WIRE
Keeping Oxfordshire connected

November 2018

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Information Governance
National data opt-out change

The national data opt-out has replaced type 2 opt-outs. **Please be aware that type 2 opt-outs must no longer be coded on your clinical system** to record a patient's opt-out choice **as they will not be picked up by NHS Digital.** Patients should instead be signposted to the 'Your NHS Data Matters' service.

National data opt out communication resources for patients including a poster, a handout and a waiting room screen presentation are available here: Your Data Matters .

YOUR DATA MATTERS

ico.org.uk/yourdatamatters

Please also ensure that you have updated your privacy notice to reflect the national data opt-out. Example text is included in the updated privacy notice template here: Privacy notice template

Updates have been made using track changes so you can see what has changed from the previous version. Please note that this is a generic template and you should review it and add any additional information that is relevant to your

practice/locality.

For any patients who are unable, or do not want, to use the [Your NHS data matters](#) online service, they can call the telephone number on the [patient handout](#) : 0300 303 5678.

Type 2 opt-outs recorded in the patient record held at the GP practice prevent NHS Digital sharing confidential patient information for research and planning. Existing type 2 opt-outs coded up to 11 October 2018 have been converted to national data opt-outs.

For more information visit the RCGP [Patient Data Choices Toolkit](#) – where you will find a great deal of information and access to a number of recorded webinars.

Contact us:

If you have a GP IG or GDPR enquiry: GP-IGEnquiries.scwcsu@nhs.net

NOTE: If you need support with a data breach please flag it as urgent.

National Programme Utilisation
Electronic Prescribing, GP2GP and Patient Online

Please refer to the [Utilisation Dashboard](#) to access the detail of your practice's utilisation with regard to EPS, Patient Online and GP2GP. Please note, the most up-to-date GP2GP data was not available at the time of publishing; what is shown is the data that was provided last month.

Patient Online
Identity checking: *What you need to know*

There are now three ways to verify a patient's ID:

- Vouching
- Vouching with Confirmation
- Vouching with Identity Verification

The new one is 'Vouching with Confirmation' and can be carried out over the phone if a patient phones in. It can only provide access to appointments and prescriptions, and requires some questions to be asked so you can be confident they are the person they say they are. Some examples are given in the guidance. Patients who require Detailed Care Record (DCR) access must still bring ID into the practice; 2 forms of ID are still required, one of them photo ID.

Further guidance can be found here: POL – Identity checking

Helping to identify the right patient: Electronic Prescribing support from the NHS Business Services Authority (NHSBSA)

SCW is working closely with colleagues at the NHS Business Services Authority (NHSBSA) and NHS Digital to raise awareness and usage of Electronic Prescription Service (EPS) and Electronic Repeat Dispensing (eRD). The NHSBSA is compiling individual practice-based reports that will include (but are not limited to): current EPS/eRD utilisation, the number of patients at your practice who have a nomination, and details of administrative and GP time that could potentially be saved by making good use of the EPS system.

Additionally, the NHSBSA is keen to discuss the benefits of using eRD with practices – including identifying potentially suitable patients who would be appropriate for eRD.

More information and details on how to make contact will be included in a communication to be sent in the coming weeks.

If you would like help with anything to do with the national programmes including: EPS, GP2GP, or Patient online services, please contact:

For practices in the **North, North East, South East and South West** localities:

Lynne Colley – Senior IM&T Project Manager
SCW

☐ 07747 455 955
✉ lynne.colley@nhs.net

For practices in the **West** and **Oxford City** localities:

Todd Davidson – Senior Change Manager
SCW

☐ 07557 456 793
✉ todddavidson@nhs.net

GP referral pro formas
News and Release Notification November 2018

Keeping system pro formas up to date

Zip folders containing full sets of referral pro formas can be found on the Referral Pro formas page of the OCCG website.

Service providers still occasionally send out their own referral forms as Word documents directly to GP practices, requesting that they be used when making a referral. The LMC boycott from 2009 is still in effect and no practice should use a document referral form for clinical referrals unless it has been digitised and distributed by the OCCG GP Pro Formas Team.

Please let us know if you receive any of these documents and we can approach the relevant service to explain the system for creating and distributing forms to Oxfordshire GPs.

EMIS practices

The zip folder EMIS-Pro-formas, with a date stamp in the format YYYYMMDD, contains all of the EMIS referral pro formas currently in use. It can be saved, and imported in one step from within EMIS Web.

Also found on the Referral Pro formas page, the documents 'How to Cleanse your EMIS Pro forma library' and 'Working with GP Pro formas' give instructions on how to import the *single* zip folder and remove all old templates which have been replaced.

Vision Practices

Release of these pro formas is not always concurrent with the EMIS forms as they require further processing.

The zip folder INPS-Pro-formas, with a date stamp in the format YYYYMMDD, contains all of the InPS Vision pro formas currently in use.

Some of these pro formas have been upgraded to include SmartTags, which reduces the need to enter data by hand. They can be identified by a suffix of 's'.

November 2018 pro forma updates		
Pro forma name	**Version**	**New, or reason for update**
Adult Autism Referral Form	v1	• New form to enable referral of adults for possible autism diagnosis
Adult Mental Health Referral Form	v1	• New form to support a referral to the adult AMHT/CMHT which will allow rapid triage of the referral • Includes option to refer to the Eating Disorders Team at Cotswold House
Heart Failure - Urgent or Routine Diagnosis	v7	• Clinic details added for Directly Bookable Services
Same Day GP Paediatric Review Proforma	v2	• Referral fax numbers replaced with an email address • When to expect a phone call - hours changed
Unified Community Diabetes Services Proforma	v6	• Fax number removed as requested by Community Diabetes Service

Unified Oxfordshire Weight Management Services Referral Form	v5	• Provider name changed from Thrive Tribe Hub to Achieve Oxfordshire • Criteria for bariatric referrals updated
Vasectomy Referral Form and PIL	v6	• Withdrawn - NHS Vasectomy Referrals in Oxfordshire are currently suspended • Please ensure you **deactivate** this pro forma

Please write to us at **occg.gpproformas@nhs.net** if you have any queries or comments about the referral pro formas.
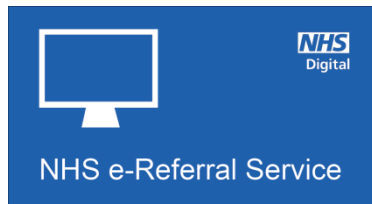
Jane Thurlow
Project Support Officer, Digital Transformation Team

Electronic Referral Service
Referrals to Lost Threads and Community Gynaecology – Information from OUH

Please be aware that, with effect from Thursday 1 November, GP referrals directed to the Lost Threads and Community Gynaecology Service provided by Oxford University Hospitals NHS Foundation Trust must be made through e-RS.

For this particular service the following e-RS selection should be made:

- Priority - Routine or Urgent as appropriate
- Specialty - Gynaecology
- Clinic Type - Not Otherwise Specified

From the Search Results page, click on "***Send For Triage***" for the service titled:

Lost Threads (IUD) & Community Gynaecology RAS -Gynaecology-Oxford University Hospitals-RTH

In accordance with requirements for ***Paper Switch Off***, which were communicated to all practices earlier this year, any GP referrals not made using e-RS will be rejected.

The following conditions/request are seen in Lost Threads/Community Gynaecology Service:

- Intrauterine system (IUS) fit for:
    - Chronic pelvic pain
    - HRT
    - Endometriosis
    - Heavy menstrual bleeding not needing contraception

- o Heavy menstrual bleeding requiring further assessment such as scan or biopsy as per Oxfordshire HMB pathway.

Removal of an IUD with lost threads - as per Oxfordshire CCG Lost Threads Pathway.

PLEASE DO NOT ADVISE WOMEN TO DROP INTO OXFORD SEXUAL HEALTH SERVICE FOR THE ABOVE AS THEY WILL BE ADVISED TO RETURN TO PRIMARY CARE FOR e-RS REFERRAL

If you are unsure whether a referral requires gynaecology or contraception services please use e-RS . The referral will be re directed to the contraceptive service if appropriate. Difficult cytology screens should be referred to the Colposcopy Service.

John Gregory, Service Improvement and Development Lead
Oxford University Hospitals NHS Foundation Trust

Primary Care Datasets
Primary Care Commissioned Services (PCCS) template

The revised Primary Care Commissioned Services template has been successful in extended testing and is now available for download.   The template has been designed to make it easy to get the right codes into your patient records to run your enhanced services and make sure you don't miss out on payments you are due. Additionally, anything you don't need is actively hidden from view.

The prompt box for patients on warfarin who need a Time in Therapeutic Range (TTR) to be reviewed is also included as an optional extra.

The template comes in an installation pack that includes cover sheets telling you what the software does, and 2 step-by-step PDF guides - one for **Installation** and one for **Activation**. Please watch the 4 minute video and talk to your clinicians before installing and activating the software.

You can access the deployment pack via the following link: PCCS deployment pack

Feedback on the template, documentation and processes will be welcomed. Please email feedback to: occg.datasets@nhs.net.

GPIT Training
EMIS Web User Group – notes from the meeting

The Training Department, in conjunction with EMIS, ran a number of EMIS Web User Groups (EWUGs) over the past couple of months. Thanks to all who

attended the events – your contributions are welcome and we hope you found the sessions useful.

Key items covered at the last meeting include:

- Release schedule updates
- New GP2GP unfiled inbox
- SNOMED CT
- Improvements to the functionality of appointment management

Click here to view the most recent notes and presentation : [EWUG notes (November)](#)

Future EWUG meetings

The Training Department is currently identifying some dates and venues for future EWUGs (to start in February); details will be circulated as soon as possible. If there are any items that you would like to see covered, please let the Training Team know:

📱   0300 123 5678
✉   training.scwcsu@nhs.net

www.nhs70.nhs.uk   #NHS70

Wire is produced by the Digitial Transformation Service team at South, Central and West CSU
To give us your feedback, please email scwcsu.dtscommunications@nhs.net

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