

Please contact: Access to Information Team

Email: MLCSU.FOITeam@nhs.net

Direct tel: 01782 872648

Chorley House
Lancashire Business Park
Centurion Way
Leyland
PR26 6TT

Tel: 01772 214232
www.lancashireandsouthcumbria.icb.nhs.uk

18 November 2022

Dear

Re: Your request for information under the Freedom of Information Act 2000
Ref no: FOI-2655-LSC

Thank you for your request dated 31 October 2022.

We can confirm that the ICB does hold the information you requested.

Please find our response to your questions below:

Q1	Your Question: I live in East Lancashire and need to return a HC5 form for travel expenses relating to hospital treatment. Please provide me with the full postal address for submission.
	Our Response: NHS LANCASHIRE AND SOUTH CUMBRIA ICB, QE1 PAYABLES M975, PHOENIX HOUSE, TOPCLIFFE LANE, WAKEFIELD, WEST YORKSHIRE WF3 1WE Please mark it for the attention of Richard Mills, CHC team. They can also scan it and send to: Sbs.apinvoicing@nhs.net

Right of Appeal

Should you require any further information or clarification regarding this response please do not hesitate to contact us. If you are dissatisfied with the response, you are entitled to request an internal review which should be formally requested in writing and must be within two calendar months from the date this response was issued.

To request an internal review

You can request this by contacting the FOI team by email at MLCSU.FOITeam@nhs.net or by post to Jubilee House, Lancashire Business Park, Leyland, PR26 6TR, specifying why you require a review.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner's Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the CCGs FOI complaints procedure. The ICO can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
www.ico.gov.uk

Yours sincerely

**On behalf of Kevin Lavery
ICB Chief Executive**