



Understanding General Practice Finance and Claims

A one day programme designed to develop the practical skills and knowledge needed to manage general practice finance

**Date options: Wednesday 19 September 2018, The Proact Stadium, 1866
Sheffield Road, Whittington Moor, Chesterfield
Derbyshire, S41 8NZ
(Free Parking Available)**

**Friday 12 October 2018 Derby and Derbyshire LMC Office, Heritage Gate,
Ground Floor, Friar Gate, Derby, DE1 1NU
(Chargeable Off Site Parking)**

Audience: New Practice Manager staff, APMs or any other PMs who feel they would like an introductory guide

The learning objectives of the programme are:

- Increasing familiarity with general practice finance principles
- Creating a finance time table for the practice
- Understanding the claims process, QOF, CQRS, PPA, data extraction
- Committing to the principles of regular bookkeeping
- Developing the skills to produce cash flow forecasts
- Creating a glossary of terms relevant to general practice finance
- Recognising the commitments regarding payroll e.g. RTI submissions to HMRC, making PAYE/ NI payments to HMRC, paying NHS pensions monthly sums, preparation of NHS pension SD55s

<i>Draft programme</i>	
09:00	Welcome and introductions
09:15	Introduction into general practice finance including NHS financial jargon e.g. GMS/PMS/QOF
09:45	The finance timetable – group activity to understand what needs to happen and by when
10:30	Payroll commitments – HMRC, Pension duties. Explanation of the methods and time table of events
11:15	Comfort break
11:30	Understanding the claims process. Guest speaker to explain how to make monthly, quarterly, annual and ad-hoc claims for services for e.g. QOF, DES, LES, prescription items and more. This session will explain methods and timings of claims
12:30	Lunch
13:15	Bookkeeping and cash flow – practical session to develop skills in these essential processes
16:00	Learning session ends for all
	New PM networking (optional)