

15 May 2015

Kirk House
97-109 High Street
Yiewsley
Middlesex, UB7 7HJ**Distribution to all Ophthalmic Practices in NW London**

Dear Colleague

IMPORTANT CHANGES TO PRIMARY CARE SUPPORT SERVICES

As you will know from the NHS England National and Regional teams previous communications we are implementing some changes across London and the South as part of the National efficiencies programme. The purpose of this communication is to tell that we are about to start a phased programme of service transfers and to provide you with information and details about the services that we provide to you locally and sets out where you should send each type of form/return in future, and the date from which these new arrangements apply.

Performers Lists transferring from Marylebone Road to Stephenson House

From 18 May 2015 ALL Performer List functions for NW London will be performed by a central team based at Stephenson House, 75 Hampstead Road, London, NW1 2PL. Application forms, correspondence and queries need to be sent to this new address or by email to: england.medicalperformerlist-ncl@nhs.net, tel: 020 7932 3056 fax: 020 7388 5890. Christine Smith is the Service Lead in this area her email address is smithchristine@nhs.net

Contractor Supplies for Kensington, Chelsea and Westminster Practices

From 18 May 2015 Contractor Supplies and Courier services provided to Kensington, Chelsea and Westminster practices **ONLY** will be managed out of Stephenson House, 75 Hampstead Road, London, NW1 2PL. The service provider will be Health Support Services (HSS) attached is a copy of the requisition form that you will need to use to order controlled stock items when placing orders please complete the form and email it to: orders@healthsupportservices.co.uk or fax it to 01732 887398. Any queries related to these services should be directed to smithchristine@nhs.net

Contractor Supplies Stationery Order Forms for ALL other areas

Fax to: 0203 350 4916, Email: england.nwlstores@nhs.net, tel: 0203 350 4777

These arrangements will start with immediate effect

Contractor Payments transferring from Marylebone Road to Kirk House

From 26 May 2015 Contractor Payment functions for NW London will be performed by a central team based at Kirk House, 97-109 High Street, Yiewsley, Middlesex, UB7 7HJ. Ophthalmic Payment Claims i.e. all GOS forms, CET claims, Pre-Registration Trainee claims, domiciliary notifications, and Counter Signatory forms should be sent to this address. Enquiries/ Pre-notifications can be sent by email to: england.gospayments@nhs.net or by fax: 0203 350 4914, telephone 0203 350 4913. **These new arrangements will start from 26 May 2015**

The NW London offices at Marylebone Road will not formally close until 30th June 2015, any forms and returns sent there by mistake will be forwarded on to the relevant team until this date.

If you experience any teething problems, or have any queries about the new arrangements, please contact our transition helpline on 0203 350 4133 (between the hours of 9.00am and 5.00pm) or email england.NWLondon.transition@nhs.net

Thank you for your co-operation.

Yours sincerely



Karen Burgess
Head of Service, NW London PCSS