



SR1 form for providing medical evidence to support a benefit claim made under the Special Rules for End of Life

Read the instructions on the pages overleaf.

They tell you:

- about the SR1 form
- how to complete the form
- how to claim a fee if you are eligible.

Do not print this form. Please fill it in and email to **form.e-SR1@dwp.gov.uk**

If you need a paper version of this form, you can order from HH Global Limited on **0300 373 0125**.

For more information about completing and returning SR1 forms, go to **www.gov.uk/dwp/special-rules**

Contents

Guidance notes for clinicians	3
About this form.....	3
Benefits that can be claimed under the Special Rules criteria.....	3
Who should complete the SR1 form?	4
Patients who may not know the true nature of their illness	4
Your patient's prognosis.....	5
What we will do if we need to clarify any information.....	5
Who can make claims on behalf of patients?	5
Returning the SR1 form.....	6
Through the NHS Spine Portal	6
By email.....	6
By post.....	7
Claiming a fee	7
Further information	7
How DWP uses information.....	7
Contact addresses and telephone numbers	8
SR1 form	9

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on www.gov.uk

Guidance notes for clinicians

About this form

This form is called the SR1 form, and its purpose is to tell the Department for Work and Pensions (DWP) about a patient who meets the Special Rules criteria. The SR1 form is not a claim form; instead, it is used to support a claim that has been made under the Special Rules.

You should complete this form promptly if you believe that your patient:

- has a progressive disease, **and**
- as a consequence of that disease, you would not be surprised if your patient were to die within 12 months.

The Special Rules do not apply only to patients with cancer. They also apply to patients with severe, life-limiting conditions, chronic progressive illnesses and frailty (this list is not exhaustive; please see www.gov.uk/dwp/special-rules for more information).

Benefits that can be claimed under the Special Rules criteria

Special Rules claims can be made to the following benefits:

- Personal Independence Payment (PIP)
- Universal Credit (UC)
- Employment and Support Allowance (ESA)
- Disability Living Allowance (DLA)
- Attendance Allowance (AA).

The SR1 form can be used to provide medical evidence to support a claim made under the Special Rules to any of these benefits. If your patient meets the Special Rules criteria, their claim will be processed as a priority, and they will not be required to attend an assessment.

Who should complete the SR1 form?

It is important that you know about your patient's condition.

It may be appropriate to complete an SR1 form:

- to encourage your patient to see what financial support they may be entitled to
- following a conversation about advance care planning
- as part of an assessment about current social and financial issues, or
- if requested by your patient or their representative.

This form can be completed by a registered clinician such as:

- a GP
- a consultant
- a specialty doctor
- a hospice doctor
- a senior specialist nurse (such as clinical nurse specialist, advanced nurse practitioner or similar).

Patients who may not know the true nature of their illness

If a patient asks for an SR1 form to be completed, please do not assume that they understand the Special Rules criteria or that these criteria may apply to them. It could be an opportunity to explore their understanding of their condition, begin a discussion about advance care planning or document 'what matters most' to them. All claims made under the Special Rules are processed in a compassionate and appropriate manner.

Your patient's prognosis

Determining life expectancy in these circumstances is challenging. This form asks for factual information and does not require you to give a specific prognosis. Some patients may meet the Special Rules criteria whilst getting treatment.

Please use language that you would normally use when communicating with other clinicians. There are no negative consequences for you or your patient if a patient who claims under the Special Rules lives longer than expected.

Question 8 on the SR1 form asks that you indicate the date that your patient was first thought to meet the Special Rules criteria. This may be the date of diagnosis, the date the form is being completed or some alternative date in between. Providing this information will allow the DWP to ensure your patient receives payment from the correct date.

Please provide your GMC / NMC number as the form cannot be accepted without this information.

Please visit www.gov.uk/dwp/special-rules if you would like more information regarding:

- clinical circumstances that might suggest a prognosis likely to meet the Special Rules criteria
- links to further guidance related to palliative and end of life care.

What we will do if we need to clarify any information

The DWP relies on the judgement of clinicians when they complete an SR1 form.

However, you may be contacted by a practitioner working for one of our clinical assessment providers if:

- information provided on the SR1 form needs to be clarified to help with a decision about the claim, or
- an individual has made a claim under the Special Rules but has not submitted an SR1 form and clinical information is required to support the claim.

Because we need to deal with these claims urgently, the practitioner will usually make contact by telephone.

Who can make claims on behalf of patients?

For UC and ESA only an appointee or a person who has power of attorney can make a third-party claim on the patient's behalf.

For PIP, DLA and AA, any person representing the patient can make a third-party claim on their behalf, even if the patient is unaware that a claim is being made.

Returning the SR1 form

Through the NHS Spine Portal

This service is available from the NHS Portal on your desktop. You will need an NHS smartcard to access the service. Once you have accessed the NHS Portal, click on 'Launch Digital SR1 Service' and complete the SR1 form submission online.

Once you have submitted the SR1 form online, you can download a copy of the form and save it to your patient's medical record.

You can also download a fee form, if required. This can be returned by post to:

Personal Independence Payment (10)
Mail Handling Site A
Wolverhampton
WV98 1AE

By email

To get a copy of the electronic version of the SR1 form (with or without a fee form), please send an email from your secure email address to **form.e-SR1@dwp.gov.uk** with the following information:

- surgery / hospital / office postal address
- telephone number
- request for SR1 form
- request for fee form, if necessary.

Secure email addresses end in @nhs.net, @nhs.uk, @wales.nhs.uk, @nhs.scot and gov.uk

The electronic SR1 form can be saved to your desktop.

When required, complete the electronic SR1 form (with or without a fee form) and email it to **form.e-SR1@dwp.gov.uk** using your secure email address.

Do not encrypt any part of the email. Any email that does not come from a secure email account will be automatically deleted.

No signature is required on either form for this method of return.

By post

Please do not print the electronic version of the SR1 form to return by post. If you have completed a paper copy of the SR1 form or fee form, please sign it. Only original signed copies of these forms will be accepted by post.

There are 2 options for returning the forms to us:

- give the SR1 form to the person who requested it and return the fee form separately to us, or
- post the completed SR1 form and fee form directly to
Personal Independence Payment (10)
Mail Handling Site A
Wolverhampton
WV98 1AE.

When returning SR1 forms, please use a separate envelope for each patient. Please do not staple documents together.

Claiming a fee

If you are a GMC registered doctor, you can claim a fee for completing an SR1 form by completing a separate fee form.

Further information

For further information and guidance about completing SR1 forms for the DWP please go to www.gov.uk/dwp/special-rules

How DWP uses information

We will treat your personal information carefully. We may use it for any of our purposes. To learn about your information rights and how we use information, see our '**Personal Information Charter**' at www.gov.uk

Contact addresses and telephone numbers

Personal Independence Payment 16 - 64

Personal Independence Payment (10)
Mail Handling Site A
Wolverhampton
WV98 1AE

New claims:

0800 917 2222

Enquiries:

0800 121 4433

Disability Living Allowance Adult

Born on or before 08/04/1948

Disability Living Allowance 65+
Mail Handling Site A
Wolverhampton
WV98 2AH

0800 731 0122

Disability Living Allowance Adult

Born on or after 09/04/1948

Disability Living Allowance
Warbreck House
Warbreck Hill
Blackpool
FY2 0YE

0800 121 4600

Disability Living Allowance Child

Disability Benefit Centre 4
Post Handling Site B
Wolverhampton
WV99 1BY

0800 121 4600

Attendance Allowance

Attendance Allowance Unit
Mail Handling Site A
Wolverhampton
WV98 2AD

0800 731 0122

Universal Credit

Freepost DWP Universal Credit Full Service

0800 328 5644



This SR1 form is not a claim form. It is used to support your patient's claim that has been made under the Special Rules.

Patient's details

01 Surname	04 National Insurance (NI) number If known.
02 Other names	05 Address
03 Date of birth DD/MM/YYYY	Postcode

Part 1 - Condition

06 What is the diagnosis?	09 Other relevant diagnoses
07 Date of diagnosis DD/MM/YYYY	10 Is the patient aware of their diagnosis? Yes No
08 Date from which patient is thought to meet the Special Rules Please see page 5 of the notes for guidance about completing this question. DD/MM/YYYY	11 Is the patient aware of their prognosis? Yes No

Part 2 - Clinical features

12 Clinical features which indicate a severe progressive condition

For example: rate of progression, recurrence, staging, tumour markers, bulbar involvement, end-stage disease etc.

Part 3 - Treatment

13 Give details of relevant past or current treatment, its purpose and any response seen

For example: treatment may be ongoing, palliative or symptom control/ psychosocial only.

Declaration

14 The person named above is my patient. This is a full report of their condition and treatment. I have read and understood the notes attached to this form and I am satisfied that the form is appropriate. I am the patient's:

General Practitioner

Consultant

Other, specify below

15 Your signature

16 Your name

17 Your GMC/NMC number

18 Phone number

19 Address

Postcode

20 Date

DD/MM/YYYY