

GP Practice Authorised e-Mail Mandate

**Purpose**

To advise Practitioner Services of all medical and clerical staff authorised to approve registration and payment documents within the practice. In the event of staff changes, all new and remaining authorised staff must be advised on each revised mandate. Only complete mandates should be sent to Practitioner Services. **We can only accept '@nhs.scot' addresses or your NHS Board specific domain addresses.**

**Current NHS Board Details**

NHS Board Area:

Practice Ref Number:

Date Effective From:

GP Practice Generic e-Mail Address:

**GMS Contract Authorisers – GPs, GP Partners, Partners**

We, the named parties to the GMS Contract between the GP Practice and the NHS Board, accept full liability and responsibility for the accuracy and validity of documents submitted to Practitioner Services on behalf of the Partnership and understand that if false or inaccurate information is included on any claim or form then action may be taken against us. We agree to immediately inform Practitioner Services of any changes to this mandate.

Name – block capitals	NHS Scotland e-Mail Address
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**GP Practice Delegated Authorisers – Practice Manager, Admin & Clerical Staff**

In addition to the aforementioned GMS contract authorisers, the following staff are authorised to approve documents submitted to Practitioner Services on behalf of the GP Practice.

Name – block capitals	Position	NHS Scotland e-Mail Address
_____	Practice Manager	_____
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**Please e-mail the completed form to your Practitioner Services regional office:**

- Aberdeen regional office: [nss.psd-gppractices-aro@nhs.scot](mailto:nss.psd-gppractices-aro@nhs.scot)
- Edinburgh regional office: [nss.psd-gppractices-ero@nhs.scot](mailto:nss.psd-gppractices-ero@nhs.scot)
- Glasgow regional office: [nss.psd-gppractices-gro@nhs.scot](mailto:nss.psd-gppractices-gro@nhs.scot)