



# Good Practice

**Issue 134**

**Apr 2021**

## **New Temporary URL for all Forms & Guidance**

Our main NHS National Services Scotland website is undergoing maintenance and is relaunching on 1<sup>st</sup> April 2021 as a public services accessibility compliant website.

Until such time as we can redesign our non-compliant forms and guidance to meet the required accessibility standards, we are asking our primary care contractors to use the following link which will take you to a temporary holding site meantime:

[www.archive.nhsnss.org](http://www.archive.nhsnss.org)

This is a temporary arrangement and we will inform you through the newsletter as to when all Practitioner Services content will be available on the new website, which can be accessed on the following link, hopefully from 1<sup>st</sup> July 2021 at the very latest:

<https://www.nss.nhs.scot/>

## **SPPA- New Practitioner Opt Out & Opt In Forms**

New forms with the latest SPPA branding and further information are now available through the SPPA website. Additionally, as from 1 April 2021 SPPA will require all Opt Outs to be made on the most recent version of the application forms and old versions received will be returned to the member for corrective action.

<https://pensions.gov.scot/nhs/nhs-forms>

[https://pensions.gov.scot/sites/default/files/2021-03/Practitioner\\_Opt\\_Out\\_2021.pdf](https://pensions.gov.scot/sites/default/files/2021-03/Practitioner_Opt_Out_2021.pdf)

[https://pensions.gov.scot/sites/default/files/2021-03/Practitioner\\_Opt\\_In\\_2021.pdf](https://pensions.gov.scot/sites/default/files/2021-03/Practitioner_Opt_In_2021.pdf)

## **2019-20 and 2020-21 Superannuation 6% Practitioner Adjustment**

Following an update to the payment system, the 6% calculation for practitioners is now based on current month contributions as opposed to running in arrears.

In conjunction with this a reconciliation was carried out to adjust both the 2019-20 and 2020-21 contributions so they are now also based on the actual figures. As such practices will see either an additional payment or recovery relating to this. To check this amount, take the total practitioner employer contributions for 2019-20 and 2020-21 (April to October) divide by 20.9% and multiply by 6%. The total should match the total 6% refund paid for the same period plus the balancing figure. Please do not call regional offices for a breakdown of this balancing figure.

From 2021-22 onwards as the calculation is based on the current month there will be no need for further reconciliations out with the standard adjustment when we receive the annual certificates.

## 2021-22 Schedule of Payments

The following table contains details of your payments for the forthcoming financial year.

Please refer to the schedule which will advise you each month, the date you should receive your e-Statement and the date that your payment will be in your bank account

		PAYMENT physically in the Bank today		EARLIEST date from which e- Statements may be available	
APRIL	2021	30	FRI	27	TUE
MAY	2021	28	FRI	25	TUE
JUNE	2021	30	WED	25	FRI
JULY	2021	30	FRI	27	TUE
AUGUST	2021	31	TUE	26	THU
SEPTEMBER	2021	30	THU	27	MON
OCTOBER	2021	29	FRI	26	TUE
NOVEMBER	2021	30	TUE	25	THU
<b>DECEMBER</b>	<b>2021</b>	<b>24</b>	<b>FRI</b>	<b>21</b>	<b>TUE</b>
JANUARY	2022	31	MON	26	WED
FEBRUARY	2022	28	MON	23	WED
MARCH	2022	31	THU	28	MON

## COVID £500 bonus payment

This will be paid on the 31st March - a separate payment will be made to the practice and a remittance advice will be sent detailing the payment per employee. The remittance advice may take a few days longer to send as we are still trying to determine the most efficient way of getting this out to practices. You may notice that the payment differs from your original claim and there may be a number of reasons for this. The most common corrections were:

- 1) Duplicate claims for staff - we've been in contact regarding every duplicate individual to determine the correct hours and best practice to reimburse.
- 2) Correction to Full time hours. Generally speaking all GPs / locums are classed as full time against 40 hours, all other staff against 37.5 hours.
- 3) Duplicate practice submissions - again we've been in contact regarding all duplicates to determine the correct submission.

There are a number of outstanding issues and NSS and Scottish Government are currently looking at options for a mop up process, including accepting claims from individual locums where necessary. Once a decision has been made we will communicate this to practices and to GPs generally.

## Important Dates

### March 2021 Payment

Medical Payment date for March: Wednesday 31<sup>st</sup> March 2021

Earliest date from when e-Statements may be available: Friday 26<sup>th</sup> March 2021

### April 2021 Payment

Medical Payment date for April: Friday 30<sup>th</sup> April 2021

Earliest date from when e-Statements may be available: Tuesday 27<sup>th</sup> April 2021



## MEDEX and DOCMAN Downtime

We need to carry out an essential upgrade to the Medex Medical Records system to bring this on to a new Oracle platform and enable future developments.

We have recently completed a round of behind the scenes User Acceptance Testing and are now ready to move onto the next phase. Below is a schedule of the work being carried out during the downtime.

We apologise for any inconvenience this may cause you and your staff.

### Monday 19th April at 17:00hrs

Our system supplier will switch off the server supporting Medex, at the same time the e-links Integration Team will disable the Docman web service that links GP practices to Medex.

This will prevent the movement of any electronic records that you export from your clinical system.

### Tuesday 20th April

No Medex / Docman service to enable data migration between the 'old and 'new' servers

### Wednesday 21st – Thursday 22nd April

Practitioner Services staff will undertake testing during this time and the e-links team will intermittently switch the link back on and off to a small number of practices. This is to allow us to monitor and restrict the number of records coming through the link.

### Friday 23rd April

If the pilot testing proves successful, during the day our Desktop IT team will be installing the new application packages to all Practitioner Services users' computers.

### Monday 26th April

All users will have access to Medex on the 'new' server. The e-links team will reinstate the Docman web service first thing on Monday and all practices will start to see their records move at their next scheduled transfer.

## Prescription Tracker Service

As part of the NHS P&CFS continuous improvement programme, a new release of the Prescription Tracker Service (PTS) has been launched. PTS V3 has been updated to provide additional functionality to enhance the capability for Community Pharmacists who will now be able to carry out a barcode search for UCF and Pharmacy First prescriptions.

There is no impact of this release to GPs. If you have any suggestions on how to further improve this service, please contact: [nss.pdhelp@nhs.scot](mailto:nss.pdhelp@nhs.scot)

## Upcoming RCPSG Events

Virtual Interactive Cardiology Conference

<https://rcpsg.ac.uk/events/CARDIOLOGY-2021-03-22-400>

FREE - Difficult conversations: Organ donation, how the law of consent is changing 23 March 2021

<https://rcpsg.ac.uk/events/CollegeWebinars-2021-03-23-445>

FREE -Reframed: David Livingstone – How Scotland Presents the White Saviour Complex 25 March 2021

<https://rcpsg.ac.uk/events/HeritageDigitalEvents-2021-03-25-432>

FREE - Reframed: The Female Body in Medical Education - Representation and Consent 29 April 2021

<https://rcpsg.ac.uk/events/HeritageDigitalEvents-2021-04-29-444>



# Legislation & 2021 Circulars

## Changes to Legislation – Organ Donor: GPR Form

The Scottish Government has no plans to change the GPR in relation to opt-in for organ donation.

Patients will still be able to select their choice of organs on the form and the data transferred to NHS Blood & Transplant as happens currently.

The Government has produced a letter for all patients approaching their 16th birthday to make them aware of the legislation – the letter is being sent out centrally by Practitioner Services.

## PCA Circulars

- 2021-01-28** PCA(M)(2021)01 – Covid-19 Dispensing GP Practices: NHS Medicines Delivery (v2)  
[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)01.docx](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)01.docx)
- 2021-0-08** PCA(M)(2021)02 - £500 one off non-consolidated payment to persons working within an independent service provider  
[http://www.sehd.scot.nhs.uk/pca/PCA2021\(D\)01.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2021(D)01.pdf)
- 2021-02-22** PCA(M)(2021)03 - COVID Special Leave  
[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)03.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)03.pdf)
- 2021-02-26** PCA(M)(2021)04 - COVID-19 Vaccination Programme – Primary Care – GP Practices - Indemnity  
[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)04.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)04.pdf)

## CMO Circulars

- 2021-01-28** CMO(2021)01 – Adult flu immunisation programme 2020/21  
[http://www.sehd.scot.nhs.uk/cmo/CMO\(2021\)01.pdf](http://www.sehd.scot.nhs.uk/cmo/CMO(2021)01.pdf)
- 2021-01-28** CMO(2021)02 – National roll out of COVID-19 remote monitoring service  
[http://www.sehd.scot.nhs.uk/cmo/CMO\(2021\)02.pdf](http://www.sehd.scot.nhs.uk/cmo/CMO(2021)02.pdf)
- 2021-02-05** CMO(2021)03 – COVID-19 Vaccination programme: bringing forward priority cohorts  
[http://www.sehd.scot.nhs.uk/cmo/CMO\(2021\)03.pdf](http://www.sehd.scot.nhs.uk/cmo/CMO(2021)03.pdf)
- 2021-03-09** CMO(2021)04 – COVID-19 Vaccination Programme  
[http://www.sehd.scot.nhs.uk/cmo/CMO\(2021\)04.pdf](http://www.sehd.scot.nhs.uk/cmo/CMO(2021)04.pdf)
- 2021-03-19** CMO(2021)05 – An update in response to concerns raised in some European Nations about a potential link between blood clots and the AstraZeneca COVID-19 vaccine  
[http://www.sehd.scot.nhs.uk/cmo/CMO\(2021\)05.pdf](http://www.sehd.scot.nhs.uk/cmo/CMO(2021)05.pdf)
- 2021-03-22** CMO(2021)06 – Withdrawal of Guidance - Guidance on Legal Issues Relevant to Donation Following Cardiac Death - SGHD/CMO(2010)11  
[http://www.sehd.scot.nhs.uk/cmo/CMO\(2021\)06.pdf](http://www.sehd.scot.nhs.uk/cmo/CMO(2021)06.pdf)

## Historic circulars can be searched on:

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

## National Contact Tracing Centre (NCTC)

GPs can fill in the following form if they have patients coming to them saying they have been directed to them by the National COVID-19 Vaccination helpline.

Currently GPs are emailing NCTC and we can't investigate because we don't have the patient data – name and phone number – to allow us to review the call recording.

Please complete and submit the form located here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=veDvEDCgykuAnLXmdF5Jmh9i8dcd1QRcmwWaPzHy0axUOFE3MktKUEFPS0s3NzhIRDROVfHPNkpaOS4u>





## Contacting Practitioner Services

The following regional office mailboxes should be used by GP Practices for all queries and communications.

If possible, please try to avoid leaving voicemail messages on our phone extensions and instead send us an e-mail.

These mailboxes are routinely checked by each team and we encourage you to keep a note of these handy for reference.

Please populate the 'Subject' with your Practice code and the content, eg signatory mandate, quarterly vaccination claim, etc.

If you are sending an e-mail other than from the practice e-mail account, can you please ensure your practice details are included in your e-mail signature at the foot of your e-mail to enable us to identify your practice.

<b>Patient Registration, Records &amp; Mail Services</b>	<b>Contractor Finance Services</b>
<p><b>Aberdeen office</b></p> <p>All enquiries: <a href="mailto:nss.psd-gmsaberdeen@nhs.scot">nss.psd-gmsaberdeen@nhs.scot</a></p>	<p><b>Aberdeen office</b></p> <p>All enquiries: <a href="mailto:nss.psd-gppractices-aro@nhs.scot">nss.psd-gppractices-aro@nhs.scot</a></p> <p>NB NHS Tayside practices should continue to e-mail their local mailbox with local enhanced services data as per existing arrangements and use the above mailbox for all other communication with the Aberdeen office.</p>
<p><b>Edinburgh office</b></p> <p>All Health Records: <a href="mailto:nss.psdrecords@nhs.scot">nss.psdrecords@nhs.scot</a></p> <p>Lothian &amp; Borders Reg: <a href="mailto:nss.psdedinburgh@nhs.scot">nss.psdedinburgh@nhs.scot</a></p> <p>Fife &amp; Forth Valley Reg: <a href="mailto:nss.psdife-fvalley@nhs.scot">nss.psdife-fvalley@nhs.scot</a></p>	<p><b>Edinburgh office</b></p> <p>All enquiries: <a href="mailto:nss.psd-gppractices-ero@nhs.scot">nss.psd-gppractices-ero@nhs.scot</a></p>
<p><b>Glasgow office</b></p> <p>Glasgow: <a href="mailto:nss.glasgow.registration@nhs.scot">nss.glasgow.registration@nhs.scot</a></p> <p>Argyll &amp; Clyde: <a href="mailto:nss.ac-registration@nhs.scot">nss.ac-registration@nhs.scot</a></p> <p>Ayrshire &amp; Arran: <a href="mailto:nss.aa-registration@nhs.scot">nss.aa-registration@nhs.scot</a></p> <p>Dumfries &amp; Galloway: <a href="mailto:nss.dg-registration@nhs.scot">nss.dg-registration@nhs.scot</a></p> <p>Lanarkshire: <a href="mailto:nss.lanarkshire-registration@nhs.scot">nss.lanarkshire-registration@nhs.scot</a></p> <p>Western Isles: <a href="mailto:nss.wi-registration@nhs.scot">nss.wi-registration@nhs.scot</a></p> <p>Data Quality: <a href="mailto:nss.ch-dataquality@nhs.scot">nss.ch-dataquality@nhs.scot</a></p>	<p><b>Glasgow office</b></p> <p>All enquiries: <a href="mailto:nss.psd-gppractices-gro@nhs.scot">nss.psd-gppractices-gro@nhs.scot</a></p>

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**Next Newsletter**

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