




# Good Practice

**Issue 106**

**Dec 2018**

**2018-19**

## Seasonal Flu Interim Payments

Practices will receive an interim payment for both “65 and over” and “under 65 at risk” flu categories as part of their December 2018 Medical Payment, unless you submitted an Opt Out form to Practitioner Services by Friday 9th November 2018.

Interim payments are calculated by applying 70% to all claims paid between December 2017 and November 2018 under both categories, and will be reconciled to your year-end and/or final claim as and when we receive those. Please be aware that this season when you claim, you are not required to submit a list, and will only need to produce a list should you receive a payment verification practice visit.

## Christmas & New Year Arrangements

### Dolby Vivisol

Dolby Vivisol, Stirling will be closed Tuesday & Wednesday 25th & 26th December 2018 and Tuesday & Wednesday 1st & 2nd January 2019. Any GP emergency oxygen replenishments requested on Monday 24th December or 31st January will not be delivered until Thursday 27th December 2018 & 3rd January 2019 respectively.

### Practitioner Services

Each Regional Office will be open on Christmas Eve and each of the three days between Christmas and New Year (27th/28th/31st December). Our opening times are as follows:

<b>Monday 24th December 2018</b>	8.30am – 3.00pm
<b>Tuesday 25th December 2018</b>	Closed - Public Holiday
<b>Wednesday 26th December 2018</b>	Closed - Public Holiday
<b>Thursday 27th December 2018</b>	8.30am – 4.30pm
<b>Friday 28th December 2018</b>	8.30am – 4.00pm
<b>Monday 31st December 2018</b>	8.30am – 3.00pm
<b>Tuesday 1st January 2019</b>	Closed - Public Holiday
<b>Wednesday 2nd January 2019</b>	Closed - Public Holiday
<b>Thursday 3rd January 2019</b>	8.30am – 4.30pm
<b>Friday 4th January 2019</b>	8.30am – 4.00pm



# National Average Earnings (NAE) 2017-18

## e-Statements

We endeavour to provide our practices with their electronic monthly medical payment paperwork, i.e. the e-Statement, where possible, at the earliest opportunity – the full schedule was published in our May 2018 newsletter.

We do this not just to provide the paperwork in advance, but additionally in the hope that it gives you the chance to review the content at the earliest opportunity to query anything with us, as far in advance of the physical payment date as we can.

In this way, should there be anything which could be addressed ahead of the payment date, it would give us scope to do so, and in turn hopefully avoid/resolve a query before it ever became a financial strain on the practice. Always assuming this to be the appropriate course of action.

We think it would therefore be helpful to all, given the above, if we could encourage an early check on the e-Statement and should anything strike you as out of place, please do not hesitate to get in touch with us immediately.

## National Average Earnings (NAE) 2017-18

The National Average Earnings (NAE) figure for 2017-18 has been set at £82,282.

With this now in place we are in a position to start processing your 2017-18 GP Annual Certificate (GAC) and would encourage all GPs and non-GP Partners to complete a 2017-18 GAC in accordance with 2017-18 guidance.

Please note we are ONLY accepting Excel GAC submissions for 2017-18 and any which come as hand written documents will be returned, which in turn could delay your superannuation reconciliation, and the timing of any adjustment value.

### 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
- [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 years 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 scanned copy to your Practitioner Services regional office.



# National Average Earnings (NAE) 2017-18 (contd)

## 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 earlier than March 2019, then:
  - All 2017-18 indebtedness will be collected in full in Dec 18.
  - 2018-19's previous estimate will be replaced with the 2017-18 Pensionable Profit (unless a 2018-19 Estimated Pensionable Profit (EPP) exists) and the increased indebtedness will be spread, again, over the remaining 4 months of the financial year (rather than had you waited until Mar 2019 to submit your GAC, when the total indebtedness would be collected, in full for both years)

It is also worth noting that by completing and submitting a Notification of Estimated Pensionable Profit form each year will ensure that an appropriate level of superannuation deductions are deducted from your Payment Schedule each month. This should remove the risk of any financial difficulties your Practice may otherwise encounter when the related annual certificate is processed further down the line.

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

## 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](mailto:margo.turgut@nhs.net) with details of your upcoming meetings and we will be happy to facilitate this.



# Online Prescription Tracker Service

As part of the Practitioner Services digital strategy, we have developed an online service with the support from NSS IT colleagues and in partnership with ATOS which will principally allow General Practices and Community Pharmacies to run their own checks on the status of a bar-coded GP prescription.

The online service was launched into Beta on the 30th October 2018, and is available on our website. While the form is in Beta, we will be seeking feedback from users.

Access is restricted to SWAN only connections. This approach gives an extra level of security, and prevents the general public gaining access.

The online form can be accessed from:

<https://nhsns.org/services/practitioner/pharmacy/prescriptions/prescription-tracker/>

Feedback received to date has been positive, from a wide range of customers who have used the service, notably ease of use, the ability to self serve, and having the ability to check the status of a prescription outwith the ePharmacy helpdesk operational hours. Feedback has also included suggested improvements. These include – showing the pharmacy that has claimed the UPN, and presenting the date/time of barcode scan/s and claim. All suggestions for improvement are being captured and will be included in the requirements for the next phase.

We will continue to monitor the use of the service and the benefits it is bringing to the users. We are already working on capturing the requirements for a phase 2 incorporating feedback from customers. We would be looking at launching the second phase next year subject to project approval.

All feedback is welcomed and captured. Please share your thoughts at [nss.psdhelp@nhs.net](mailto:nss.psdhelp@nhs.net)

We would be grateful if you could share this service with your colleagues.



## Latest NHS Circulars, Guidance & Information

- 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)
- 2018-10-23** Revised Payment Verification protocols  
[https://www.sehd.scot.nhs.uk/dl/DL\(2018\)19.pdf](https://www.sehd.scot.nhs.uk/dl/DL(2018)19.pdf)

**2018-11-08** GP Sustainability Loan Scheme 2018-19

[https://www.sehd.scot.nhs.uk/dl/DL\(2018\)22.pdf?](https://www.sehd.scot.nhs.uk/dl/DL(2018)22.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 – December | NES | Enhancing CPD through QI for First 5 GPs
- 2019 – March | RCPSG | Neurology

## Important Dates

- Medical Payment date for November: Friday 30<sup>th</sup> November 2018
- Earliest date from when e-Statements may be available: Tuesday 27<sup>th</sup> November 2018
- Medical Payment date for December: Monday 24<sup>th</sup> December 2018
- Earliest date from when e-Statements may be available: Wednesday 19<sup>th</sup> December 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/>

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**Next Newsletter**  
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