

# Flexible Support Fund – General Practitioner and Hospital Consultant Fees

## Introduction

1. During a Work Focused Interview (WFI) with a customer/claimant it may become apparent that further information is needed to help assess the customer/claimant's medical capabilities in relation to their job goal.
2. It may be sufficient to obtain brief information from the customer/claimant's GP or Hospital Consultant, or it may be appropriate to request a full Occupational Health Assessment (OHA). Alternatively, a Work Psychologist may be able to assist.

## FSF7 (Request for information from General Practitioner or Hospital Consultant)

3. The FSF7 should be used where an OHA is not necessary but you still find it necessary to obtain further basic medical information from the customer/claimant's GP or Hospital Consultant in relation to their job goal.
4. The FSF7 has been produced as a pad containing 15 carbonised forms. Each form has an individual number in the top right hand corner for audit purposes. The top copy of pages 1 and 2, and all copies of pages 3 and 4 should be sent to the customer's/claimant's GP or Hospital Consultant requested to produce the report. The middle and bottom copies of pages 1 and 2 should be kept for the customer/claimant and yourself. The front of each pad contains summary guidance notes for using the FSF7.
5. If appropriate, you should complete the FSF7 as part of additional assessment during a WFI.

## Notes to support completion of the FSF7

### FSF7 – page 1

6. This contains:
  - an introductory note to the customer's/claimant's GP or Hospital Consultant explaining why you are requesting the information. It also asks for a response within 10 days of receipt of the FSF7. You should insert the amount of payment that Jobcentre Plus is willing to pay for the provision of a report. See Note regarding FSF7 and GP Fees;
  - details of the customer/claimant, the DEA, and the customer's/claimant's GP or Hospital Consultant; and
  - the customer's/claimant's consent. If the customer/claimant is under 18 years of age the form must be signed by their parent or guardian. Please ensure that both you and the customer/claimant or their parent/guardian signs the appropriate box.

### FSF7 – page 2

7. This contains:
  - the main reason for requesting the information from the customer's/claimant's GP or Hospital Consultant; and

- the health problem(s) as explained by the customer/claimant, the effect on their working ability, a brief working history, the type of work which interests the customer/claimant and any specialist equipment used in past employment.

8. You **must** include the type of work that interests the customer/claimant, as identified during your work-targeted interview.

9. There is a note for the GP or Hospital Consultant explaining that you or they may contact each other for further information at no extra cost.

### **FSF7 – page 3**

10. This is for the customer's/claimant's GP or Hospital Consultant to complete and return the original, keeping a copy for their file. It asks for the form to be completed using appropriate terminology so that you and the customer/claimant are able to understand it.

11. You must ensure you send both copies of page 3 to the GP or Hospital Consultant.

### **FSF7 – page 4**

12. The GP or Hospital Consultant can request payment from Jobcentre Plus for the information they provide.

13. You must ensure that you send both copies of page 4 to the GP or Hospital Consultant. The top copy should be returned to you as the named DEA and the GP or Hospital Consultant should retain the copy for their records.

14. The GP or Hospital Consultant should complete the claim and payment details and return it in confidence to the named DEA on the front of the form.

### **Action on receipt of the completed FSF7**

15. When you receive page 4 from the GP or Hospital Consultant you need to complete the confirmation box stating that you have received the completed FSF7 form.

16. Your local Resource Management (RM) requisitioner should then input the relevant information onto the Resource Management (RM) system by completing an online RM1 (Payment Authority).

17. Once agreed, the printed version of the completed RM1 form should be authorised in the normal way. Please remember to ask the authorising officer to sign the form before posting for payment.

18. To comply with financial requirements (and mitigate the risk of fraud) all awards must be approved by the DEA and then authorised by a different person (either another adviser or their line manager depending on the level of delegated financial authority required); this is referred to as 'separation of duties'.

19. The fully completed RM1 should then be sent to Shared Services for payment, with a copy of the RM1 and the original FSF7 form being kept for a period of at least 30 months, in line with the Purchase to Pay, Shared Services (Cardiff) – Payment Guidance.

## Supporting Information

### Cost Centre and Account Codes

20. It is important that the correct Cost Centre Code and Account Code are used. You must obtain these from the ACME tool from your desk top.

### LMS Action and Management Information

21. To enable Management Information to be obtained, all FSF payments must be logged on LMS using the ADF Hotspot. The category on the ADF Hotspot drop down list that should be used is "Others".

### Note regarding FSF7 and GP Fees

22. With increased pressure on budgets and the need to protect taxpayers' money, Jobcentre Plus decided not to implement the BMA Professional Fees Committee's suggested increases as from 06/07, and advised them of this. Therefore, technically, we no longer have an official agreement with the BMA. This means that GPs are free to charge any fee they wish, and **it is up to you if you agree to pay it.**

23. If you do not agree with the amount the GP is requesting, your other options are:

- An Occupational Health Assessment (OHA). The budget for these referrals is held centrally, and costs are invoiced from Medical Services directly to the Commercial Management of Medical Services (CMMS); or
- Advice from your local Work Psychologist.

### The use of the FSF7 within the Residential Training (RT) process

24. Relevant medical information should be provided with training applications if deemed appropriate, eg FSF7 or other information provided by medical professionals. Providing a FSF7 form is **not** a mandatory part of the Residential Training (RT) referral process. However, if a DEA feels that medical information should be sought prior to a start on RT, the REF2 should be annotated accordingly to advise the college of this action.

### Supplies of FSF7

25. Copies of the English and Welsh versions of the FSF7 pad have been placed in the Forms and draft letters guide **for information only**. The English form must be ordered through normal ordering procedures. Offices wishing to order the Welsh form should contact the Welsh Language Unit.