

# Guidance on Residential Institute (RI) Codes

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## Adding a Residential Institute Code to a patient record is the responsibility of the GP practice.

There are currently a number of different processes used in different areas to link patients to residential institutes. To make things simpler to follow, two new RI codes have been created that can be used nationally.

**V0** – is to be used for patients who reside in a care residential home

**Y0** – is to be used for students who are attending a school or university

- Please note that the 0 in the code is a zero
- You will need to set both codes up on your clinical system in order to add them to patient records. Practices are not required to recode all previous RI codes. If you don't know how to set the code up in your clinical system, please contact your system supplier
- Please ensure you use the correct code for the type of patient

## Please inform us if a new care home opens in your practice area.

- PCSE maintains lists of care/residential homes. In order for the V0 RI code to be added to a patient's record on NHAIS/Exeter, the care home must be listed on the NHAIS/Exeter patient registration system

If a new care home opens in your area, please email [pcse.registrations-preston@nhs.net](mailto:pcse.registrations-preston@nhs.net) to let us know, and include the following information:

- The name of new care home
  - The full postal address of the new care home
- Please ensure that the home is listed with the Care Quality Commission (CQC) before requesting it is added to the list of homes. Only CQC registered care homes will qualify for the additional global sum weighting and the V0 code
  - This should not stop you from registering patients immediately as the RI code can be added to the record once PCSE has confirmed the home has been added. You will need to register the patient as usual, then once PCSE has confirmed the care home has been added, add the code to the patient record and send to PCSE as an amendment via GP links.