

## **Reimbursement of CQC Registration Fees for GPs – Process**

### **1. Introduction**

The 2017/18 GMS contract changes provides for GPs to be reimbursed for their CQC registration fees in full. This process is to inform CCGs and GP Practices as well as guide London Region Area Teams on the Londonwide process decided upon. This reimbursement can be accommodated within current NHS England Area Team systems and this guidance is designed to fit with this.

Currently, many GP Practices spread expenditure in order to assist cash flow and the technical guidance assists this by informing us that the CQC can agree payment methods with individual Practices. This means that there are variations that need to be accommodated including; annual, monthly and quarterly payments.

Area Teams will only agree to reimbursement based on the terms agreed by the CQC with the Practice. Therefore, Practices must be able to evidence this agreement. Given that expenditure is now to be reimbursed, Practices are encouraged to move to an annual payment basis for this in order to reduce bureaucracy for both GP Practices and Commissioners.

### **2. Process**

#### **Annual Payment**

Reimbursement payments will not be paid in advance. Practices that pay their CQC registration fee annually must;

- a. Provide evidence of both invoice (CQC charges notification) and payment
- b. Complete and submit the simple claim form with the evidence
- c. Area Teams will process reimbursement through monthly payment schedules (deadline for monthly payments for Area Teams is the 15<sup>th</sup> of each month)
- d. Area Teams are to maintain an appropriate log of payments

#### **Alternative Payment Arrangements**

It is preferred that GP Practices move to annual payments, but Practices may agree payment terms with the CQC in order to assist cash flow.

Primary Care Support England (PCSE) can only accommodate either annual or monthly payment processes. Therefore, any payment terms other than annual or monthly will require those practices to have monthly payments set up and it will be their responsibility to ensure appropriate payments at the agreed intervals.

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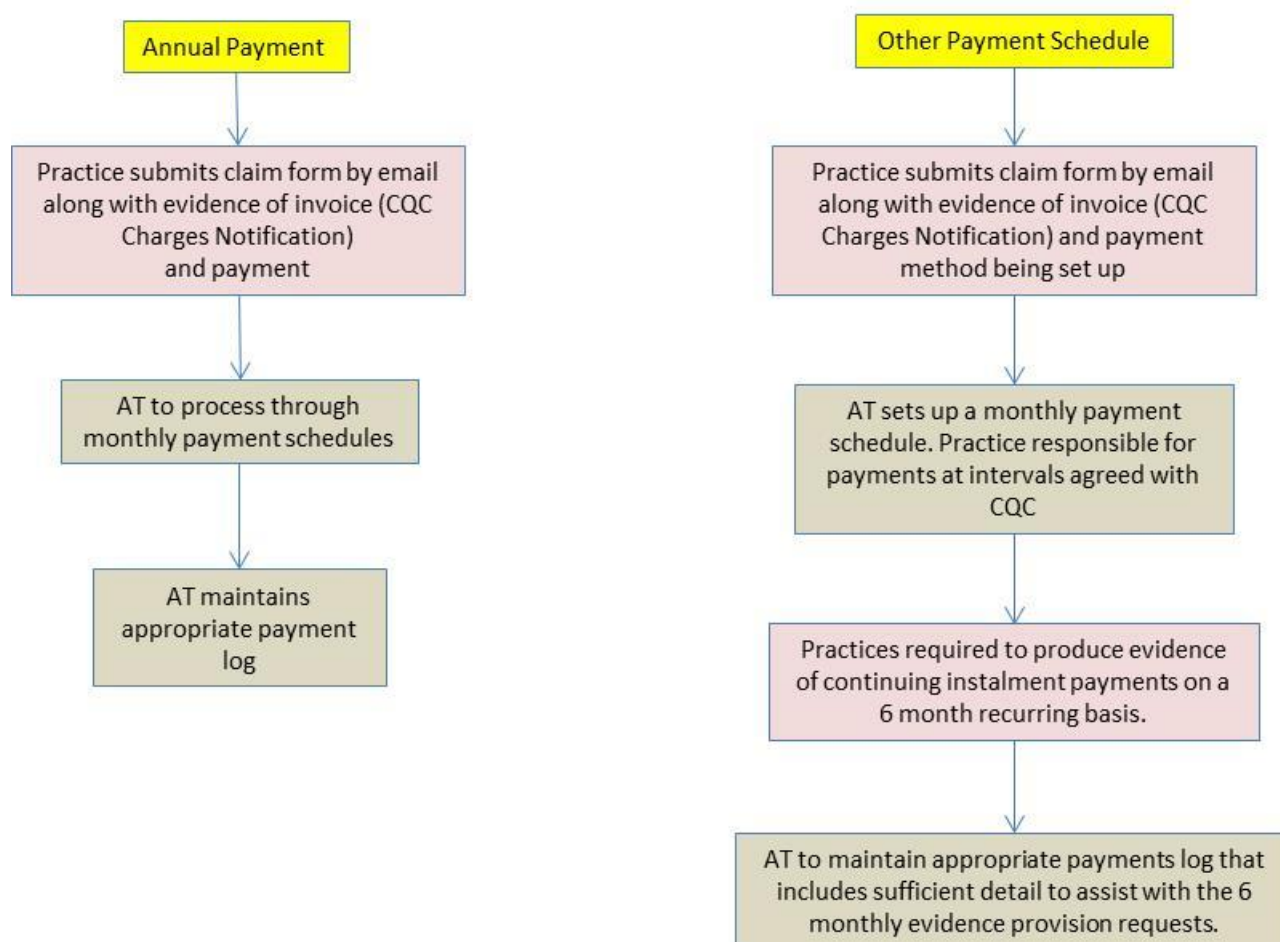
### **Alternative Payment Arrangements (continued)**

Practices must –

- a. Provide evidence of both invoice (CQC charges notification) and payment method that has been put into place
- b. Complete and submit the simple claim form with the evidence
- c. Area teams will set up a monthly payment schedule.
- d. For validation and audit purposes GP Practices will be required to produce evidence of continuing instalment payments at the 6 monthly intervals. This will be requested by Area Teams.
- e. Area Teams are to maintain an appropriate log of payments that includes sufficient detail to assist with the 6 monthly evidence provision requests.

## Annex 1

### CQC REIMBURSEMENT PROCESS



**Annex 2 – Extract from - The General Medical Services Statement of Financial Entitlements (Amendment) Directions 2017, dated 31 March 2017.**

**Section 20B: CQC FEES REIMBURSEMENT SCHEME**

**General**

20B.1.—(1) This Scheme is established on 1st April 2017 and enables the Board to reimburse the amount of any fees paid by a contractor, as a provider of NHS primary medical services, by virtue of provision contained in the Provision for Fees Scheme which is made and published by the Care Quality Commission under section 85(1) of the Health and Social Care Act 2008 **(a)** (“CQC registration fees”).

(2) The Board must pay to a contractor under its GMS contract a payment which represents the total amount of CQC registration fees which the contractor has paid to the Care Quality Commission under the Provision for Fees Scheme in respect of any year.

(3) The Board must not make any payment to a contractor under this Section unless an invoice or other suitable evidence of payment has been presented to it by the contractor as evidence of the amount which the contractor has paid to the Care Quality Commission in respect of CQC registration fees in any year.

**Payment of reimbursement of CQC Registration Fees**

20B.2. Payments under this Section must be made by the Board to a contractor as part of the next Global Sum Monthly Payment which falls due to the contractor following the date on which the Board receives evidence, in accordance with Section 20B.1(3), of the amount that the contractor has paid by way of CQC registration fees.

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**(a)** 2008 c.14. The Provision for Fees Scheme is made and published annually by the Care Quality Commission under section 85(1) of the Health and Social Care Act 2008. Information about the Scheme is available at: <http://www.cqc.org.uk/organisations-we-regulate/registered-services/fees> Further information about the Provision for Fees Scheme can be obtained from the CQC National Customer Service Centre, Gallowgate, Newcastle Upon Tyne, NE1 4PA