



Good Practice

Issue 140

Oct 2021

Scanning and Emailing Forms - Use PDF Format

When sending claim forms and mandates to Practitioner Services by email can practices take note to make sure that they send them in PDF format as we have difficulty opening and printing TIF or JPEG files. Thank you for your assistance in this matter.

Retiring GPs - Notify NHS Boards and send Pension Forms to Practitioner Services

We have had some GP Partners taking 24 hour retirement or age retirement and they have not notified the NHS Board Contract Team or PSD. Please remember to advise the NHS Board Contract Team of your intention to retire so that they can send PSD notification, until we receive this from the Board we are unable to amend superannuation records and will continue to deduct superannuation contributions. SPPA pension forms need to be sent to PSD so that we can update earnings before sending on to SPPA.

Covid Vaccination Claims for updating manual records

We are still awaiting instruction from the Scottish Government regarding the over claiming of manual records for Covid claims – as soon as we know more we will let you know.

DDRB Global Sum Uplift

We are in the process of calculating the arrears from April to September and will email practices with the amounts as soon as that is completed. We intend to make payment in October.

Important Dates

September 2021 Payment

Medical Payment date for September: Thursday 30th September 2021

Earliest date from when e-Statements may be available: Monday 27th September 2021

October 2021 Payment

Medical Payment date for October Thursday 29th October 2021

Earliest date from when e-Statements may be available: Monday 25th October 2021



NHS Scotland Test and Protect – International Travel Advice

Vaccination status letters featuring 2D barcodes can be obtained by patients directly via the [NHS Inform Covid-19 vaccination record page](#) and are designed for international travel purposes.

The name on the vaccination status letter needs to match the first name and surname on the passport.

The Flu Vaccines and Covid-19 Vaccinations (FVCV) Delivery Group, that includes representatives from the Scottish Government, NHS Boards and the National Vaccinations Programme, has advised that if patients note

that their details are wrong, this should be updated on the GPIT system which will update the CHI database and allow this information to be reflected in their vaccine record.

Practices are asked to support these changes on request.

Where there is a risk that this could cause confusion with referrals or ongoing treatment, these should be discussed with the patient to make an informed decision.

If you have any queries please get in touch with the National Contact Centre:
nss.COVIDSupport@nhs.scot

GP Practice Authorised Signatory Mandate

Practitioner Services
GP Practice Authorised Signatory Mandate

Purpose
 To allow Practitioner Services of GP medical general staff authorized to sign and approve registration and payment documents with the NHS.
 In the event of changes to the registration details please inform us of any changes to the registration details. This complete form should be sent to Practitioner Services.

Practice Details

NHS Board Area:		NHS BOARD:
Practice Ref Number:		
Daily Practice Hours:		
Practice e-mail:		

GMS Contract Signatories – GPs, GP Partners, Partners
 As the contractual signatories to the NHS Contract between the Practice and the NHS Board, you are fully and completely responsible for the accuracy and validity of the documents submitted to Practitioner Services on behalf of the Partnership and understand that it may be necessary for you to be available to provide an original or both the original and the signed copy to the signatory outside of the signatory outside.

Name – (print capital)	Signature

GP Practice Designated Signatories – Practice Management, Admin & Clinical Staff
 In addition to the contractual GMS contract partnership signatories, the following staff are authorized to submit and sign documents submitted to Practitioner Services on behalf of the GP Practice. All these staff must be authorized signatories to authorize a document to patient records. Also the authority cannot be delegated.

Name – (print capital)	Position	Signature

Please e-mail a scanned copy of the completed form to your Practitioner Services regional office:

Aberdeen regional office:	nss.abd.operations@nhs.uk
Glasgow regional office:	nss.gla.operations@nhs.uk
Dumfries regional office:	nss.dum.operations@nhs.uk

156-07-04911 v3 (07-2021)

Do we have the most up to date record of your GP Practice Authorised signatories?

Has your staff complement or practice details changed recently or since you last notified us?

Did you know you can download the latest template from our new website and complete most fields using your keyboard and standard Adobe software – we haven't found a way to insert signatures or your practice stamp so they still have to be applied in ink.

Simply complete the mandate, scan it as a PDF and e-mail it to your regional office address at the foot of the mandate.

[Download the mandate here.](#)



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)

2021-02-08 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)

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)05.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)05.pdf)

2021-06-25 PCA(M)(2021)06 - Universal access lateral flow device test kits – GP Dispensing Practices COVID-19 test kit distribution service

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)06.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)06.pdf)

2021-07-27 PCA(M)(2021)07 – Influenza & Pneumococcal Temporary Enhanced Service

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)07.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)07.pdf)

2021-08-20 PCA(M)(2021)08 – GMS Uplift

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)08.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)08.pdf)

2021-09-16 PCA(M)(2021)09 - Covid-19 Vaccination Directed Enhanced Service

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)09.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)09.pdf)

All CMO circulars & historic circulars can be searched on:

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

RCPSG Courses

OASIS Programme – Communication and Difficult Conversations for IMGs | Wednesday 22 September, 6pm BST

The OASIS Programme has been set up to address the ongoing educational needs for International Medical Graduates (IMGs) as they settle into living and working in Scotland.

Medicine24 | Thursday 30 September and Friday 1 October

Returning for its seventh year, our flagship medical conference will provide up-to-date information on the optimal management of acutely ill patients within the first 24 hours of admission.

President's Conference – Time to Heal: Recovery and Renewal | Wednesday 6 and Thursday 7 October

This two-day programme will focus on healing, wellbeing for the clinician and how we develop a leadership which embeds those values in our health service.

Faculty of Travel Medicine: Back to the Future | Friday 22 October, 9am BST

Join us at this virtual conference for a dynamic day which will help to prepare you for when travel returns.

Climate Change and Health Webinar | Thursday 28 October, 6pm BST

This programme features high profile speakers, all experts in their field, who will give us a timely update on all the relevant issues on this topic, the week leading up to the COP26 meeting in Glasgow.



Regional office mail boxes

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.

Patient Registration, Records & Mail Services

Aberdeen office

All enquiries: nss.psd-gmsaberdeen@nhs.scot

Edinburgh office

All Health Records: nss.psdrecords@nhs.scot

Lothian & Borders Reg: nss.psdedinburgh@nhs.scot

Fife & Forth Valley Reg: nss.psdife-fvalley@nhs.scot

Glasgow office

Glasgow: nss.glasgow.registration@nhs.scot

Argyll & Clyde: nss.ac-registration@nhs.scot

Ayrshire & Arran: nss.aa-registration@nhs.scot

Dumfries & Galloway: nss.dg-registration@nhs.scot

Lanarkshire: nss.lanarkshire-registration@nhs.scot

Western Isles: nss.wi-registration@nhs.scot

Data Quality: nss.ch-dataquality@nhs.scot

Contractor Finance Services

Aberdeen office

All enquiries: nss.psd-gppractices-aro@nhs.scot

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.

Edinburgh office

All enquiries: nss.psd-gppractices-ero@nhs.scot

Glasgow office

All enquiries: nss.psd-gppractices-gro@nhs.scot

Good Practice Contact

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Next Newsletter

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