# **Suspended GP Process Flow** Chart

### **Medical Directorate** complete GP Suspension form send to finance

- 1. Date of suspension
- 2. GP status(locum, salaried, single hander or partner)
  - 3. GP Practice /CCG
- 4. Suspended GP contact details

#### Locum GP

Pay 90% of normal monthly earnings/profit s(based on an average of 6mnths immediately prior to suspension.)

Finance to write to GP to obtain;-

- 1. Proof of earnings (Bank statements or Payslips)
- 2. Declaration Re **Insurance Policies** and Alternative work

Finance to write to practice to obtain;-

- 1. Proof of earnings(Bank statements or Payslips)
- 2. Declaration Re Insurance Policies and Alternative work.

## **Employing Practice**

Finance write to practice

- 1. Send locum claim form for completion
- 2. Obtain confirmation of whether the practice have paid the salaried GP since the date of suspension.

# GP set up on payroll

Payment equivalent to 90% of earnings less £1 deduction for every £2 received in insurance payments/alterna tive work

Salaried GP has received no salary from the practice, since the suspension period.

> GP set up on payroll

Payment equivalent to 90% of earnings less £1 deduction for every £2 received in insurance pymts/alternative work.

No Locum support as per SFE

Locum Suppo rt Yes

Salaried

**GP** has

continued

to receive

their

normal

monthly

salary

Finance to reimburse the practice as per the SFE

#### Salaried GP

# **Sole Practitioner**

Finance to write to GP to obtain;-

- 1. Proof of earnings Bank statements
  - 2.Most recent Annual accounts
- 3. Most recent annual declaration of pensionable profits and/or
- 3. Declaration Re Insurance Policies and Alternative work.

**GP** continues to manage the admin of practice including payment of locum invoices.

Finance to continue to pay GP contract payment and to reimburse locum bills to GP less 10% of GP drawings to maintain GP earnings at 90%

**GP** set

up on

payroll Payment equivalent to 90% of earnings less £1 deduction

for every £2 received in insurance payments/ alternative work

No Management of the practice (Caretaking arrangements

ce to agree caretaking arrangem ents with a provider

CCG/Finan

Locum Support

**GP Performer** 

Contractor entitled to 90% of normal monthly earnings/profits

Finance reimburse the practice as per the SFE.

entitle d to locum suppor

t as per the SFE

# **Partnership**

Finance to write to GP to obtain;-

- 1. Proof of earnings Bank statements
- 2. Most recent Annual accounts and/or
- 3. Annual statement of pensionable profits
- 4. Declaration Re Insurance Policies and Alternative work

# entitled to suspension

pay

**GP Not** 

GMC suspended GP before NHSE

#### **GP Practice Provider**

Finance write to the practice

- 1. Send locum claim form for completion
- 2. Obtain confirmation of whether the practice have paid the GP performer since the date of suspension
  - 3. Obtain a copy of the Partnership agreement.

Provider continued to receive drawings from the practice

per partnership agreement

Full

**Drawings** 

from

practice as

Yes

e not

Practic

**Part Drawings** from practice

as per partnership agreement(reduc ed to fund locum cover)

Finance to calculate top up payment to maintain 90% earnings threshold(deducti on for any insurance or alternative work £1 for every £2) GP set up and

paid on payroll

Provider has received no drawings from the practice, since suspension period

Pay 90% of normal monthly earnings/profits

GP set up and paid on payroll

Payment equivalent to 90% of earnings less £1 deduction for every £2 received in Insurance pymts/alternative work.

> Practice not entitled to **locum Support** as per the SFE