

Q. How do I set up a Discount Practice Scheme (DPS)?

A. To set up a scheme for your practice simply complete the enclosed application form and return it to us in the pre-paid envelope provided, together with any individual GP application forms.

Q. Some of the doctors within the practice are not members of the MDDUS, can they join?

A. Yes, they can complete a membership application form which can be downloaded from our website (www.mddus.com), or a copy can be sent to you by calling 0845 270 2038. They must ensure that they complete and submit their application form before their existing indemnity/insurance cover expires as MDDUS membership cannot be backdated.

Q. Some of the doctors within the practice are already MDDUS members, can they join the DPS?

A. Yes, current MDDUS members can be transferred into the DPS if their details are provided within the DPS application form. Any individual subscriptions paid beyond commencement of the DPS will be refunded directly to the member. And, any member not paid up to the DPS commencement date will be invoiced for subscriptions on a pro-rata basis, to take them to the required date.

Q. When would payment be required?

A. Payments can be made annually, quarterly or in 10-monthly instalments.

Q. How can payments be made?

A. Payments can be made by cheque, credit card or direct debit. All members of the DPS must agree on a common payment method, which will over-ride any current arrangements agreed with existing members. Please note that if direct debit is the chosen payment method it must come from the one source eg. the practice account.

Q. How do we pay by cheque?

A. Cheques from either the practice or individual are acceptable and should be made payable to MDDUS. If individual cheques are the preferred option then they must be sent to the Membership Services Department collectively. Once arrangements for the DPS have been finalised DPS registration details will be mailed to you.

Q. How do we pay by credit card?

A. Card payments from either the practice or the individual are acceptable. If the individuals are paying then card details must be presented to the Membership Services Department and processed collectively. Once arrangements for the DPS has been finalised DPS registration details will be mailed to you.

Q. How do we set up a direct debit?

A. The direct debit mandate included within the DPS application form should be completed. Direct debits can be paid annually, when a one-off payment is deducted from the practice account, monthly over a ten month period or quarterly when four equal payments are taken once every three months. Please note that the monthly and quarterly instalment plans will incur a £15 administration charge, which will be incorporated into the payments.

Q. Once the scheme is set up when will membership be renewed in future years?

A. All members of the practice will now renew their membership together on one common date. This date will be elected by the DPS administrator and will also be the date that the scheme commences. Renewal will then take place on an annual basis with renewal documents being sent prior to this date.

Q. What happens if one of the doctors leaves the practice permanently or has time away for maternity leave etc?

A. As all subscriptions are paid on an annual basis in advance, it is imperative that the MDDUS is advised of any doctors leaving the practice. Any subscription paid by the practice on behalf of the doctor who is leaving will be refunded pro-rata to the practice. At the same time we will correspond with our member to ascertain future membership requirements. Common reasons for leaving a group scheme are maternity leave, retirement, long-term sickness or moving to another practice. Please note that practices paying by an instalment plan will have their repayment amounts adjusted to take into account anyone leaving or joining the practice.

Q. Can the locums working in our practice join this scheme?

A. No. As locum GPs are not employed directly by the practice they are not eligible to join the DPS.

Q. Do other members of the practice team enjoy any benefits?

A. Yes, practice managers, nurses, phlebotomists and healthcare assistants will benefit from the vicarious liability element of the DPS membership. This is on the understanding that they are employed directly by the practice and are not seconded from the Health Board or Health Authority. We also expect that these individuals only undertake those duties for which they have the proper training and expertise and are delegated to them by the medical staff that employ them. Should you wish to include these members of staff free of charge under the DPS membership, please list their names in the space provided on the registration form.

Q. Our practice manager is a Partner within the practice, do they benefit from the DPS?

A. As a practice manager who is a profit sharing partner we recommend that they also secure MDDUS Associate Membership, which provides suitable cover for any financial liability incurred.

Q. What should I do if a doctor joins the practice?

A. When a doctor joins the practice it is necessary to include them on the practice scheme by contacting the Membership Services Department on **0845 270 2038**. If the doctor is not an existing member of MDDUS they are required to complete and return a membership application form, which can be downloaded from our website (www.mddus.com). Alternatively, a hard copy can be requested when you contact the Membership Services Department.

Q. All of our GPs have different renewal dates with their existing indemnity/insurance arrangements. Should they wait until their current membership expires before they change over to the MDDUS?

A. Membership of the MDDUS can commence at any time suitable to the individual. If, however, a GP wishes to join before the expiry date of their current indemnity/insurance arrangements they must ensure that this membership is cancelled prior to the date membership commences with the MDDUS.

Q. What do we need to qualify for a DPS

A. All or the majority of GPs within the practice must join the MDDUS in-order that the practice qualifies for the benefits of a DPS, as set out in the *Benefits of Membership* section.