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EXECUTIVE LETTER



EL(88)P/214

DEPARTMENT OF HEALTH AND SOCIAL SECURITY
HANNIBAL HOUSE
ELEPHANT AND CASTLE LONDON SEI 6TE
TELEX 883669 TELEPHONE 01-703 5380 EXT 3264
GTN 3916

Your reference:

SMO4/2

Our reference:

To: Regional Health Authorities
District Health Authorities
Genito-Urinary Medicine Clinics

Special Health Authorities for the London Post-graduate Teaching Hospitals For action

For information

M.R.H.A ADMIN.	Ì
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Dear Sir

MANAGEMENT SERVICES RETURNS BY PHYSICIANS IN CHARGE OF TREATMENT CENTRES FOR SEXUALLY TRANSMITTED DISEASES: FORM KC60 'QUARTER ENDING 31 DECEMBER 1988

This letter requests completion of form KC60 for the quarter ending 31 December 1988 (1 October 1988 - 31 December 1988). It calls for these returns to be submitted by 28 February 1989. Timeliness is important.

Notes of guidance on the completion of form KC60 are attached to the form. In accordance with previous practice form KC60 will be forwarded directly to physicians in charge of genito-urinary medicine clinics. However, completed returns should be routed to follow the procedure determined by Regional Health Authorities rather than sent direct to the Department as in the past. Enquiries and requests for further copies of the form should be made to Statistics and Research Division (SR2B), Room 801, at the above address.

Authorities are requested to ensure that all parts of the form have been completed leaving no blank boxes. If figures are "not available" or are "nil" this should be noted on the form. This is especially important where we are asking for details of homosexually acquired conditions where we particularly need to be able to distinguish between "not available" and "nil". Compliance with these requests will reduce the need for the Authority to be asked to confirm the availability or accuracy of the figures.

Some clinics have requested clarification of E1b - whether a patient attending for more than one check in the quarter should be recorded on each attendance or only once in the quarter. The intention of this line is to enable us to record the 3-monthly recall of asymptomatic HIV cases and patients should therefore only be counted once in the quarter.

ACTION

Clinics are asked to submit to Regional Health Authorities a copy of form KC60 for the quarter ended 31 December 1988, in accordance with the practice determined by the Region. Regional Health Authorities are asked to submit the data to the Department by 28 February 1989. The completed forms should be returned to:

Statistics and Research Division (SR2A) Room 7110 North Fylde Central Office Norcross BLACKPOOL FY5 3TA Regional Health Authorities are asked to ensure the returns are submitted on time and to note that the prompt submission of these returns will be monitored by the Department, along with other aspects of performance.

This letter may be freely reproduced by all those to whom it is addressed, and will be cancelled and deleted from the current communications index on 31 December 1989 unless notified separately.

Yours faithfully

y. S. Wush

GSWILSON