

Freedom of Information Request - 4078

1. Please tell me whether the trust carries out routine identity checks on patients attending outpatient appointments to ascertain whether they are ordinarily resident in the UK

Yes

2. yes, please answer the following questions:

- a) Which patients undergo such checks? (– e.g. all those attending first appointment for a new care pathway)

All patients

- b) Please state what forms of documentation they have to provide? (e.g. passports, proof of address)

The Trust uses the Department of Health template –

A) At least one item with your photo:

<ul style="list-style-type: none"> • <i>Passport</i> 	<ul style="list-style-type: none"> • <i>UK Biometric Residence Permit (BRP)</i>
<ul style="list-style-type: none"> • <i>National ID card</i> 	<ul style="list-style-type: none"> • <i>Driving licence (if it has a photo)</i>

B) At least one item to prove where you live: (The proof you use must be less than 3 months old. Your name and address needs to be on the letter.)

<ul style="list-style-type: none"> • <i>Water, gas, electric or Council Tax bill</i> 	<ul style="list-style-type: none"> • <i>Bank or building society statement</i>
<ul style="list-style-type: none"> • <i>Phone bill</i> 	

C) Any other personal documents that can help establish your eligibility:

<ul style="list-style-type: none"> • <i>European Health Insurance Card (EHIC)</i> 	<ul style="list-style-type: none"> • <i>Provisional Replacement Certificate (PRC)</i>
<ul style="list-style-type: none"> • <i>Wage slip or a P60</i> 	<ul style="list-style-type: none"> • <i>Letter or statement from HMRC or DWP</i>
<ul style="list-style-type: none"> • <i>National Insurance or benefits letter</i> 	<ul style="list-style-type: none"> • <i>Evidence of sickness insurance</i>
<ul style="list-style-type: none"> • <i>A letter from your college confirming you are attending a full-time or part-time course of study (including course duration and number of hours per week of attendance)</i> 	<ul style="list-style-type: none"> • <i>Copy of any birth/marriage certificates</i>
	<ul style="list-style-type: none"> • <i>An IND and ARC (for patients claiming asylum)</i>
	<ul style="list-style-type: none"> • <i>Any other Home Office issued documents which are relevant to your application.</i>

What happens if they cannot provide proof of being ordinarily resident?

Advance payment would be requested, in line with the guidance, or if treatment has already been provided then an invoice will be raised and sent to the patient.

3. Please also state how many Overseas Visitor Managers (OVMs) or Overseas Visitor Officers (OVOs) are employed by the trust (Please state as Full Time Equivalent)

1 WTE OVM and 0.6 WTE OVM Administration Support

4. Please state the highest bill which is still outstanding owed by an overseas visitor for

a) 2017/18

£9981.00

b) 2016/17

£17256.09

5. In relation to question 4, please broadly state the nature of the treatment (e.g. ophthalmology, kidney dialysis, obstetrics) and the nationality of the patient, if known.

Both cases related to General Surgery