**Frequently Asked Questions**

The OCCG Primary Care Contracting Team have noticed that there are recurring themes to enquiries received from practices and have therefore produced this handy guide to help you.

**Notify of a partnership change;**

* Complete the NPL3 form (link [NPL3 change notification form](https://www.england.nhs.uk/wp-content/uploads/2016/02/npl3-change-notification-form.docx) ) and submit to PCSE, copying in the CCG via [occg.primarycarecontracting@nhs.net](mailto:occg.primarycarecontracting@nhs.net)
* PCSE will process the form and update the National Performers List
* OCCG will produce a contract variation and send it to the Practice Manager for obtaining a partner signature.
* Once the contract variation is signed a scanned copy should be sent back to the primary care contracting team via email, hard copies are not required.
* Practices also need to advise the CQC (link [CQC making-changes-your-registration#partnerships](https://www.cqc.org.uk/guidance-providers/registration/making-changes-your-registration#partnerships))

**Apply to close my patient list to new registrations;**

* Email the Primary Care Contracting Team at [occg.primarycarecontracting@nhs.net](mailto:occg.primarycarecontracting@nhs.net) and request an application form.
* Complete the application form and contact your PPG and neighbouring practices who may be impacted for their views. Submit the form and the comments back to the team by the deadline given.
* The application will go to the next OPCCOG meeting (held on the 3rd Tuesday of the month).
* The team will formally write to you with the outcome of your application and details of where and how your list closure should be advertised.

**Apply to change my practice boundary (inner or outer);**

* Email the Primary Care Contracting Team at [occg.primarycarecontracting@nhs.net](mailto:occg.primarycarecontracting@nhs.net) and request an application form.
* Contact your PPG and neighbouring practices who may be impacted for their views.
* Complete the application form in full and together with a map showing the existing and proposed boundaries, and comments from the PPG/neighbouring practices submit it to the team by the deadline given.
* The application will go back to the next OPCCOG meeting (held on the 3rd Tuesday of the month).
* The team will formally write to you with the outcome of your application and details of where and how your boundary change should be advertised.

**Patient Removals;**

To request the removal of a patient from your practice list (either immediate or within 8 days) you will need to complete a form available from the PCSE website [link [patient removal form](https://pcse.england.nhs.uk/media/1361/patient-removal-request-form-new2.doc) ] and email it to [pcse.patientremovals@nhs.net](mailto:pcse.patientremovals@nhs.net)

NOTE: If you want an immediate removal the incident must have been reported to the police for PCSE to be able to process it.