



Department of Health

NHS Management Executive
St. Andrew's House
Edinburgh EH1 3DG
20 March 1996
Telephone 0131-244
Fax 0131-244 2683

Addresses

For action:

General Managers,
Health Boards
General Manager,
Common Services Agency
General Manager,
State Hospitals Board
for Scotland
General Manager,
Health Education Board
for Scotland

Chief Executives,
NHS Trusts

To be copied to Unit
General Managers for
information.

For information:

Executive Director
SCPMDE

Enquiries to:

Mrs G Overton
SODoH
Pharmaceutical Division
Room 29F
St Andrew's House
EDINBURGH EH1 3DE
Tel: 0131-244-2597
Fax: 0131-244-2683

Further copies from:

Miss L Smith
Room 29F
St Andrew's House
EDINBURGH EH1 3DE
Tel: 0131-244-2040
Fax: 0131-244-2375

Ref: PLN/1/22

Dear Colleague

**INTRODUCTION OF NEW FORMS, POSTERS,
LEAFLETS AND DISPENSER
NHS CHARGES, HELP WITH OPTICAL AND HOSPITAL
TRAVEL COSTS
CHANGES TO THE NHS LOW INCOME SCHEME (LIS)**

SUMMARY

1. From 1 April 1996 new leaflets, posters and other material about NHS charges, help with optical costs and hospital travel costs will be introduced. A full list of the new material with code numbers is given at Annex 1.

From 19 March 1996 certain people in Scotland will be entitled to LIS charges certificates for periods longer than 6 months, and a number of technical changes will be made. The changes to the LIS are included in the NHS (Travelling Expenses and Remission of Charges) (Scotland) Amendment Regulations 1996. A small supply of this Regulation will be sent to Health Boards in due course.

Later this year, LIS "AG" forms will be re-numbered and "HC" new versions will be introduced.

For the background to these changes and additional information please consult the attached Memorandum.

ACTION

2. Health Boards and NHS Trusts are asked to:-

COMMON SERVICES AGENCY	
RECEIVED	
21 MAR 1996	
FILE No	
RESERVED TO	ACTION TAKEN
5 26/3	

AMB04916

- avoid ordering large supplies of the new blue/red versions of HC1/HC5 because revisions may be necessary in the light of general experience of using them;

Destruction of Old AG1 and AG5 Claim Forms

2.6 As soon as you receive supplies of blue/red versions of HC1 and HC5 please destroy any mauve/green/grey or mauve/yellow/grey versions of AG1 and AG5 - these are out of date and no longer collect all the relevant information. Do not destroy any 2 tone blue versions of AG1 and AG5, use up any stocks you are holding. These have recently been reprinted and revised so that they can be used in parallel with the new HC1/HC5. This is intended to avoid extensive waste or gaps in availability.

OTHER INFORMATION

3. The new material, including the LIS forms, has been produced following market testing. However, any comments you have about any of the new leaflets or forms will be welcome. Please send them in writing to:-

Mrs Gillian Overton
SODoH
Pharmaceutical Division
Room 29F
St Andrew's House
Edinburgh
EH1 3DE
Tel: 0131-244-2597
Fax: 0131-244-2375

Yours sincerely

Anne Mayhead

PP A ROBSON
Director of Primary Care

DISTRIBUTION OF NEW MATERIAL

1. General Practitioners - Copies Per Practice

1 copy of HC10
20 copies of HC11
5 copies of HC12
1 copy of HC13
1 copy of HC15

2. Pharmacies - Copies Per Pharmacy

20 copies of HC11
5 copies of HC12
1 copy of HC15
1 copy of HC20
1 copy of HC21

3. General Dental Practitioners - Copies Per Practice

10 copies of HC11
10 copies of HC12
1 copy of HC15
1 copy of HC30
1 copy of HC31

4. Ophthalmic Opticians and Ophthalmic Medical Practitioners - Copies Per Practice

10 copies of HC11
10 copies of HC12
1 copy of HC15
1 copy of HC40
1 copy of HC41

5. Appliance Suppliers

A small supply of:-

HC11, HC12, HC13, HC15, HC60 and HC61

6. Out-Patient Departments

A small supply of:-

HC10, HC11, HC12, HC13, HC15, HC50 and HC51.

WHERE TO OBTAIN FURTHER SUPPLIES

1. Further supplies of the following leaflets and posters should be ordered from HMSO, 20 South Gyle Crescent, Edinburgh, EH12 9EB, tel: 0131-479-3150, fax: 0131-479-3336:

HC10, HC11, HC12, HC13, HC15, HC20, HC21.

2. Further supplies of HC30, HC31, HC40 and HC41 can be obtained from Ms Lynne Morrison, Room 57B, SODoH, St Andrew's House, Regent Road, Edinburgh, EH1 3DG, tel: 0131-244-2466.

3. Further supplies of HC50 and HC51 can be obtained from Miss Margaret Duncan, Room 250, SODoH, St Andrew's House, Regent Road, Edinburgh, EH1 3DH, tel: 0131-244-2271.

4. Further supplies of HC60 and HC61 can be obtained from Mrs Sandra Falconer, Room 280, SODoH, St Andrew's House, Regent Road, Edinburgh, EH1 3DG, tel: 0131-244-2434.

5. Leaflet HC13 will be distributed in May. Further supplies will then be available from HMSO.

6. An initial supply of forms EC92A and FW8 (revised) will be sent to Health Boards in due course. Further copies can be ordered from HMSO.

7. Copies of the ethnic language versions of the general poster (HC10) and leaflet FL11 should be ordered, in the language required, from HMSO.

MEMORANDUM TO MEL (1996) 28

General Medical Practitioners
Chemist Contractors
Appliance Suppliers
General Dental Practitioners
Ophthalmic Opticians (Optometrists)
Ophthalmic Medical Practitioners

INTRODUCTION OF NEW FORMS, POSTERS, LEAFLETS AND DISPENSER NHS CHARGES, HELP WITH OPTICAL AND HOSPITAL TRAVEL COSTS CHANGES TO THE NHS LOW INCOME SCHEME (LIS)

SUMMARY

1. From 1 April 1996 new posters, leaflets and other material about NHS charges, help with optical costs and hospital travel costs will be introduced.

From 19 March 1996 certain people will be entitled to LIS charges certificates for periods longer than 6 months, and a number of technical changes will be made.

Later this year, LIS "AG" forms will be re-numbered "HC" and new versions will be introduced.

ACTION

2. Everyone is asked to:-

2.1 bring this notice to the attention of all your staff especially those who order and issue stationery;

2.2 note other action points in the rest of this notice.

General Medical Practitioners are asked to bring to the attention of midwives and health visitors the introduction of a revised version of form FW8 (application for exemption certificate during pregnancy or following birth of a baby).

NEW FORMS, POSTERS, LEAFLETS AND DISPENSER

3. These have been produced for use from 1 April 1996 and replace the material listed in paragraph 6.

3.1 Leaflets

HC11 *Are You Entitled to Help with Health Costs?*: to be available from main Post Offices, Social Security offices, hospitals, NHS contractors and Health Boards. This is primarily for use by the public and explains entitlement to help with costs by user group, for example, people aged 60 or over, people receiving DSS benefits.

5.1 Leaflet HC13 will be distributed in May. Further supplies can thereafter be obtained from your Health Board or HMSO.

5.2 An initial supply of forms EC92A and FW8 (revised) will be sent to General Medical Practitioners, thereafter copies should be ordered from your Health Board.

5.3 Copies of the ethnic language versions of the general poster (HC10) should be ordered, in the language required, from your Health Board or NHS Trust where appropriate.

ACTION: EXISTING MATERIAL

6. Existing posters and the items listed below will be obsolete from April. You are therefore asked to destroy any stock you hold as soon as the new material is received.

AB11 *Help with NHS Costs* (see paragraph 4 about ethnic language versions)

D11 *NHS Dental Treatment*

G11 *NHS Sight Tests and Vouchers for Glasses*

H11 *NHS Hospital Travel Costs*

P11 *NHS Prescriptions*

WF11 *NHS Wigs and Fabric Supports*

FW8 *Application for Exemption Certificate during Pregnancy Only*.

NHS LOW INCOME SCHEME

NHS Charges Certificates

7. For information: there are some changes to the Low Income Scheme arrangements. The main one is that people in Scotland in the following groups who make a LIS claim on or after 19 March 1996 will generally be sent charges certificates (AG2/AG3) for periods longer than 6 months:-

7.1 people who are disabled or who are aged 60 or more will be sent a certificate for 12 months;

7.2 students in their final year will be sent a certificate to the end of the course;

7.3 other students will be sent a certificate to the start of the next academic year;

7.4 self-employed people who provide appropriate accounts will be sent a certificate for 13 months.

You do not need to take any action.

LOW INCOME SCHEME FORMS

8. These will be renumbered and revised versions introduced later this year.

DESTRUCTION OF OLD AG1 AND AG5 CLAIM FORMS

10. As soon as you receive supplies of blue/red versions of HC1 and HC5 please destroy any mauve/green/grey or mauve/yellow/grey versions of AG1 and AG5 - these are out of date and no longer collect all the relevant information. Do not destroy any 2 tone blue versions of AG1 and AG5, use up any stocks you are holding. These have recently been reprinted and revised so that they can be used in parallel with the new HC1/HC5. This is intended to avoid extensive waste or gaps in availability.

OTHER INFORMATION

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ENQUIRIES ABOUT THIS NOTICE

12. Any enquiries about this notice should be addressed to your Health Board.

12.1 This notice can be reproduced locally if further copies are needed.

12.2 Further supplies of posters, leaflets and dispensers can be ordered from your Health Board or NHS Trust where appropriate.

Scottish Office Department of Health
St Andrew's House
EDINBURGH
18 March 1996

DISTRIBUTION OF NEW MATERIAL

1. General Practitioner Practices: HC10, HC11, HC12, HC13, HC15.
2. Pharmacies: HC11, HC12, HC15, HC20, HC21.
3. General Dental Practices: HC11, HC12, HC15, HC30, HC31.
4. Ophthalmic Opticians and
Ophthalmic Medical Practitioners: HC11, HC12, HC15, HC40, HC41.
5. Appliance Suppliers: HC11, HC12, HC13, HC15, HC60, HC61.
6. Out-Patient Departments: HC10, HC11, HC12, HC13, HC15, HC50, HC51.
7. NHS Trust Hospitals: HC10, HC11, HC12, HC13, HC15, HC20, HC21, HC30,
HC31, HC40, HC41, HC50, HC51, HC60, HC61.