**SPECIAL ALLOCATION SCHEME (SAS) PROCESS FLOWCHART**

GP Practice calls the police to report the incident and obtain a response (if required) and police incident number. Where possible this should be at the time of reporting, but in any case, a police incident number must be included within the written report provided by the practice with 7 days.

The Practice should also consider if the incident and subsequent removal from its list warrant notification to any other agency (eg Local Authority) where there may be concern for welfare as a result of the incident (eg the deducted patient has children or is a carer for another vulnerable person including elderly relatives).

Practices need to seek prior approval by completing the Immediate Removal Prior Appproval Application form and submit to [ddicb.sasappeals@nhs.net](mailto:ddicb.sasappeals@nhs.net). The team will review and advise whether the application can be processed

Once approved, the Practice request an immediate removal from Primary Care Support England (PCSE) by completing the on-line Patient Removal Request form <https://pcse.england.nhs.uk/contact-us/>

Select Category: Patient Registrations

Type of Enquiry: Patient removals

Existing Query: Yes/No

You will then be taken to the relevant section to be completed. Please enter as much detail as possible.

Practices also need to notify the Care Quality Commission (CQC) about any incident related to their service that is reported to, or investigated by the police.

Immediate Referrals will be processed by PCSE within 24 hours of receipt of notification. The patient will be removed from the Practice List and will be allocated to the Special Allocation Scheme Provider (Wilson Street Surgery in Derby).

GP Practice to notify the patient in writing that a request for removal has been made, unless to do so, would harm the patient’s physical or mental health or put others on the practice premises at risk.

PCSE notifies the patient in writing that they have been removed from the practice list and also allocates the patient to the SAS provider. Derby and Derbyshire ICB commission this service from Wilson Street Surgery in Derby.

**PCSE will also notify the practice of the removal and request for patient records to be sent to the SAS provider. This should not happen until the removing practice has been notified that the referral has been accepted by the provider.**