

21 November 2018

**Gateway no: 08520**

**Dear Practice Manager**

**RE: Data quality checks on GP patient lists**

You will be aware that GP practices need to ensure their lists of registered patients are current and accurate. The accuracy of lists is important as it ensures patients get the care they are entitled to and GP practices receive the correct funding according to their list size.

On behalf of NHS England, Primary Care Support England (PCSE) is responsible for maintaining the national patient database NHAIS, (which in turn updates some patient data on the Spine), through the information you provide from the patient registration module in your practice clinical system.

Our collective maintenance of accurate patient lists.

Our collective maintenance of accurate patient lists is essential to ensure:

- the efficacy of ill-health prevention/screening programmes and total population capture
- the assessment of performance and clinical outcomes which are often compared on a 'per patients' denominator; and
- appropriate use of public funds, as allocations are made on a £ per patient basis.

To assist with improving the quality of information held, PCSE will be carrying out the data quality checks on your registered list of patients. This will include a three yearly rolling cycle of reconciliation between your clinical system list of registered patients and the NHAIS system held in PCSE. PCSE will also begin checks on your list by contacting patients to confirm their registration status and address.

During this process you will receive emails from PCSE which will outline the steps you need to take to submit information about certain cohorts on your patient list. You

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may also receive FP69 notifications which will ask you to check the status of patients, with whom PCSE have not been able to make contact.

Practices will be advised what actions need to be taken on their clinical system to correct any differences which may be identified, or to confirm the status of a patient.

In the first instance, PCSE will contact GP practices to verify the registration details of patients aged over 100.

Other patient group checks will follow, including:

- patients aged under 16 recorded as living alone
- patients recorded as living in demolished properties
- patients recorded as being registered at student accommodation for over four years
- addresses with apparent multiple occupancy
- transient patients.

Before checks on each patient group start, more detailed information will be sent to your practice about how to proceed.

You can review policies here

<https://www.england.nhs.uk/commissioning/primary-care/>

If you have any queries about these policies, please get in touch with your regional NHSE or CCG Primary Care Commissioning contact.

If you have any queries about the list quality checks process, please contact the PCSE registrations team at [pcse.dataquality@nhs.net](mailto:pcse.dataquality@nhs.net) (please use this email address for questions on the data quality checks process only).

For all other email enquiries for PCSE please go to

<https://pcse.england.nhs.uk/contact-us/>

Yours etc



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*Health and high quality care for all, now and for future generations*