

FORMS AND RECORDS
FOR THE USE OF
HEALTH AUTHORITIES & TRUSTS

NOTE: The prices quoted are subject to VAT at the appropriate rate, unless the relevant item is marked in the catalogue with the symbol * indicating that it is zero rated

Health Authorities & Trusts

Cat No.	Description	Printed Forms Price Code	Available on Forms on Disk	Available on Forms Library
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ACCOUNTS

LD	General Receipt Book	<i>book of 100 in duplicate</i>	BB015	
NH34	Analytical Cash Book, Specially designed for use in the National Health Service, incorporating sections including: Administration (including maintenance, computer services, superannuation, etc.) General Medical Service FPC service Pharmaceutical services Dental Services Ophthalmic services	<i>book of 52 openings</i>	P.O.A	

HM14	Losses and Special Payments Register	<i>book of 50 leaves</i>	BD053	
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ADMINISTRATION RECORDS

HM20	Attendance Register (for signatures of members attending meetings) with Summary	<i>book of 50 leaves</i>	CD053	
HM21	Ditto - summary form, with columns for recording attendance	<i>book of 50 leaves</i>	CD053	
HM22	Motion Book - for entering notices of motions to be made at meetings	<i>book of 50 leaves</i>	CD053	
DC12C	Seal Register , with index at front, numbered 1-51	<i>book of 50 leaves</i>	BE053	
	Ditto - numbered 1-101	<i>book of 100 leaves</i>	BE053	
DC56	Register of Tenders and Quotations	<i>book of 50 leaves</i>	BE053	
DC12D	Register of Contracts	<i>book of 50 leaves</i>	BE053	
RF5	Log book for staff using their own cars for official purposes	<i>book of 23 openings</i>	EC022	
HOS 3B	Register of patients	<i>book of 50 leaves</i>	P.O.A.	

Health Authorities & Trusts (Cont.)

Cat No.	Description	Printed Forms Price Code	Available on Forms on Disk	Available on Forms Library
Administration Records (Cont.)				
HOS20	Register of operations	<i>book of 50 leaves</i>	BE053	
PH131M	Ditto – alternative layout	<i>book of 50 leaves</i>	BE053	
DC52	Mortuary Register	<i>book of 25 leaves</i> <i>book of 50 leaves</i>	BD052 BE053	
A14B	Letters received book	<i>book of 100 leaves</i>	SB047	
MENTAL HEALTH				
Mental Health Act 1983				
<i>The Mental Health (Hospital, Guardianship and Consent to Treatment) Regs. 1983 (as amended)</i>				
MHR1	Application by nearest relative for admission for assessment	BN05	✓	✓
MHR2	Application by an approved social worker for admission for assessment	BN05	✓	✓
MHR3	Joint medical recommendation for admission for assessment	BN05	✓	✓
MHR4	Medical recommendation for admission for treatment	BN05	✓	✓
MHR5	Emergency application by nearest relative for admission for assessment	BN05	✓	✓
MHR6	Emergency application by an approved social worker for admission for assessment (r.4(1)(c)(ii))	BN05	✓	✓
MHR7	Medical recommendation for admission for assessment	BN05	✓	✓
MHR8	Application by nearest relative for admission for treatment	BN05	✓	✓
MHR9	Application by an approved social worker for admission for treatment	BN05	✓	✓
MHR10	Joint medical recommendation for admission for treatment	BN05	✓	✓
MHR11	Medical recommendation for emergency admission for assessment	BN05	✓	✓
MHR12	Report on hospital in-patient	BN05	✓	✓
MHR13	Record for the purposes of Mental Health Act 1983, sect. 5(4)	BN05	✓	✓
MHR14	Record of receipt of medical recommendation(s) and formal admission to hospital	BN05	✓	✓
MHR15	Record of receipt of medical recommendations	BN05	✓	✓

Health Authorities & Trusts (Cont.)

Cat No.	Description	Printed Forms Price Code	Available on Forms on Disk	Available on Forms Library
Mental Health Act 1983 (Cont.)				
MHR16	Record of Time at which power to detain under Mental Health Act 1983, s.5(4) elapsed	BN05	✓	✓
MHR17	Guardianship application by nearest relative	BN05	✓	✓
MHR18	Guardianship application by an approved social worker (r.5(1)(a)(ii) & (b))	BN05	✓	✓
MHR19	Joint medical recommendation for reception into guardianship	BN05	✓	✓
MHR20	Medical recommendation for reception into guardianship	BN05	✓	✓
MHR21	Record of acceptance of guardianship application	BN05	✓	✓
MHR22	Reclassification of patient detained for treatment	BN05	✓	✓
MHR23	Reclassification of Patient under guardianship	BN05	✓	✓
MHR24	Authority for transfer from one hospital to another under different managers	BN05	✓	✓
MHR25	Authority for transfer from hospital to guardianship	BN05	✓	✓
MHR26	Authority for transfer of a patient from the guardianship of one guardian to another	BN05	✓	✓
MHR27	Authority for transfer from guardianship to hospital	BN05	✓	✓
MHR28	Joint Medical recommendation for transfer from guardianship to hospital	BN05	✓	✓
MHR29	Medical recommendation for transfer from guardianship to hospital	BN05	✓	✓
MHR30	Renewal of authority for detention	BN05	✓	✓
MHR31	Renewal of authority for guardianship	BN05	✓	✓
MHR31A	Authority for Detention after Absence without Leave for more than 28 days	BN05	✓	✓
MHR31B	Authority for Guardianship after Absence without Leave for more than 28 days	BN05	✓	✓
MHR32	Classification of Patient	BN05	✓	✓
MHR34	Discharge by nearest relative of patient liable to be detained in hospital	BN05	✓	✓
MHR35	Discharge by nearest relative of patient subject to guardianship	BN05	✓	✓
MHR36	Report barring discharge by nearest relative	BN05	✓	✓

Health Authorities & Trusts (Cont.)

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Mental Health Act 1983 (Cont.)				
MHR37	Certificate of Consent to Treatment and Second Opinion	BN05	✓	✓
MHR38	Certificate of Consent to Treatment	BN05	✓	✓
MHR39	Certificate of Second Opinion	BN05	✓	✓
LOOSE-LEAF REGISTERS				
MH2H	General register	<i>sheet size 14" x 17"</i> BL12		
MH51	Register of informal admissions	<i>sheet size 14" x 17"</i> BL12		
MH52	Register of admissions for assessment	<i>sheet size 14" x 17"</i> BL12		
MH53	Register of admissions for treatment	<i>sheet size 14" x 17"</i> BL12		
MH74	Alphabetical Register of Patients	<i>sheet size 13" x 16 ½"</i> BL12		
<i>Mental Health After-care (Supervision) Regs. 1996</i>				
MHR1S	Supervision application (8 pages)	BR05	✓	
MHR2S	Medical recommendation for after-care under supervision	BN05	✓	
MHR3S	Approved social worker's recommendation for after-care under supervision	BN05	✓	
MHR4S	Reclassification of patient subject to after-care under supervision	BN05	✓	
MHR5S	Renewal of after-care under supervision	BN05	✓	
MHR6S	Directing termination of after-care under supervision	BN05	✓	

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SEXUALLY TRANSMITTED DISEASES

Statistical records

VD1	<p>Confidential register, with special rulings to provide information for Dept of Health Quarterly return, including contact action</p> <p style="text-align: right;"><i>book of 50 leaves</i> BD053 <i>book of 100 leaves</i> BE055</p>
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note: when ordering please specify Male or Female

VD2	<p>Daily (or sessional) record sheet, showing details of attendances</p> <p style="text-align: right;">BD05</p>
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VD4	<p>Statistical record, containing the following sections, to correspond to the appropriate parts of the quarterly return –</p>
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SYPHILIS
GONORRHOEA
OTHER GENITAL INFECTIONS
PELVIC GENITAL INFECTION and EPIDIDMITIS
OTHER CONDITIONS, plus

Statement of districts in which patients were residing when they presented themselves as cases of fresh infection

<p>SUMMARY OF ATTENDANCES BY PATIENTS</p> <p style="text-align: right;"><i>book containing the necessary sections for ONE YEAR</i> BD051 <i>book containing the necessary sections for THREE YEAR</i> BD052</p>

note: when ordering please specify Male or Female

XD7	<p>Contact slip</p> <p>These slips are designed to be given to the patients to pass on to their contacts and contain details of the hospital of origin, with the reference number of the patient and the code for the diagnosis. If the contact reports for treatment at a hospital other than the hospital of origin, the former inserts on the reverse of the form its own name and address and the reference number and coded diagnosis of the contact. The slip is then returned to the issuing hospital, thus enabling it to complete its record of the case.</p> <p>Bound in books of 50, with perforated counterfoil, with blank space for the insertion of the name of the hospital</p> <p style="text-align: right;">BD052</p>
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If preferred, the hospital details can be overprinted on the form, at additional cost.

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Health Bodies – Losses and Special Payments records

We are pleased to advise that our Losses and Special Payments Register (formerly Losses and Compensation Register), for use by NHS Trusts, Health Authorities, etc., has been updated in line with the Guidance on Losses and Special Payments issued by the NHS Executive under reference FDL(95)27. Details are set out below. Also available are the various checklist forms recommended for use in the Circular.

Please use this notification to place your order, which will be processed as soon as possible.

HM14	Losses and Special Payments Register	BD053		
NHS1	Checklist – Category 1: Losses of Cash	BO05		
NHS2	Checklist – Category 2: Fruitless payments	BO05		
NHS3	Checklist – Category 3: Bad debts and claims abandoned	BO05		
NHS4	Checklist – Category 4: Damage to buildings, equipment etc.	BO05		
NHS6	Checklist – Category 6: Special payments	BO05		
NHS7	Checklist – Category 7: Ex-gratia payments	BO05		
NHS5	Fraud report	BO05		

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