Annex 5

Standard Monthly Return Pro-Forma

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|  | Date: |
| ONS and NHAIS population figures compared – [*complete in April]* |  |
| Multiple occupancy check (more than eight residents) (monthly), relating to the number of: | Date: |
| Households identified with more than eight residents. |  |
| Practices requiring contact with households with more than eight residents. |  |
| Practices sent clarification notifications (if differs from above please give reason). |  |
| Practice confirmations received (practices have confirmed those patients seen in last 15 months). |  |
| Households remaining to contact (after list cleansed by practice confirmation). |  |
| Letters sent to households requesting confirmation of occupancy and registration. |  |
| Responses received from households. |  |
| Reminders letters sent within this reporting period. |  |
| FP69s with six-month expiry date issued during this reporting period. |  |
| Deductions within this reporting period. |  |
| University/college student/residential school checks [complete for October to December only], relating to the number of: | Date: |
| Patients recorded on NHAIS as being registered with a general practice for four or more years relating to a college/university/residential school address. |  |
| Practices requiring contact with patients with college/university address. |  |
| Practices sent clarification notifications (if differs from above give reason). |  |
| Practice confirmations received (practices have confirmed patients registered/seen). |  |
| Patients deducted by general practice. |  |
| Patients remaining to contact (after list cleansed by practice confirmation). |  |
| Letters sent to patients requesting confirmation of address/registration. |  |
| Responses received from patients contacted. |  |
| Reminders letters sent within this reporting period. |  |
| FP69s with six-month expiry date issued during this reporting period. |  |
| Deductions within this reporting period. |  |
| Patients aged 100 and over [complete in March and September reporting period only]. Relating to the number of: | Date: |
| Patients recorded on NHAIS aged over 100 years. |  |
| Practices requiring contact with patients aged over 100 years. |  |
| Practices sent clarification notifications (if differs from above give reason) |  |
| Practice confirmations received (practices have confirmed patients registered/seen) |  |
| Patients deducted by general practice |  |
| Notification of demolished addresses (monthly). The number of: | Date: |
| Addresses notified as demolished as indicated by postcode address file (PAF). |  |
| Practices requiring contact with patients identified at demolished addresses. |  |
| Practices sent clarification notifications (if differs from above please give reason). |  |
| Practice confirmations received (practices have confirmed patient still registered with change of address). |  |
| FP69s with six-month expiry date issued during this reporting period. |  |
| Deductions within this reporting period. |  |
| Patients not seen by general practice in previous five years (annually – to be reported in April) | Date: |
| Letters sent to all general practices requesting list of all those patients registered who have not had a consultation in five years - date completed. The number of: |  |
| Practices contacted. |  |
| Practices returned list of patients who have not had a consultation in five years. |  |
| Letters sent to identified patients to confirm address and registration. |  |
| Responses received from patients contacted. |  |
| Reminder letters sent within this reporting period. |  |
| FP69s with six month expiry date issued during this reporting period. |  |
| Deductions within this reporting period. |  |