

GUIDANCE NOTES ON APPLYING FOR THE MEDICAL (GROUP PRACTICE) SCHEME

The Medical (Group Practice) Scheme is a contributing scheme, whereby persons are entitled, through contributions made to the Social Insurance Fund and/or if residing in Gibraltar under a permit of residence or a residence permit granted under the provisions of the Immigration Control Act.

If however, you are not contributing to the scheme through contributions made to the Social Insurance Fund you may be required to pay the voluntary contribution annual fee.

In order to apply for healthcare we require a fully completed application form and accompanying documents as provided below under each category of applicant.

If you are married and applying for the first time, we will also request a copy of your marriage certificate, as this will be essential to establish your family composition for healthcare purposes. This is vital for the GHA to understand and consider your social determinants of health, such as; household support after a healthcare episode and risk of readmission. If you are already registered and your circumstances have changed we will also request this information.

- **Person Employed in Gibraltar**

Fully completed application for registration.

Passport size photograph with a white background.

A copy of your ID card or Civilian Registration card.

Proof of payment of Social Insurance contributions – The best way to prove this is to provide us with a copy of your latest pay slip (please note that since we only require certain information you are allowed to blank out/redact all details on the pay slip except for your full name, date of pay slip, and amount of social Insurance contribution).

If you are applying as a Frontier Worker, it is essential that you submit the S1 certificate endorsed in your country of residence. (Please see the guidance note set down below under the section 'Registering your S1').

- **Person Self Employed**

Fully completed application for registration.

Passport size photograph with a white background.

A copy of your ID card or Civilian Registration card.

Permit of residence – This is applicable only for individuals who are in possession of a permit of residence, as it may be used to determine the expiry length of your healthcare entitlement – For further information please contact the Registration Department.

Certificate of Social Insurance contributions – This may be obtained from the Income Tax Contributions office upon request.

- **Dependant of contributor**

Fully completed application for registration.

Passport size photograph with a white background.

A copy of your ID card or Civilian Registration card.

Permit of residence – This is applicable only for individuals who are in possession of a permit of residence as per section 2 of the Medical (Group Practice Scheme) Act 1973. For further information, please contact the Registration Department.

Proof of residency - Documentary evidence will be required to prove residency for non-contributors.

Birth/adoption certificate, parental order or marriage certificate – this is used to verify your relationship to the contributor and is only required for first time applicants.

If the application is for a dependant other than the spouse or child (under 18 years of age) of a registered person, a **Dependant Form** must be completed for inclusion in the scheme. <https://www.gha.gi/wp-content/uploads/2020/02/Application-for-Inclusion-of-Dependent.pdf>

For further information please contact the Registration department.

- **State Pensioner** (Gibraltar Old Age Pension)

Fully completed application for registration.

Passport size photograph with a white background.

A copy of your ID card or Civilian Registration card.

Permit of residence – This is applicable only for individuals who are in possession of a permit of residence, as it may be used to determine the expiry length of your healthcare together with the property lease if applicable. – For further information on applicability please contact the Registration Department.

A copy of your property lease, or a letter from property owner granting permission to reside at the property:

- if you are submitting a property lease we would only require the first, second and the signature page;
- If you are residing in a Government property, evidence of inclusion will be required.

- **State Pensioners applying under the United Kingdom reciprocal agreement**

If you are in receipt of a United Kingdom state pension which qualifies you for healthcare, or a retirement pension payable under the legislation for the Isle of Man, and you wish to register for healthcare in Gibraltar you must first transfer your medical rights.

Transferring your medical rights confirms that you are covered within the scope of our reciprocal agreement with the United Kingdom.

To be able to avail yourself of this arrangement please contact the Overseas Healthcare Provision Department, contact details listed below and request to transfer your medical rights to Gibraltar.

The Pension Centre
International Pension Service
Payments
Newcastle Upon Tyne
NE98 1BA
United Kingdom
Telephone Number: +44 191 218 7777
Fax Number: +44 191 218 2087

Once the Gibraltar Health Authority is in receipt of the confirmation letter from the UK (code IPC586), the Registration team will contact you and advise you accordingly.

- **Persons not in employment (this includes retired individuals who are not yet of pensionable age) Applicable to applicants who's spouse is not in employment and therefore not paying Social Insurance Contributions.**

Fully completed application for registration.

Passport size photograph with a white background.

A copy of your ID card or Civilian Registration card.

Permit of residence – This is applicable only for individuals who are in possession of a permit of residence, as it may be used to determine the expiry length of your health card. – For further information on applicability please contact the Registration Department.

A copy of your property lease, or a letter from property owner granting permission to reside at the property:

- if you are submitting a property lease we would only require the first, second and the signature page;
- If you are residing in a Government property, evidence of inclusion will be required.

A letter explaining your personal circumstances, such as, reasons for not being in employment - For further information please contact the Registration Department.

Registering your S1 with the Spanish authorities (Rights of insured persons and their family members under Regulations (EC) No 883/2004 and (EC) No 987/2009).

Your S1 form is essential to establish your right of access to healthcare in your country of residence (i.e.: cross-frontier workers wanting to access healthcare in Spain, but whom work in Gibraltar).

Insured persons and/or their family members must register with the institution of their place of residence using the S1 form 'Registering for healthcare cover' setting out their rights. This form is issued by the competent institution (in this case Gibraltar) at the request of the insured person or the institution of the place of residence.

In order to register your S1 form with the Spanish social security office (Instituto Nacional de la Seguridad Social – INSS), you will also need to obtain the following documents:

- Certificate of Residence in Spain (Certificado de Residencia with your Numero de Identificacion Extranjero) – available from your nearest National Police Station. You can be assigned a NIE

without having taken out residency therefore please make sure your NIE is printed on a green form – not a white one.

- Certificate as a Local Resident (Certificado de Empadronamiento or 'padrón') from the Town Hall.

You will also need to show your valid passport when registering your forms. Your local INSS office will be able to tell you if there are any other documents they require.

If you have dependants, please make sure your marriage/birth certificate are legalised with a Hague Apostille as you will be asked for proof of this by the Spanish authorities and at the Spanish social security office.

Signing the Application Form

- Applications for persons under the age of 18 must be signed by a Parent/Legal Guardian
- Applications for persons aged 18 and over must be signed by the applicant.

WE REGRET THAT WE WILL BE UNABLE TO ACCEPT INCOMPLETE APPLICATIONS, PLEASE NOTE THAT THE ISSUING OF YOUR HEALTH CARD MAY TAKE BETWEEN FOUR AND SIX WEEKS.