 2018

Patient Registration

NHS Circular PCA(M)(2018)10 encloses 'Patient Registration – A Guide for Healthcare Providers of General Medical Services in Scotland'.

The intention of this document is to clarify the patient registration process to ensure it is being conducted fairly and equitably for all patients, including transient populations such as Gypsy Travellers, migrants, asylum seekers and people liberated from prison amongst many others.

There has been no change in national policy in respect of patient registration – this guidance clarifies the rights of patients and the responsibilities of providers in registering with a GP practice.

This guidance has been produced by the Scottish Government in collaboration with colleagues from across Health Board Primary Care Leads, Practitioner Services Division, NHS 24 and NHS Education Scotland.

Contract Uplift Global Sum Arrears Payment

Practices were emailed on 16th October 2018, via their e-Statement recipients, a breakdown of their Global Sum arrears resulting from the Contract Uplift (see extract below from Scottish Government publication).

Unfortunately these figures were incorrect (being based on the entire DDRB uplift amount and not recognising the uplift to the Income and Expenses Guarantee) and a further email was sent on 24th October 2018 showing the adjustment required to correct the amount. The payments actually made to the practices were of the correct amounts.

Both sets of figures will show on your practice statement making the payment correct. Your Global Sum payment from October will be based on the new Global Sum figure of £597.1m.

If you did not receive an email please contact your regional office for a copy.

Our sincerest apologies for any inconvenience this may have caused the practice.



Contract Uplift Global Sum Arrears Payment (contd)

Contract Uplift

For 2018-19 the contract pay uplift total is £23.7m. All Boards will see a corresponding increase to their allocation in 2018-19.

This uplift was awarded following careful consideration of the recommendations of the Review Body on Doctors' and Dentists' Remuneration (DDRB), and the wider position on public sector pay policy including the recently announced NHS pay settlement.

For 2018-19 the uplift includes a 3% uplift to GP Pay, net of expenses, and 3% uplift to practice staff pay (in line with wider Agenda for Change uplifts), and an uplift to non-staff expenses of 3%, according to the CPI inflation measure.

For the purpose of this uplift:

- Total value of GMS contract = £692.3m (including non-GMS practices)
- GP pay element = 50.9% of contract value (GP Earnings and Expenses 2015-16, NHS Digital)
- Cost of meeting a 3% increase in GP pay = £10.6m
- Practice staff pay element = 39.5% of contract value (GP Earnings and Expenses 2015-16, NHS Digital)
- Cost of meeting a 3% increase in practice staff pay = £8.2m
- Cost of meeting a 3% increase to non-staff expenses = £2m

Population Growth

The £23.7m uplift includes £2.9m funding awarded for population growth; the initial count for 2018-19 is 5,704,776, higher than 2017-18 at 5,676,203.

The population figure has been updated as at 1 April 2018 based on current GP practice structures.

Overview

The £23.7m increase is calculated based on the 2017-18 GMS Contract value, and is applied to the Global Sum and to the Income and Expenses Guarantee, by uplifting each of those elements by 3.36% (as mentioned above this also includes £2.9 million applied to the global sum to represent the population increase from 2017 to 2018). This approach has the agreement of the Scottish General Practitioners' Committee.

The pay uplift of £23.7m has been allocated to NHS Boards based on the appropriate formulae and using the SWF shares as at 1 April 2018.

The actual increase for individual GMS practices of £23.7m will be applied by Practitioner Services from October 2018, backdated to 1 April 2018 and they will inform NHS Boards of the impact for 17C and other GP practices.

In addition the contract envelope has been increased by £23.0m to fund the increases to practice under the 2018 Scottish Workload Formula. Certain practices have been paid a minimum income and expenses guarantee payment (totalling £23.0m for all practices in Scotland) since April 2018. Funding for this comes from the Primary Care Fund.



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://nhsnss.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
- [GM-CF-SF007 v1 \(10-2018\)](#) – 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.

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.

2018-19 Seasonal Flu – Automatic interim payment arrangements

Practitioner Services is scheduled to make an interim payment to all practices for '65 and over' and 'under 65 at risk' flu categories.

If your practice does not want an interim payment made, please download the 2018-19 seasonal influenza claim form, complete the interim opt-out section and return the signed form to your regional office by Friday 9th November.

For your convenience, the form can be downloaded here:

<https://nhsnss.org/media/3053/gm-cf-sf003-v1-08-2108.pdf>



Scottish Workload Formula Road Show

With the introduction of the Scottish Workload Formula (SWF) and the recognition that significant changes have been made to the payment calculation as a result; we plan to deliver a short presentation to Practice Manager Forums nationwide. Through these we aim to clarify the impact of these changes and potential variances within the Global Sum.

We plan to deliver these presentations over the next few months and would like to offer the Forum groups the opportunity to benefit from the presentation and guidance sessions.

If you would like us to present at your local Forum group, please contact: margo.turgut@nhs.net with details of your upcoming meetings and we will be happy to facilitate this.



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)
- 2018-08-30** National Code of Practice for GP premises: GP premises leased from private landlords
[https://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)08.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2018(M)08.pdf)
- 2018-09-20** 2018 GP contract: guidance for Health Boards
[https://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)09.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2018(M)09.pdf)
- 2018-09-26** Patient Registration
[https://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)10.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2018(M)10.pdf)

Historic circulars can be searched on:
<http://www.publications.scot.nhs.uk/>



Aberdeen Regional Office

On Monday 3rd December 2018, the Aberdeen Regional Office is relocating from Bridge View. The new address for correspondence is:

NHS National Services Scotland
Practitioner Services
1 Marischal Square
Broad Street
Aberdeen, AB10 1BL

All telephone numbers and e-mail addresses are unaffected, and full details can be downloaded from the 'contact us' page on our main website: <https://nhsnss.org/media/2648/aro-staff-contact-list-psd-site-v24.xlsx>

External Events & Publications

- 2018 – Monthly | RCPSG | Royal College Advanced Certificate in Clinical Education
- 2018 - November | RCPSG | Palliative Care Conference
- 2018 - November | RCPSG | Breast Cancer Conference
- 2018 – November | RCPSG | Acute Medical Problems in Pregnancy for Physicians
- 2018 – November | RCPSG | Medicine for All: Respiratory / Medicine for All: Gastroenterology
- 2018 – November | RCPSG | Foundation in Travel Medicine

Important Dates

Medical Payment date for October: Wednesday 31st October 2018

Earliest date from when e-Statements may be available: Friday 26th October 2018

Medical Payment date for November: Friday 30th November 2018

Earliest date from when e-Statements may be available: Tuesday 27th November 2018

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

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Next Newsletter

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