

Statement of Administrative Sources



Annex A: Information on administrative source

Enquiries	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk
Name of Administrative Source	NHS National Services Scotland Practitioners Services Division (PSD) via Information Services Division (ISD): <ol style="list-style-type: none">1) GP Contractor Database (GPCD)2) Community Health Index (CHI)3) Primary Medical Services Payments System (PMSPS)
Section 1: Collection	<i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i> <ol style="list-style-type: none">1) Information entered by Health Boards based on data submitted from GP practices.2) Day to day responsibility lies with PSD and Atos Origin Alliance (external company hosting the system)3) Automatic calculations and manual entry by PSD

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Section 2: Quality assurance	<p><i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i></p> <p>1) Validation on data entry, audit trails, queries by Health Boards to check data and national user group ensuring accurate data recording and management. 2) Arrangements for auditing the quality of the data are unknown. 3) Arrangements for auditing the quality of the data are unknown.</p>
Section 3: Application	<p><i>Please give a description of each of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics</i></p> <p>1) Act as centralised information about general practices and GPs, and assist NHS Boards in managing GP contracts 2) Support administration of patient records 3) Support PSDs administration of payments to GP practices.</p>
Section 4: Access and Dissemination	<p><i>Please provide a summary of the arrangements put in place for sharing and disseminating the administrative/management data during the period before they are converted into Official Statistics</i></p> <p>Information is shared with the NHS IC with a Data Sharing Agreement being put in place. Information is shared with primary and secondary users, and NHS Boards by PSD.</p> <p>NHS IC Statistical Governance policy available from www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Freedom of Information process available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Freedom of Information Process”)</p> <p>Link to National Statistician’s Guidance: Use of Administrative or Management Information http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</p>

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	<p>NHS IC Data Access and Information Sharing Policy available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Data access information sharing policy”)</p> <p>NHS IC Information Governance Legal Compliance Policy available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Information governance legal compliance”)</p>
Specify if shared Inside/Outside The NHS IC	<ul style="list-style-type: none"> - Information is shared with primary and secondary users, and NHS Boards by PSD. - Information is submitted to HMRC by the NHS IC to allow HMRC to aggregate relevant records and conduct earnings and expenses analysis for GPs. Data Sharing Agreement between the NHS IC and HMRC is put in place for this. - Aggregated data shared with the Technical Steering Committee (TSC). TSC is chaired by the NHS IC and has representation from the four UK Health Departments, NHS Employers and the British Medical Association.
Range	<ul style="list-style-type: none"> - Statistical staff at the NHS IC - Ministers, public, NHS Boards for accountability - HMRC

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	Nature	Data is not shared within the NHS IC. Information is submitted by NHS IC to HMRC to conduct aggregate earnings and expenses analysis. Data Sharing Agreement is put in place for this. Assist in managing GP contracts, support national reporting, policy decisions and FOI requests.
	Timing	Annually in November from PSD to NHS IC. Issued to HMRC in March/ May annually Timing of other data submissions unknown.
Section 5: Non-statistical publication	<p><i>Please provide a summary of any exceptional arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. If none, please state None.</i></p> <p>None</p>	
Section 6: Statistical publication	<p><i>Please provide a list of each of the 'Official' or 'National' statistics series derived from this system.</i></p> <p>GP Earnings and Expenses (Provisional and Final) – partial source</p> <p>NHS IC publications calendar: http://www.ic.nhs.uk/publicationscalendar</p>	
Section 7: Synergies	<p><i>Please provide a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications.</i></p> <p>Other statistical publication/products are not produced using this data as far as we know</p>	

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<p>Section 8: Security/Data Protection arrangements</p>	<p>Please explain any additional arrangements for ensuring the security of statistical processes that draw on administrative data other than those listed below eg: any data sharing agreements, relevant legislation.</p> <p>Data Sharing agreement in place for the transfer of the data to the NHS IC from PSD and from NHS IC to HMRC.</p> <p>Relevant IG polices:</p> <p>NHS IC Statistical Governance policy available from http://www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from http://www.ic.nhs.uk/publicationscalendar (then click on “Small Numbers Procedure”)</p> <p>ONS Confidentiality Guidance and working papers http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/</p> <p>NHS IC Freedom of Information process available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Freedom of Information Process”)</p>
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