

## Template letter for submission of PMS information to NHS England

Dear Colleague,

### Re: Notice of PMS Review

Your LMC has received a copy of the [NHSE letter 16 June](#) (north west London example) requesting practice information.

The NHSE letter states:

‘This is a formal request for information made in accordance with the “Provision of Information” requirements of PMS Contracts as specified under clauses 404 and 405 of the contract.’

Although you are required to respond to a request for information, the information you supply **should not then be used in a contractual negotiation**.

A suggested form of words is below for you to send to NHSE to clarify that any information you have submitted **cannot** be used in the forthcoming PMS review.

**We suggest that you keep a copy for your files.**

### SENT BY EMAIL

Date: xxxx

Dear NHS England,

### **Re: Notice of PMS Review – *practice name***

With regards your formal request for information to establish an up to date baseline of PMS objectives and activities that are provided by PMS practices in accordance with the “Provision of Information” requirements of PMS Contracts as specified under clauses 404 and 405 of the contract, we confirm the following:

- We have submitted our information on date: XXXXX
- Information submitted under this requirement is not to be considered a basis for PMS contractual negotiations.

Yours sincerely etc