

## Information available from Priory Medical Group under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
<p><b>Class1 - Who we are and what we do</b>            Priory Medical Group            Priory Medical Centre, Cornlands Road, Acomb, York            YO24 3WX</p> <p><a href="http://www.priorymedical.com/index">http://www.priorymedical.com/index</a></p> <p>General Medical Practitioners</p>	<p>Practice leaflet from any of the surgeries or from our web site</p>	<p>Free</p>
<p>Doctors in the practice are listed on our web site.</p>	<p>See our web site:  <a href="http://www.priorymedical.com/medical_team.html">http://www.priorymedical.com/medical_team.html</a></p>	<p>Free</p>
<p>Contact details for the practice (named contacts where possible with telephone number and email address (if used)). Details are:-            Foi@priorymedical.com</p>	<p>Available from reception or web site</p>	<p>Free</p>
<p>Opening hours            The opening hours of our six surgeries are available on our website            (<a href="http://www.priorymedical.com/surgeries.html">http://www.priorymedical.com/surgeries.html</a>).</p>	<p>Website and in Practice leaflet available from any reception area.</p>	<p>Free</p>
<p>Other staffing details            Details of our Practice Nurses, Treatment Room Nurses, Healthcare Assistants, Community Nurses, Health Visitors and Counsellors are on our website.            Also details of Complaints Manager</p>	<p><a href="http://www.priorymedical.com/medical_team.html">http://www.priorymedical.com/medical_team.html</a>  <a href="http://www.priorymedical.com">http://www.priorymedical.com</a></p>	<p>Free</p>

	<a href="#">om/contact_us.html</a>	
<p><b>Costs.</b> In line with FOI Fees Regulations, requests will be processed without any charge unless the cost involved exceeds £450. This is indicated by “***” in the cost column.</p>		
<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Email request to:  <a href="mailto:Foi@priorymedical.com">Foi@priorymedical.com</a></p>	<p>***</p>
Total cost to the PCT/LHB/HSSB of our contracted services.	Email request as above	***
Audit of NHS income	Email request as above	***
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Email request to:  <a href="mailto:Foi@priorymedical.com">Foi@priorymedical.com</a></p>	<p>***</p>
Plans for the development and provision of NHS services	Email request as above	***
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>	<p>Email request to:  <a href="mailto:Foi@priorymedical.com">Foi@priorymedical.com</a></p>	<p>***</p>
Records of decisions made in the practice affecting the provision of NHS services	Email request to: <a href="mailto:Foi@priorymedical.com">Foi@priorymedical.com</a>	***
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services)</p>		

and responsibilities)		
Current information only (mark “not held” against any policies not actually held)	Email request to: <a href="mailto:Foi@priorymedical.com">Foi@priorymedical.com</a>	
Policies and procedures about the employment of staff	Email request as above	***
Internal instructions to staff and policies relating to the delivery of services	Email request as above	***
Equality and diversity policy	Email request as above	***
Health and safety policy	Email request as above	***
Complaints procedures (including those covering requests for information and operating the publication scheme)	Email request as above	***
Records management policies (records retention, destruction and archive)	Email request as above	***
Data protection policies	Email request as above	***
Policies and procedures for handling requests for information	Email request as above	***
Patients’ charter	Email request as above	***
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Not held	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not held	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
The services provided under contract to the NHS	<a href="http://www.priorymedical.com/services.html">http://www.priorymedical.com/services.html</a> and Practice Leaflet	Free
Charges for any of these services	NHS services are free	Free
Information leaflets	Leaflets are available from	Free

	reception and in waiting areas/	
Patient Newsletter	From reception	Free
Out of hours arrangements	On our website ( <a href="http://www.priorymedical.com/contact_us.html">http://www.priorymedical.com/contact_us.html</a> ) In our Practice Leaflet Recorded message on phone system when out of hours	Free