

## SCHEDULE 6

Schedule 1, paragraph 35

### INFORMATION TO BE INCLUDED IN PRACTICE LEAFLETS

A practice leaflet shall include—

1. The name(s) of the provider.
2. In the case where a partnership is a party to the agreement—
  - (a) whether or not it is a limited partnership; and
  - (b) the names of all the partners and, in the case of a limited partnership, their status as a general or limited partner.
3. In the case where a company is a party to the agreement—
  - (a) the names of the directors, the company secretary and the shareholders of that company; and
  - (b) the address of the company's registered office.
4. The full name of each person performing services under the agreement.
5. In the case of each health care professional performing services under the agreement the health care professional's professional qualifications.
6. Whether the provider undertakes the teaching or training of health care professionals or persons intending to become health care professionals.
7. The provider's practice area, by reference to a sketch diagram, plan or postcode.
8. The address of each of the practice premises.
9. The provider's telephone and fax number and the address of the provider's website (if any).
10. Whether the practice premises have suitable access for all disabled patients and, if not, the alternative arrangements for providing services to such patients.
11. Where the provider provides essential services, how to register a patient.
12. The right of patients to express a preference of practitioner in accordance with paragraph 8 of Schedule 1 and the means of expressing such a preference.
13. The services available under the agreement.
14. The opening hours of the practice premises and the method of obtaining access to services throughout the core hours.
15. The criteria for home visits and the method of obtaining such a visit.
16. Where the provider provides essential services, the consultations available to patients under paragraphs 5 and 6 of Schedule 2.
17. Where the provider provides essential services, the arrangements for services in the out of hours period (whether or not provided by the provider) and how the patient may contact such services.
18. If the services in paragraph 17 are not provided by the provider, the fact that the Health Board referred to in paragraph 27 is responsible for commissioning the services.
19. The telephone number of NHS 24 and details of the NHS 24 website.
20. The method by which patients are to obtain repeat prescriptions.
21. If the provider is a dispensing provider the arrangements for dispensing prescriptions.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

22. How patients may make a complaint or comment on the provision of service.
23. The rights and responsibilities of the patient, including keeping appointments.
24. The action that may be taken where a patient is violent or abusive to the provider or the provider's staff, persons present on the practice premises, or in the place where treatment is provided under the agreement, or other persons specified in paragraph 8(2)(c) of Schedule 1 or paragraph 15(2) of Schedule 2.
25. Details of who has access to patient information (including information from which the identity of the individual can be ascertained) and the patient's rights in relation to disclosure of such information.
26. The name, address and telephone number of the Health Board which is a party to the agreement and from whom details of primary medical services in the area may be obtained.