



# Good Practice

**Issue 141**

**Nov 2021**

## **Minimum Expected Earnings (MEE) 2021-22**

The Scottish Government has published the instructions for applying which can be downloaded from their [publications page](#) on SHOW.

The GP partner minimum earnings expectation was agreed as part of Phase 1 of the 2018 GP contract and has applied since 1 April 2019.

The expectation from 2018 was that no whole time equivalent (“WTE”) GP partner in a practice should earn less than the minimum earnings expectation of £70,000 per annum plus employers’ superannuation. This equated to £84,630 per annum per WTE GP partner in the practice, before deduction of employees and employers’ superannuation.

The £70,000 figure excludes some NHS income and excludes all non-NHS (private) income.

The Minimum Earnings Expectation is uplifted annually by the Scottish Government pay award for General Practitioners.

For 2021 applications this figure has been uplifted by 3%, to £74,263.

If you are not sure if your practice will qualify for the minimum earnings expectation or have any queries about this guidance please contact your accountant in the first instance.

## **Important Dates**

### **October 2021 Payment**

Medical Payment date for October Friday 29<sup>th</sup> October 2021

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

### **November 2021 Payment**

Medical Payment date for November Tuesday 30<sup>th</sup> November 2021

Earliest date from when e-Statements may be available: Thursday 25<sup>th</sup> November 2021



## Records Scanning

### Potential Biohazard Items in Patient Files being returned to Practitioner Services

Recently Practitioner Services has received patient files from GP practices with various items that could provide a potential risk to the health and safety of Practitioner Services and Capture All staff.

We would be grateful if all GP practices could ensure that any biohazard items e.g. sharps, test kits or sample bottles are removed prior to sending any patient files to Practitioner Services.

Your help with this process is greatly appreciated and will enable us to ensure the health and wellbeing of all our staff.

If you have any queries or wish to discuss this further I can be contacted at: [annie.mcdonnell2@nhs.scot](mailto:annie.mcdonnell2@nhs.scot)

Annie McDonnell  
Business Change Manager  
Practitioner Services (Medical)

## Claims in relation to updating patient records for Covid vaccinations

Due to the wording in the original COVID vaccination PCA, there have been a number of misinterpretations regarding the eligibility of payment claims for the updating of patient records. This was subsequently clarified in an amendment however by that point we had already received a significant number of claims with a large proportion appearing to have been completed in error.

In terms of the eligibility for the updating of COVID records, only those where the user has had to manually intervene and make an amendment can be considered eligible for claiming. Those records which were updated via the automatic download, which should be the vast majority, are not eligible.

As many of the claims have therefore been based on the belief that all patient records updated were eligible we are going to run a one-off, catch exercise all to obtain the correct figures and use these as the basis of the payment. To keep it simple and avoid having hundreds of additional claims forms we are planning to get IT to set up a new service now form and do a one-off reconciliation - similar to the £500 bonus but much more straightforward as we will only require the practice number, number of manual records updated and the declaration. (We may also include the vaccine numbers as a secondary check that we have processed the correct amount for practices). Following our experience of the £500 bonus exercise there are a number of things we plan to get IT to do so it runs more smoothly.

Once IT have confirmed the form is ready, we will issue further guidance and note the deadlines. We hope this will be available for late November with the payments updated in December.

If this is successful, we will look to move all record claiming to this route and do these exercises at possibly quarterly intervals as they should prove to be easier to update and reconcile than practices sending and us processing hundreds of claims.



## 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)

– Dispensing GP Practices : Extension of NHS Medicines Delivery

Service

[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)

**2021-08-20** PCA(M)(2021)10 – Guidance to Health Boards to serve notice to Practices to continue to deliver vaccinations deadline for rural flexibility and options appraisal

[https://www.sehd.scot.nhs.uk/pca/PCA2021\(M\)10.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2021(M)10.pdf)

## All CMO circulars & historic circulars can be searched on:

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

## Practitioner Services Pilot Orkney and Shetland - Removal of paper for Additions/Deductions sent to the GP Practice

In line with the NSS digital strategy, Practitioner Services are looking to remove all unnecessary paper going to and from their regional offices. Following on from the success of the records scanning project, the first topic highlighted for removal of paper is lists being sent to GP practices with information of recent additions/deductions.

Following agreement with the relevant Health Boards a pilot is scheduled to take place in Orkney and Shetland w/b 1st November 2021. If successful, our plan is to begin roll out to all Health Boards.

Feedback on the new process and how the pilot has performed will be provided at the end of the year.

Any queries or questions related to this pilot can be directed to myself at: [annie.mcdonnell2@nhs.scot](mailto:annie.mcdonnell2@nhs.scot)

Annie McDonnell  
Business Change Manager  
Practitioner Services (Medical)



## 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

Registration: [nss.psd-gmsaberdeen@nhs.scot](mailto:nss.psd-gmsaberdeen@nhs.scot)

Records & Mail: [nss.psd-abrdn-med-recrds@nhs.scot](mailto:nss.psd-abrdn-med-recrds@nhs.scot)

#### Edinburgh office

All Health Records: [nss.psdrecords@nhs.scot](mailto:nss.psdrecords@nhs.scot)

Lothian & Borders Reg: [nss.psdedinburgh@nhs.scot](mailto:nss.psdedinburgh@nhs.scot)

Fife & Forth Valley Reg: [nss.psdife-fvalley@nhs.scot](mailto:nss.psdife-fvalley@nhs.scot)

#### Glasgow office

Glasgow: [nss.glasgow.registration@nhs.scot](mailto:nss.glasgow.registration@nhs.scot)

Argyll & Clyde: [nss.ac-registration@nhs.scot](mailto:nss.ac-registration@nhs.scot)

Ayrshire & Arran: [nss.aa-registration@nhs.scot](mailto:nss.aa-registration@nhs.scot)

Dumfries & Galloway: [nss.dg-registration@nhs.scot](mailto:nss.dg-registration@nhs.scot)

Lanarkshire: [nss.lanarkshire-registration@nhs.scot](mailto:nss.lanarkshire-registration@nhs.scot)

Western Isles: [nss.wi-registration@nhs.scot](mailto:nss.wi-registration@nhs.scot)

Data Quality: [nss.ch-dataquality@nhs.scot](mailto:nss.ch-dataquality@nhs.scot)

### Contractor Finance Services

#### Aberdeen office

All enquiries: [nss.psd-gppractices-aro@nhs.scot](mailto: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](mailto:nss.psd-gppractices-ero@nhs.scot)

#### Glasgow office

All enquiries: [nss.psd-gppractices-gro@nhs.scot](mailto:nss.psd-gppractices-gro@nhs.scot)

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## Next Newsletter

Issue: 142  
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