

Welcome to the October PCSE bulletin

This bulletin has been emailed to the main contact we hold at your practice only. Please share with colleagues in your practice.

In this bulletin, you will find updates on:

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Medical Records

Medical record movement – important reminder

Following feedback from practices, unless you have had confirmation that a patient's GP to GP transfer has been successful, please can you print out a full and legible copy of the patient's electronic record, and include in the patient's medical record envelope (Lloyd George) when forwarding records for patients deducted from your practice. For information governance reasons, patient records should not be copied and sent on CDs or mobile storage devices.

New medical records movement service – phase two started this week

Following the successful roll-out of the new medical records movement service to practices in phase one (North of England and East Midlands) in July this year, the new service has been rolled out to practices in phase 2 (West Midlands) this week.

Practices in the phase two area should have received an information pack, including a detailed instructions guide to the new service and a timetable of what is changing and when. Copies of all materials can be found on the [PCSE website](#).

GP Payments and Pensions

Childhood immunisations – process for late returns

Please submit late requests for childhood immunisation payments to your NHS England local team or delegated CCG with an explanation for late return, and evidence of achievement of the target date. Once approved, the payment will be included in the payment schedule submitted to PCSE by NHS England / the CCG, and included in the next scheduled contractual payment. PCSE does not have the authority to process any late or incorrect returns. If you have any queries, please can you direct these to your local NHS England team.

Payment contract variations – process for approvals

PCSE receives monthly contract variations payment requests directly from NHS England local teams. We cannot process any payment requests or contract variations sent to us directly from practices. All payments from local teams must be authorised by an approved requestor from your CCG or NHS England local team. As instructed, any payment requests or contract variations that are not from the approved person will need to be returned to practices.

GP practice premises payments

Please submit reimbursement of premises costs to your NHS England local team or delegated CCG. Once approved, the payment will be included in the payment schedule submitted to PCSE by NHS England/CCG and included in your next scheduled contractual payment.

GP registrar training grant reimbursement process

Where there is a **single lead employer**, Health Education England (HEE) will provide NHS England with the appropriate details of training grants to be paid. Once approved, the payment will be included in the payment schedule submitted to PCSE by NHS England and included in your next scheduled contractual payment.

In areas where there is **no single lead employer**, the training grant will be paid automatically with the salary of the registrar when the K4 / Pay1 form has been processed and a salary has been set up.

PCSE has set up all registrar reimbursements for August trainees in non-lead employer areas, where we have received the full and correct information for the registrar, provided on the K4 / Pay1 form.

New guidance on claiming GP registrar salaries and expenses

Newly updated guidance for claiming GP registrar salaries and expenses is now available on the PCSE website.

The guidance covers:

- New registrar salaries
- Registrar relocation claims
- Informing Health Education England (HEE) of a registrar's change of circumstance
- Registrar's expense claims (mileage and MDU)
- Training grants

To access the guidance, please click [here](#) and scroll down to the '**GP registrar reimbursement**' section under '**Important payment processes**'.

Contacting PCSE payments and pensions

For all payment enquiries, please email us at: pcse.gp-payments@nhs.net.

For all pension enquiries, please email us at: pcse.gp-pensions@nhs.net.

PCSE are processing a high volume of emails. To enable us to respond to email enquiries as quickly and efficiently as possible please only send your enquiry once to the appropriate email address. Please send your email to one address only and not multiple accounts.

Thank you for your patience and support.

Supplies**New GMS1 form - reminder**

On 2 October 2017, NHS England introduced a new GMS1 form which includes the supplementary questions for patients not ordinarily resident in the UK. NHS England delivered an initial stock of the new form to GP practices and additional stock of the new form will be available to order in the usual way from PCSE Online. Please dispose of any previous versions of the form once the new stock has arrived at your practice.

PCSE has received a limited amount of new stock from the supplier and will initially need to limit the number of units per order. Please be assured that all orders placed will be fulfilled once stock has been received into PCSE. The new form can also be downloaded [here](#).

GMS3 forms – temporary resident forms

Please note – the GMS1 form is used to register new permanent patients at a practice. Please continue to use the GMS3 form for registering temporary patients.

Performers Lists**GP registrars**

Applications to join the National Performers List from the August cohort of GP registrars were completed by the end of the August. A very small number are awaiting out of England approval.

Performers lists change notification requests (NPL2 and 3s)

We have received a high volume of change notifications over the last few months and are working to process these as quickly as possible - thank you for your patience.

If you are, or have been, contacted to provide additional information in support of a performers' list change request, please provide this as quickly as possible to enable the request to be processed.

Guidance on the NPL2 and 3 process, and details on the information required in support of a change request, is available on the [PCSE website](#).

We have been working with NHS England to simplify the change notification process. Once agreed, any changes to the process will be communicated to all practices.

Amended guidance for setting up a pooled list for your practice

PCSE is responsible for checking that any partners who have left a practice have had their patients redistributed to other GPs at the practice – this is part of NPL2 and NPL3 processing.

If you are contacted regarding this, please provide the details of how the patients need to be reallocated.

Practices can set up pooled lists which would avoid the need for the patient split to be communicated each time a partner leaves. To set up a pooled list, please email PCSE at pcse.performerlists@nhs.net.

PCSE Online

The vision for primary care support services is to transform what were previously locally managed operations, into a modern and efficient national customer-focused service.

To help achieve this, we are looking to give GP practices easier access to services through PCSE Online.

Currently, PCSE Online (which has also previously been referred to as the 'Portal') provides practices with a quick and easy way for ordering and tracking NHS stationery. GP practices can also use PCSE Online to track the status of their in and out bound paper medical records, and to transfer GMS3 forms.

Over the next year, PCSE Online will also provide practice staff with easier access to additional services, including your payments and pensions, cervical screening administration, and performers list changes and entry.

PCSE Online is accessed via the [PCSE website](#). You will need to login to the secure area of the site to access your services.

If you would like to find out more about our service transformation programme please see the ['What's changing'](#) section of the website for updates on what's happening and when.

National Association of Primary Care (NAPC) Conference

PCSE has a stand at this year's NAPC conference, which is taking place 18-19 October at the NEC in Birmingham. If you are attending the conference, please come and visit us at stand L28 to learn more about plans for giving GP practices easier access to services through PCSE Online.

Contacting PCSE

To make it simpler for practices to know who to contact in PCSE for what, an enquiry form is available on the PCSE website: www.pcse.england.nhs.uk/contact-us

The form contains all the required fields PCSE will need to process your query, and selecting the 'type of enquiry' ensures your query gets to the right team as quickly as possible.

Best Wishes,

Primary Care Support England