

PBC top 10 tips

Hammersmith and Fulham PCT Top Ten Tips for Practice Based Commissioning

- 1** Refer all dermatology and minor surgery patients to the GPWSI service based at Parsons Green with the exception of two week cancer referrals.
- 2** Patients requiring joint injections can be referred to the musculoskeletal GPWSI based at Parsons Green Centre.
- 3** Any foot surgery should be referred to the department of Podiatric Surgery at Parsons Green rather than to the orthopaedic surgical department at our local Acute Trust.
- 4** All consultant referrals to be "Dear Consultant" as opposed to a named consultant within a speciality.
- 5** Consider participating in the anti-coagulation service or seeking agreement with a local practice to care for your Warfarin patients if you do not wish to undertake anti-coagulation services yourself.
- 6** To develop internal reporting systems to look at referrals to individual specialities by doctor and to review these regularly within the practice alongside the PCT referral guidelines. To seek assistance from the PCT where there appears to be outlying referral behaviour patterns and use the URID (unique referral ID) system to number your referrals to help predict future activity.
- 7** To identify data anomalies in your monthly budget statements and seek assistance from the PCT information department to understand whether these anomalies are real or apparent so that the PCT can pursue resolution.
- 8** Incorrect coding of procedures can lead to increased charges for some procedures, and with the introduction of payment by results, there is further potential for practices to be charged the wrong amount for treatments. It would therefore be valuable for practices to consider doing regular audits on coding validation from hospital discharge letters which will also confirm whether the patients are in fact registered with your practice and therefore the cost is chargeable to your budget.
- 9** To examine follow up ratios for outpatient specialisms to see whether the profile in your practice is different from the average and explore anomalies by reviewing patients notes and highlighting this to the PCT so that this can be challenged.
- 10** To communicate through the designated web page any views or opportunities that you see to further enhance practice based development. Initial outline proposals for service development need to be sent into the PCT so that these can be developed in conjunction with yourself before being put through a formal approval process.