

Doctor's report for

- Universal Credit
- Employment and Support Allowance
- Personal Independence Payment
- Disability Living Allowance, or
- Attendance Allowance

under special rules criteria.

Read the instructions on the pages overleaf.

They tell you:

- about the E-DS1500 Report
- how to complete the form
- how to claim your fee if you are eligible

Please store this electronic form securely so access is only available to those authorised. Report any possible unauthorised use urgently to: Department for Work and Pensions National Benefit Fraud Hotline 0800 854 440.

About the E-DS1500 Report form

The form is called the E-DS1500 Report Form and its purpose is to tell the Department for Work and Pensions (DWP) about a patient who meets the special rules criteria. It is not used to make a claim for benefit.

You should complete this form promptly if you believe that your patient meets the special rules criteria, namely:

- they have a progressive disease and, as a consequence of that disease
- you would not be surprised if your patient were to die within 6 months

The special rules criteria do not just apply to patients with cancer. As an example, they may also apply to severe, life limiting cardiorespiratory and neurological conditions (this is not an exhaustive list).

Benefits that can be claimed under special rules

Special rules claims can be made in the following benefits:

- Universal Credit
- Employment and Support Allowance
- Personal Independence Payment
- Disability Living Allowance
- Attendance Allowance

If your patient meets the special rules criteria for Universal Credit they will be paid a higher rate of benefit and will not be expected or required to carry out any activity in order to receive their benefit.

For all other benefits, claims will be processed as a priority and in the majority of cases they will receive the highest rate of benefit.

When you should complete the E-DS1500 Report Form

You should complete the form if you would like to encourage your patient to see which benefits they may be entitled to as part of a discussion about future care planning or if requested by your patient or their representative.

Third party claims

For Disability Living Allowance, Attendance Allowance and Personal Independence Payment only, any person representing the patient can make a 3rd party claim on their behalf, even if the patient is unaware that a claim is being made. In this circumstance the form should be issued on request to the representative.

Your patient's prognosis

Determining life expectancy in these circumstances is not an exact science. This form asks for factual information and does not require you to give a prognosis. Use language that you would normally use when communicating with other clinicians.

You will not face any negative consequences from the factual information you supply, for example if your patient lives longer than 6 months.

Patients who may not know the true nature of their illness

When a patient asks you for an E-DS1500 Report form, please do not assume that they understand the special rules criteria or that these apply in certain circumstances to people with progressive, life-limiting disease.

How the form will be used by DWP

The form allows you to provide further evidence to enable us to make a decision on your patient's claim. It is not a claim form, as you cannot claim on behalf of your patients. It will not normally be necessary for you to examine the patient. You may use your own knowledge and the patient's records to get the information you need.

The form can be completed by a registered clinician such as:

- a General Practitioner
- a hospital doctor
- a registered nurse

The registered nurse needs to have acquired the expert knowledge and clinical competencies to undertake the assessment. They may be working in a role such as an advanced nurse practitioner, a Macmillan nurse, a clinical specialist nurse or a practice nurse with expertise in long term conditions management.

Telephone contact

You may be contacted by a healthcare professional working for one of our clinical assessment providers:

- if we need clarification of some of the information on the E-DS1500 Report form to help with our decision about the claim, or
- if the patient has made a claim under the Special Rules procedures but has not submitted a DS1500 E-DS1500 Report form and we need clinical information to support the claim

Because we need to deal with these claims urgently, the healthcare professional will usually contact you by telephone.

What to do with the completed form

Electronic return

Send this information to: **pip.e-ds1500@dwp.gov.uk**

Do not encrypt any part of the email. Any email from a non-NHS.net account will be automatically deleted.

If you do not have an NHS.net email address, contact your local IT helpdesk to request an account.

Claiming a fee

You can claim a fee if you are a GP or GMC registered consultant.

To claim your fee, complete an E-DS1500 fee form.

We will pay your fee into your bank or building society account.

Send the fee form to **pip.e-ds1500@dwp.gov.uk**

This must be sent from the authorised NHS.net email account.

Please send your DS1500 fee form in a separate attachment to the DS1500.

Please ensure that separate emails are used for individual patients and returned in PDF format provided.

Contact addresses

Claim	Contact address	Phone number
Personal Independence Payment 16 – 64	Personal Independence Payment (10) Mail Handling Site A Wolverhampton WV98 1AE	New claims: 0800 917 2222 Enquiries: 0800 121 4433
Disability Living Allowance Adult Born on or before 8/4/1948	Disability Living Allowance 65+ Mail Handling Site A Wolverhampton WV98 2AH	0800 731 0122
Disability Living Allowance Adult Born on or after 9/4/1948	Disability Living Allowance Warbreck House Warbreck Hill Blackpool FY2 0YE	0800 121 4600
Disability Living Allowance Child	Disability Benefit Centre 4 Post Handling Site B Wolverhampton WV99 1BY	0800 121 4600
Attendance Allowance	Attendance Allowance Unit Mail Handling Site A Wolverhampton WV98 2AD	0800 731 0122
Universal Credit	Freepost Department for Work and Pensions Universal Credit Full Service	0800 328 5644

We will treat your personal information carefully. We may use it for any of our purposes. As you have included another adult's personal information on this form you should let them know. To learn about your information rights and how we use information, see our Personal Information **Charter at Gov.uk**.