

Practice Merger/Split ERD Checklist						
	Action/recommendation	Lead	Status	Date completed	Meds Management Comments	Practice Comments
1	confirm current prescriber list for that Practice matches the ACTUAL current prescribers	Practice			Contact Medicines Optimisation Prescribing Support Officer for current list	
2	Complete leavers forms for any no longer current, and report information back to Medicines Optimisation Prescribing Support Officer	Practice				
3	Has date of merger/split been agreed upon?	Primary Care				
4	Produce a list of patients to go to each Practice	Primary Care			Only required if current Practice splitting or moving, into different Practices	
5	Has communication gone out to <b>ALL</b> patients, (regardless if ERD or not)?	Primary Care			See point 'b', page 2, of Practice Closure/Merger/GP Changes guidance	
5a	Communication to patients who have carers, (including Care home patients)	Primary Care				
5b	Communication to dosette box patients	Primary Care				
5c	Communication to patients where communication needs to go to a 'care of' address	Primary Care				
5d	Communication to patients with special needs	Primary Care				
5e	Communication to partially sighted patients, (may need 'easy read' letters)	Primary Care				
5f	Communication to homeless patients	Primary Care				
5g	Communication to those whose residential address cannot receive postal mail, e.g. caravan parks	Primary Care				
6	<b>Ensure all patients identified, (in points 5 above), receive appropriate notification</b>	Practice				
7	Patients (other than dosette box patients) who receive 7 day or less prescriptions	Primary Care			See point 'd', page 2, of Practice Closure/Merger/GP Changes guidance	
8	Communication to patient re process for ordering medication, e.g. ordering apps (such as NHS app)	Primary Care			See point 'e', page 2, of Practice Closure/Merger/GP Changes guidance	
9	Communication to patient re process for registering with new Practice ASAP	Primary Care				
10	Communication to Secondary Care re EDN and clinic letters	CCG				
11	Send intial communication re changes to all Pharmacies in Kent and Medway Area, (use LPC?)	Practice				
12	Run ERD search, and divide pts into separate lists, depending on details suppld by Primary Care in point 5 above	Practice			If the Practice splits, some ERD batches may be able to remain if they only have a few batches left to run. However, this will entirely depend on whether the GP(s) are to remain with Practice and if the GCODE changes or not, (as they will then be charged for all those remaining future issues)	
13	Agree 'cut off' date when ERD can no longer be signed by current prescriber(s)	Practice			see further information on page 7, of Practice Closure/Merger/GP Changes guidance	
14	Practice Manager and GP to agree on the process for cancelling ERD batches, and decide on appropriate course of action, (e.g. agree with current prescribers, how much medication they are happy to prescribe after the merger/split, (specially if two months' supply of medication could be a danger for the patient, or controlled drugs)	Practice			see further information on page 7, of Practice Closure/Merger/GP Changes guidance	
15	communications to all ERD patients regarding cessation of ERD (either bulk lplato with general details, or individual Accurx at the point of ending current batch)	Practice			See <i>appendix 1</i> of Practice Closure/Merger/GP Changes guidance	
16	Move all general ERD patients to repeat (with regard to point 15 above)	Practice			See <i>appendix 5</i> of Practice Closure/Merger/GP Changes guidance	
17	Move all 'dosette box' ERD patients to repeat (with regard to point 15 above)	Practice			See <i>appendix 6</i> of Practice Closure/Merger/GP Changes guidance	
18	Move all '7 day or less' ERD patients to repeat (with regard to point 15 above)	Practice			See <i>point 11, page 5</i> , of Practice Closure/Merger/GP Changes guidance	

19	Move all 'Care Home' ERD patients to repeat (with regard to point 15 above)	Practice			See <i>appendix 7</i> of Practice Closure/Merger/GP Changes guidance	
20	Communication to each Pharmacy explaining why ERD has been stopped, (can be done in bulk to each Pharmacy once all ERD removed)	Practice			See <i>appendices 2 and 4</i> of Practice Closure/Merger/GP Changes guidance	

Approved by: June KMMOC Ratified by Kate Langford Ratified Date: Aug 2022 Review Date: Aug 2024
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