

Dear Practice Manager,

Within the agreement that was reached in the GP Contract 2017/18, Department of Health, NHS England and GPC agreed to introduce supplementary questions as part of the registration process to enable overseas visitor patients to declare where they have a non-UK European Health Insurance Card (EHIC), Provisional Replacement Certificate (PRC) or S1 form.

As part of the contract agreement, the use of a new version of the GMS1 form has been mandated from 2 October 2017. This GMS1 form includes the supplementary questions for patients not ordinarily resident in the UK. As a result, we are sending every practice two blocks of the new GMS1 form. Should you require additional copies, please order these via the PCSE Portal (administered by Capita on behalf of NHS England), or the form can be downloaded from the NHS Choices website:

www.nhs.uk/ServiceDirectories/Documents/GMS1.pdf

The process:

This revised form includes supplementary questions to help determine an overseas patient's eligibility to free NHS secondary healthcare. For those overseas patients who self-declare that they hold either a non-UK issued EHIC, PRC or S1 form, the practice is required to manually record this information in the patient's medical record and then send a copy of the GMS1 form and supplementary questions to NHS Digital (for non-UK issued EHIC/PRC details) or the Department for Work and Pensions (DWP) (for S1 forms).

Patients who are 'ordinarily resident'¹ in the UK, are not expected to complete the supplementary questions. Overseas patients are not required to complete the new supplementary questions of the GMS1 form in order to register with the practice.

Sending details to NHS Digital or DWP

Where the EHIC, PRC or S1 details have been completed by the patient, the GMS1 form and supplementary questions should be scanned and sent by email to NHS Digital or DWP. By exception, they may be sent via hard copy².

It is recommended that forms are scanned by the practice and sent as a scanned attachment in an email, as follows:

- GMS1 form with EHIC and PRC details to NHSDigital-EHIC@nhs.net
- S1 details to overseas.healthcare@dwp.gsi.gov.uk

To ensure smooth processing the recommended format is:

- one email is sent for each patient
- each email should include the patient's completed GMS1 form with supplementary questions
- the patient's name should be included in the subject of the email; and
- the practice details should be included in the body of the email or as an electronic signature.

It is recommended that practices send this information to NHS Digital and DWP on a weekly basis.

From 2 October, Please make sure you destroy any stock of the old GMS1 forms that you may hold.

¹ A person will be Ordinarily Resident in the UK when their residence is lawful, adopted voluntarily and for settled purposes as part of the regular order of his or her life for the time being, whether of short or long duration. A non-EEA national subject to immigration control must also have the immigration status of Indefinite Leave to Remain.

² EHIC and PRC: By post to EHIC, PDS NBO, NHS Digital, Smedley Hydro, Trafalgar Road, Southport, Merseyside PR8 2HH
S1: By post to Overseas Healthcare Team, Durham House, Washington, Tyne & Wear NE38 7SF

Should your practice currently ask patients to complete a web based version of the form which they print off and sign before attending the practice, as long as this is updated with the new fields and guidance from the supplementary questions section of the form, you are able to continue with this model.

Please note, while using the new GMS1 form is a contractual requirement, patients are still able to register with your practice without completing the supplementary questions if they choose not to do so.

We have also developed a patient leaflet to provide information to overseas patients on accessing the NHS, where charges may apply, and what happens with the information they declare. An initial stock of these will be distributed to practices. Further copies can be ordered from the BSA, or accessed from NHS Choices webpages: www.nhs.uk/RegisteringVisitors