

Information available from Abercynon Medical Centre *providing medical services under contract to the NHS*) 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 (e.g. hard copy or website)	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
<p>Doctors in the practice</p>	<p><i>Dr J C Klocke (male)</i> <i>Dr N. Sanghani(female)</i> <i>Dr D Croxton (female)</i> <i>Dr A E Good (female)</i> <i>Dr A C Harrison(female)</i></p>	<p><i>Free of charge</i></p>

Contact details for the practice (named contacts where possible with telephone number and email address (if used))	<i>Practice Manager Ann Brown Tel: 01443 740447 Fax: 01443 740228 www.abercynonmedicalcentre.co.uk</i>	<i>Free of charge</i>
Opening hours	<i>Monday - Friday 08.00 – 18.30 Out of Hours service call 03001235060</i>	<i>Free of charge</i>
Other staffing details	<i>Practice Manager –Ann Brown Further staff details are available from practice leaflet, on request at reception or on Doctors and staff section of the website.</i>	<i>Free of charge</i>
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Total cost to the PCT/LHB/HSSB of our contracted services.	<i>Available on request from Ann Brown</i>	<i>Free of charge</i>
Audit of NHS income	<i>Available on request from Ann Brown</i>	<i>Free of charge</i>

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		
Plans for the development and provision of NHS services	<i>See our *notice boards_, alternatively available on request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum</p>		
Records of decisions made in the practice affecting the provision of NHS services	<i>Available on request from Ann Brown</i>	<i>Free of charge</i>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (mark “not held” against any policies not actually held)</p>		

Policies and procedures about the employment of staff	<i>Available on request from Ann Brown</i>	<i>Maximum £1.00 each</i>
Internal instructions to staff and policies relating to the delivery of services	<i>Available on request from Ann Brown</i>	<i>Maximum £1.00 each</i>
Equality and diversity policy	<i>Available on request from Ann Brown.</i>	<i>Online copy free Hard copy £1.00</i>
Health and safety policy	<i>Available on request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>See our 'Complaints' section , alternatively available on request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>
Records management policies (records retention, destruction and archive)	<i>Available on request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>
Data protection policies	<i>Available on request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>
Policies and procedures for handling requests for information	<i>Available on request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>
Patients' charter	<i>See our website or Practice Leaflet_ available from practice waiting room or reception request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<i>None Held</i>	<i>N/A</i>
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only		
The services provided under contract to the NHS	<i>Available on request from Ann Brown</i>	<i>Online copy free Hard copy £1.00</i>
Charges for any of these services	<i>List of charges available from reception.</i>	<i>Free of charge</i>
Information leaflets	<i>Practice leaflet freely available in practice waiting room or upon request from reception.</i>	<i>Free of charge</i>
Out of hours arrangements	<i>Please see our Website, Practice notice boards or Practice leaflet or simply ask a member of the practice team.</i>	<i>Free of charge</i>

Please note: If you are unable to access information through the website paper copies are available, although charges may apply, please contact the Ann Brown Practice Manager for further details