



Department of Health

**FOR
REFERENCE ONLY**

ISD LIBRARY B044
Common Services Agency
NHS in Scotland
Trinity Park House
South Trinity Road
Edinburgh EH5 3SQ

NHS Management Executive
St. Andrew's House
Edinburgh EH1 3DG
13 November 1996

Dear Colleague

SCOTTISH ECR TARIFFS 1996-97

Summary

1. In accordance with Section 6.17 of the Guidance on Extra Contractual Referrals (ECRs) this circular issues 3 computer disks and a booklet, which collectively provide details of all Scottish NHS Providers' ECR Tariffs for 1996-97.
2. The procedures for charging for ECRs are set out in the Annex.
3. Where possible, details of ECR Tariffs were provided on computer disk. However, in those circumstances where this was not possible, details were submitted on A4 paper, and are published in booklet form. Details of the format used by individual Trusts can be established from the contents page of the booklet.
4. Please note that details of a new service provided by Kirkcaldy Acute Hospitals NHS Trust's Paediatric Department were made available subsequent to the production of the computer disks, and are included in the booklet.
5. Circulation of the booklet and disks in Scotland is one copy per Health Board, Direct Managed Unit and NHS Trust. The distribution in England is one copy to the regional offices of the NHS Executive, and in Northern Ireland and Wales, one copy to the respective executive bodies. Purchasers, Provider Units, Fundholders and General Practitioners requiring copies of the disks should contact their appropriate Health Board or in England, Wales and Northern Ireland, their respective NHS Executive office and request copies from them.

Addressees

For action:
General Managers,
Health Boards

Chief Executives,
NHS Trusts

For information:
General Manager,
Common Services Agency

General Manager,
Health Education Board for Scotland

General Manager,
State Hospitals Board for Scotland

Executive Director, SCPMDE

Enquiries to:

Mr M Murray
Directorate of Purchasing
NHS Management Executive
Room 275
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 2625
Fax: 0131-244 2051

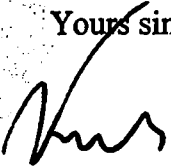
SCOTTISH HEALTH SERVICE COMMON SERVICES AGENCY TRINITY PARK HOUSE	
CLASS	Reference
ACC.	962157
Price -	

COMMON SERVICES AGENCY	
RECEIVED	
13 NOV 1996	
FILE No	
12/11	ACT 1 TAKE 1

Action

6. Please ensure that these tariffs are available to staff managing ECRs.

Yours sincerely



KEVIN J WOODS
Director of Purchasing

CHARGING FOR EXTRA-CONTRACTUAL REFERRALS

1. The key elements for charging for ECRs are:-

- each provider unit should draw up, in advance of the financial year, a tariff setting out prices to apply to ECRs;
- the tariff should be calculated in accordance with the current costing and pricing guidance as issued by the NHS Management Executive in Scotland; and
- the tariff should apply to the whole year and should only be revised or amended where:
 - cost increases are to be met by increased allocations to purchasers;
 - certain services have not been covered by any category of charge and it was not reasonable for the provider to include this service in the original tariff; (this situation should be exceptional and in general the NHS Management Executive should be approached before new services are introduced and notified in-year). In such a case, it is important that the new prices exclude overheads, and other costs, already recovered through contracts and existing ECR tariffs;
 - a provider finds during the course of the year that it has the capacity to accept more referrals than it had anticipated when setting its prices. In such circumstances, prices can be revised downwards to marginal cost in accordance with the costing and pricing guidance;
 - existing tariffs are clearly deficient, for example, where there has been an obvious arithmetical or printing error;
 - a tariff is ambiguous, for example, where a price per day is quoted but no indication is given as to whether such charges apply from day 1 or day 29.

2. The Guidance also states that no amendments to tariffs should be made until authorised and published by the Management Executive. Revised tariffs should be set to come into effect on the first day of a month, which should not precede the date of publication by the Management Executive. Providers may, however, implement price reductions immediately.

Other Information

3. Please note that the attached ECR tariffs for 1996-97 may contain revisions to tariffs previously supplied direct from providers and therefore supersede all other previous issues of ECR tariffs.
4. Please ensure that all future proposed revisions to tariffs are submitted to the Management Executive together with sufficient justification to support the revision.
5. Please copy to Unit General Managers, Directors of Finance, Health Board Directors of Finance, NHS Trusts and GP fundholders for information.

**COMMON SERVICES AGENCY
NATIONAL HEALTH SERVICE IN SCOTLAND**

Trinity Park House
South Trinity Road Edinburgh EH5 3SE
Telephone : 0131 552 6255
Fax : 0131 552 8219

Divisional Directors/Chris Jowsey

Our Ref: np/ruth/rs25

14 November 1996

Dear Colleague

SCOTTISH ECR TARIFFS 1996/97

I enclose NHS MEL(1996)89 for your information.

The disk and booklet have been forwarded to the Director of National Services Division.
If you require sight of these (or copies) please contact National Services Division.

Kind regards.

Yours sincerely



RUTH STUART
Executive Co-ordinator

C.C. Deirdre Evans, Director, NSD

Enc.