

Existing patients with recorded date for SMR24 or SMR25	No change required
Patient's first presentation with drug problem, where NES claim is appropriate	Complete SMR25a and record date on NES spreadsheet
Patients transferring to GP care from specialist care with known date of SMR form completion	Record date on NES spreadsheet
Patients transferring to GP care from specialist care with no recorded date of SMR form completion	Assume SMR 25a completed at start of specialist assessment and enter appropriate date on NES spreadsheet
Patients transferring to GP care from non specialist care (e.g. Prison, non stat agency) with no recorded date of SMR	Complete SMR25a and record date on NES spreadsheet
Patients transferring care from one GP surgery to another	Record date that SMR completed at previous surgery but if this is not known then a new SMR should be completed