

The GP Practice newsletter is firmly established as the main communication tool for sharing nation-wide information between Practitioner Services and GP Practices. Please therefore ensure that the monthly newsletters are readily available within the Practice for all staff to read.

This month's newsletter contains articles on: 2005/06 Flu Campaign; QMAS; Electronic Transmission of Patient Information Protocol; Supplementary Medical List; Global Sum Adjustment for Superannuation.

If you have any queries regarding information sent from Practitioner Services or indeed need clarification on what you send us for payment and registration, then please contact your local Practitioner Services staff listed at the end of this newsletter.

2005/06
Flu
Campaign



Payment arrangements

Copies of the claim form can be downloaded from our SHOW page:

http://www.show.scot.nhs.uk/gmcsca/GMP_Newsletters/Index.htm

Please be advised that we can only accept completed claim forms that have been signed by an authorised signatory at your GP Practice.

To avoid delays in receiving your payment, please therefore ensure that your claim forms are authorised appropriately.

Payment can only be made on original forms bearing the signature of an authorised member of staff for your GP Practice.

We can, in exceptional circumstances, accept information faxed on a fully completed and authorised form, however payment will only be made once we receive the original signed document into Practitioner Services.

Please ensure that if you have faxed a copy of your claim to Practitioner Services, then this is followed up by posting the original on the same day, clearly marked 'confirmation of fax'.

To assist GP Practices in submitting their claims, please note below some important dates for your diaries:

Section A – DES: 65 and over influenza vaccinations

21st February 2006

This is the last day for receipt of your Section A (Final) flu vaccination claims.

Please submit your completed claim form to your Practitioner Services Regional Office.

The Final payment will show on your March 2006 payment statement.

NB - If you submitted an interim claim in November or December 2005, Practitioner Services will deduct from the Final total, the number of patients claimed and paid for in your Interim claim.

It is therefore important that the number on Section A of

your final claim is the cumulative total rather than the balance.

Section B – DES & LES: under 65 at-risk flu vaccinations

Section B - DES: 65 and over Pneumococcal vaccinations

Section B claims can be made monthly and will be paid on the next available payment date.

Claims to 31st January 2006

Please submit Section B claims to your Practitioner Services Regional Office by 10th February 2006.

Claims to 28th February 2006

Please submit Section B claims to your Practitioner Services Regional Office by 10th March 2006.

Claims to 31st March 2006

Please submit Section B claims to your Practitioner Services Regional Office by 14th April 2006.

This is your last opportunity to claim for Section B immunisations.

QMAS (Quality Management & Analysis System)



GP Practice staff should be familiar with logging into QMAS and reviewing data.

Each member of staff who needs to access QMAS should have their own user name and password with access only to those areas of QMAS that are appropriate to undertake daily tasks.

If you haven't already tried to log onto QMAS, could we please ask all GP Practice staff, who have been allocated a user name and password, to log onto QMAS and ensure that your user name and password still work.

In particular we would encourage those with QOF Manager roles to log into QMAS and ensure that QOF Manager access is still available.

Practitioner Services has started writing out to GP Practices, with a list of users that are active on QMAS. We would ask that an authorised signatory within your GP Practice reviews and updates the list and returns it to Practitioner Services at your earliest convenience.

The 16th January 2006 QMAS newsletter is now available on-line and further information is available from the QMAS website, at the following address:

www.show.scot.nhs.uk/qmas/

For those processes that require actioning by GP Practice staff, we would direct your attention to the articles on Connectivity, Cytology, User Access and National Prevalence Day.

For technical information there is a one-page article on Release 7 – more details can be obtained from your NHS Board IT Facilitators and/or Practice system supplier.

Electronic Transmission Of Patient Information Protocol



Practitioner Services has been approached by a few GP Practices looking for a protocol for electronic transmission of patient information.

To assist GP Practices, we have established that the Scottish Executive issued an NHS circular on 21st May 2004, PCA 2004(M)16 – 'Scottish commentary on good practice guidelines for general practice electronic patient records (version 3): guidance for GPs'.

Reference should be made to the NHS circular in the first instance.

Supplementary Medical List



Please bring the following to the attention of all GPs who perform locum work.

The supplementary medical list is used to administer superannuation payments on behalf of GPs who perform locum work.

Standard forms are used to ensure that the Scottish Public Pensions Agency (SPPA) is notified of all contributions made in respect of locum earnings.

These forms can be downloaded from the following website and should be used

with immediate effect. Earlier versions of the forms should be destroyed.

www.sppa.gov.uk/nhs/circulars.htm

Scroll down to the following circular within the 2003 section and the forms A & B are listed:

Circular 2003/3(pdf 40Kb)
- This circular provides information on NHS Pension Scheme Membership for GP Locums

Prior to submitting these forms to Practitioner Services, the forms have to be signed by an authorised member of staff within the GP Practice.

Practitioner Services will only accept forms that have been signed by a signatory currently notified to us on the GP Practice authorised signatory mandate.

Please ensure that when asked by a locum, to sign and confirm the information contained on an SPPA form, then the signatory is authorised to do so.

Global Sum Adjustment for Superannuation



Superannuation on New Earnings – confirmation of payment being made in your January 2006 payment.

The Scottish Executive Health Department (SEHD) and the Scottish General Practitioners Committee (SGPC) have reached agreement on the payment of superannuation on new earnings for 2004/05 and 2005/06.

The amounts agreed to be paid for 2004/05 are an additional £2.52 per average QOF point and 23 pence per patient allocated by the

Scottish Allocation Formula (SAF).

However as the original amount for superannuation on new earnings was included in the Global Sum and deducted from the Correction Factor at April 2004, the Global Sum and Correction Factor for each GP Practice now need to be recalculated for 2004/05 as follows:

The total amount of funding for superannuation on new earnings will be deducted from the Global Sum for 2004/05.

The Global Sum allocations will be reduced, but the Correction Factor will be recalculated to reinstate the Global Sum Equivalent in full.

The value of the opt-outs will also be recalculated to reflect the lower Global Sum allocations.

The element of funding to achieve the pence per patient supplement (23 pence per patient) will then be added as an increase in the Global Sum for 2004/05.

The balance of the superannuation on new earnings will be paid as an addition to the QOF payments for 2004/05 already received (2.52 / 75 times the final QOF payment).

For 2005/06, the superannuation on new earnings will be £4.64 per QOF point and 50 pence per patient.

The Global Sum will be increased from 1 April 2005 to reflect the additional 27 pence per patient.

The additional £4.64 will be paid by increasing the QOF points value to £124.64 when the final achievement calculations are carried out.

The full amount of the 2004/05 adjustments has been paid with your January 2006 payment, and the Global Sum element of the 2005/06 adjustments also from January 2006.

GP Practices are being provided with full details of the adjustments.

Adjustments to Opt Out Deductions - you may wish to note that some minor adjustments to previous opt out deductions require to be made to take account of the revised Global Sums mentioned above. The sums involved are not likely to be significant and will be actioned with your February or March 2006 payment.

GMS practices that did not require MPIG funding will have already received the employers' contributions on new earnings. Thus their payments of global sum amounts will reduce but their QOF payments should increase by a broadly corresponding amount.

Following recalculation there may be a small number of practices who move to an MPIG situation.

On receipt of your January 2006 payment statement showing: '04/05 Global Sum Adjustment' and '04/05 QoF Adjustment', initial queries should be made to Alasdair Pinkerton, Financial Controller on:

0131 275 6682

or e-mail:

Alasdair.Pinkerton@psd.csa.scot.nhs.uk

SHOW



As an added service, we have now uploaded all GP Practice newsletters to the following page on SHOW:

http://www.show.scot.nhs.uk/gmscsa/GMP_Newsletters/Index.htm

The GP Practice newsletters can be viewed on screen or additional copies printed.

We use the standard portable document format (pdf) for uploading each month's newsletter.

This ensures that everyone with Adobe Acrobat Reader can read the newsletter in the original format, without having to have a copy of the software used to design the newsletter.

If your GP Practice is having difficulty opening or reading these newsletters, please contact your NHS Board IT Support Desk for help.

If Practitioner Services is having difficulties in uploading the newsletter, we will post a message to this effect on the web site.

Contacts

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