

# GP Bulletin

7 July 2017 / Issue 219

## About this bulletin

To minimise the number of emails sent to practices, the Local Regional Team is using this weekly bulletin as its main method of communicating with practice managers covering the 364 practices in Bristol, Somerset, North Somerset, South Gloucestershire, Devon, Cornwall and the Isles of Scilly. The bulletins contain important information for practice managers, which might include requests for information and deadlines, as well as updates on issues relating to GP contracts.

Copies of the bulletins and attachments are available on our website:

<https://www.england.nhs.uk/south/info-professional/medical/dcis/gp-bulletin/>

If you have any questions or wish to provide feedback, please contact the Primary Care Team:

[england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net)

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- Items for Bristol, North Somerset, Somerset and South Gloucestershire Practices only
  - None
- Items for Devon, Cornwall and Isles of Scilly Practices only
  - None

## Key Deadlines

NDA submission (for Devon practices only)	between 12 June – 21 July	Via NHS Digital website
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CQRS declarations for payment in the same month	9 <sup>th</sup> of each month	Via CQRS
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• **Items for all Practices**

**CQRS – Meningococcal Completing Dose (Booster) 2017/18 Service**

**ACTION REQUIRED**

An issue has been identified with the offered service Meningococcal Completing Dose (Booster) 2017/18 on CQRS, which has been set to reporting rather than payment. Once the service has been offered it is not possible to change this, therefore this service has been ended.

A new service offer has now been made for (Payment)(Meningococcal Completing Dose (Booster) Vaccination 2017/18), this is the same service but now with payment.

Action required:

- Please accept this service under the ‘Participation Management’ tab as soon as possible
- You will then need to re-submit claims previously made for April and May under this new service so that the appropriate payment can be processed

We apologise for the inconvenience caused.

**Psychological help for people affected by a traumatic event**

The attached letter sets out practical advice for general practice to help patients who may be suffering ongoing mental health problems after traumatic events. It has been compiled in the wake of recent terrorist attacks and the Grenfell Tower fire. It is written by Dr Arvind Madan, NHS England’s Deputy Medical Director and Director of Primary Care.

**Important information for practices, GPs and locums relating to payments and pensions administration**

Please see the attached briefing from PCSE regarding payments and pensions administration. This bulletin and the attached ‘Special Payments and Pension Bulletin’ have been emailed to the main contact we hold at your practice only. Please can you share with colleagues in your practice, including GPs and Locums, as it includes important updates on payments and pensions that they need to be aware of. It includes key email addresses and current info around pensions that practices need to act on.

**Maternity/Paternity/Sickness Applications**

Acting on feedback received the application forms for Maternity/Paternity/Sickness have been amended. Please start using the updated forms attached

## **Updated information re APMS contract and Ernesettle APMS Marketing Event**

We would like to make you aware that we will soon be starting the process to reprocur a five year APMS contract for the three sites covered by the Ernesettle contract for 1<sup>st</sup> April 2018.

The contract will encompass a list size of more than 11,500 patients operating from Ernesettle, Mount Gould and Trelawny Surgeries. This now incorporates the primary medical service provision formerly offered by Freedom Health Centre, including the Plymouth City Council commissioned Substance Misuse Service.

Ahead of the marketing event, (flier attached) we would be grateful if you could complete and return the attached questionnaire by 5pm on Friday 14th July 2017 and we have also provided some updated background information about the contract.

Please register your intention to attend and return your completed questionnaire via the generic box: [england.primarycaremedical@nhs.net](mailto:england.primarycaremedical@nhs.net)

Please feel free to contact us in advance with any questions or queries and we will do our best to assist you with the information you require.

### **Backdated CVI payments**

**This item relates to the target payments related to completion Childhood Immunisation & Vaccination at aged two and five, which are paid on a quarterly basis, based on the information practices submit via the OpenExeter system.**

Some practices will be aware that since the processing of claims for childhood immunisations and vaccinations moved over to PCS England (Capita), it has become very difficult for practices to claim if they have missed the initial submission window, which closes one month after the end of the quarter. This has been compounded by the fact the service moved to PCS England around the same time as this payment moved out of the baseline for PMS practices in some areas - we believe that some PMS practices may have fallen out of the habit of updating the records on Open Exeter.

The current situation is that if a practice misses the cut-off date, for any reason, PCS England advise practices to contact their local regional team to approve payment.

Whilst in the past, local primary care support offices may have been willing and able to help with such issues, the national service will only work to the specification that has been agreed. NHS England local teams work within the Statement of Financial Entitlement that states:

**11.12.** The amount payable as a Quarterly TYOIP is to fall due on the last day of the quarter after the quarter in respect of which the contractor is seeking payment (i.e. at the end of the quarter after the last quarter in which immunisations were carried out that could count towards the targets). However, if the contractor delays providing the information the Board needs to calculate its Quarterly TYOIP beyond the Board's cut-off date for calculating quarterly payments, the amount

is to fall due at the end of the next quarter (that is, just under nine months after the cohort was established). No Quarterly TYOIP is payable if the contractor provides the necessary information more than four months after the final date for immunisations which could count towards the payment.

However, locally we recognise that there has been confusion around this process causing some practices unnecessary shortfalls in their anticipated funding.

Therefore we in the South West have agreed that we will honour backdated claims for the 5 quarters from 1 January 2016 for a fixed time period. **Practices who believe they have missed a quarter payment should email [phcontractssouthwest@nhs.net](mailto:phcontractssouthwest@nhs.net) for a claim form. Claims must be logged by 31 July and forms should be submitted by 30 September. After this point we will not have any resources to process backdated claims except in truly exceptional circumstances (see below).**

Please note that for future quarters, from the quarter starting 1 April 2017 (which you can claim for up to 31 July) and going forward, we will be working to the Statement of Financial Entitlement and will not be approving any backdated payment for these claims except in truly exceptional circumstances. Staff changes, sickness absence, holiday are not considered exceptional circumstances.

In practice, you can submit claims for this activity from the first day of the quarter i.e. for quarter 1, at any point in time from 1 April until 31 July. All these vaccinations are scheduled for patients at a much earlier time, so most should be completed long before the window starts. As of 1 July, you cannot include any vaccinations carried out in this quarter, but you still have a month to complete the submission.

We recommend that practices

- do not leave it until the last day of the month to make the submission
- do not leave this task to one member of staff to make the submission, with no arrangements for sickness, holiday or staff changes, including training and getting access to the system for new members of staff
- contact PCS England before the cut-off if you are having any problems submitting, or if you notice an error after submitting, but before the cut-off.
- contact PCS England immediately, within no more than a week of the cut-off date passing, if you notice you have missed the cut-off for any reason
- ensure they are signed up to receive reminder emails from PCS England
- ensure that, as far as possible, patients who are no longer attending the practice have been removed from the list in a timely fashion so the denominator is not unnecessarily inflated.

Further information is available at <https://pcse.england.nhs.uk/services/gp-payments-and-pensions/>.

You can also access a guide to how to submit lists via OpenExeter here:

<https://pcse.england.nhs.uk/media/1076/pcse-practice-guide-childhood-immunisations.pdf>

Below please find details of target, claim and payment deadlines.

<b>Target</b>	<b>Submit Claims</b>	<b>Cut-off date for Submission by practices</b>	<b>Payment Date</b>
1 <sup>st</sup> January	31 <sup>st</sup> March	1 <sup>st</sup> May	30 <sup>th</sup> June
1 <sup>st</sup> April	30 <sup>th</sup> June	1 <sup>st</sup> August	30 <sup>th</sup> September
1 <sup>st</sup> July	30 <sup>th</sup> September	1 <sup>st</sup> November	31 <sup>st</sup> December
1 <sup>st</sup> October	31 <sup>st</sup> December	1 <sup>st</sup> February	31 <sup>st</sup> March

- **Items for Bristol, North Somerset, Somerset and South Gloucestershire Practices only**

None

- **Items for Devon, Cornwall and Isles of Scilly Practices only**

None