**Notice of Enhanced service work**

**Shared Care Agreements / Specialised Drug Monitoring**

1. Run at SystmOne search for patients whom you undertake shared care prescribing (it is suggested that Practices use the reports used when claiming activity for this Enhanced Service as Arden’s does not currently provide a suite of individual reports for Lincolnshire).
2. Create a letter using the Lincolnshire LMC template letter (Practice Letter to Secondary Care Specialities-SCA) to inform the Secondary Care specialist(s) that the Practice has given notice to the ICB as the commissioner of this service and will no longer able to undertake shared care agreements beyond the notice period. The letter contains a list of all medication groups currently commissioned as part of the Shared Care Enhanced Service to assist you with the drug names. Personalise the letter removing the additional medication on the repeat list that are not in the shared care list and remove the shared care list starting on page 2.



1. Send a letter using the Lincolnshire LMC template letter (Practice Letter to ICB giving Notice-SCA) to Lincolnshire ICB informing them you are giving them notice (check notice period).



1. Create a letter for patient(s) explaining the reasons for no longer doing Shared Care monitoring. The letter contains a list of all medication groups currently commissioned as part of the Shared Care Enhanced Service to assist you with the drug names. Personalise the letter removing the additional medication on the repeat list that are not in the shared care list and remove the shared care list starting on page 2.



Below is the letter we have sent to Secondary Care Specialities to inform them that Practices may start giving notice on Shared Care monitoring.



**Creating a Word Letter Template**

1. Use this link to a [YouTube video](https://www.youtube.com/watch?v=3BtpE5AIqCw&t=206s) for creating a Word Letter Template or ask SystmOne trainers to assist by emailing them on [agcsu.gpsystemstraining@nhs.net](mailto:agcsu.gpsystemstraining@nhs.net)

Alternatively, you can import the letter from this batch (**note**: this batch contains 2 letters).

1. From SystmOne Menu – Setup – Referrals & Letters – Word Letter Templates



1. Navigate to the file location.



