

From: Clare Sully [Forrest Burlinson] c.sully@forrestburlinson.co.uk

Subject: FW: PCSE: Registering on the portal communication

Date: 4 February 2016 11:43

To: Dr A Mehrotra (ajit.meh@me.com) ajit.meh@me.com, A. P. Mehrotra (Ajit.Mehrotra@GP-B85620.nhs.uk) Ajit.Mehrotra@GP-B85620.nhs.uk, Amarjeet Singh (amarjeetsinghuk@yahoo.co.uk) amarjeetsinghuk@yahoo.co.uk, B. D. Lynch (drbdlynch@gmail.com) drbdlynch@gmail.com, elaine.oldroyd@gp-b85009.nhs.uk, Dr Hanume Thimmegowda (Hanume.Thimmegowda@gp-B85646.nhs.uk) Hanume.Thimmegowda@gp-B85646.nhs.uk, Lynne Bolton (Lynne.Bolton@GP-B85009.nhs.uk) Lynne.Bolton@GP-B85009.nhs.uk, (natarajan.chandra@ntlworld.com) natarajan.chandra@ntlworld.com, Dr.Radha krishna Kandimalla kandimalladr@yahoo.com, Sharmala Ramalingam (drkumar_sharmala@hotmail.com) drkumar_sharmala@hotmail.com, Surajit Ghosh (surajitrintu@hotmail.com) surajitrintu@hotmail.com, Y. Patel (YVP@doctors.org.uk) YVP@doctors.org.uk, zubairdalal@me.com, gp.asharma@gmail.com, Andrea Kennedy (Andrea.Kennedy@gp-B85002.nhs.uk) Andrea.Kennedy@gp-B85002.nhs.uk, (annalunn@hotmail.com) annalunn@hotmail.com, Anna Lunn Kirklees NHS (anna.lunn@kirklees.gov.uk) anna.lunn@kirklees.gov.uk, (Anuj.Handa@GP-B85611.nhs.uk) Anuj.Handa@GP-B85611.nhs.uk, (Bert.Jindal@gp-B85042.nhs.uk) Bert.Jindal@gp-B85042.nhs.uk, Bert Jindal (bertjindal@gmail.com) bertjindal@gmail.com, David Seeley (David.Seeley@GP-B85002.nhs.uk) David.Seeley@GP-B85002.nhs.uk, Mirza Ahmed (mirza.ahmed@btinternet.com) mirza.ahmed@btinternet.com, edara00@yahoo.com, (rd.jenkinson@btinternet.com) rd.jenkinson@btinternet.com, Robin.Sharman@GP-B85641.nhs.uk, robin.sharman@btinternet.com, Sukdeep.Gujral@GP-B85623.nhs.uk, Yusuf Shamsee (yusuf.shamsee@nhs.net) yusuf.shamsee@nhs.net

Cc: Ebrahim Suleman e.suleman@forrestburlinson.co.uk

From: PCS England Info [mailto:PCSEngland@capita.co.uk]

Sent: 04 February 2016 11:24

To: PCS England Info

Subject: PCSE: Registering on the portal communication

Dear LMC Colleagues,

Primary Care Support England (PCSE) will shortly launch a new online portal. The portal will provide all our service users with a quick and easy way for ordering and tracking supplies from us, including pre-printed forms, prescription pads and other NHS stationery.

Over time, the portal will also become the main route for accessing additional primary care support services, including payments, pensions and performer list applications.

PCSE is planning for the portal to be available to practices in West Yorkshire from 8 March 2016 and then nationally to all other practices from 29 March 2016. We will confirm these dates shortly.

The attached letter and leaflet will be sent to all GP practices in England w/c 8 February to inform them of these changes, and invite them to register to use the portal.

If you would like the opportunity to discuss the new arrangements, please let me know

With best wishes

Claire

Claire Matthews Stakeholder communications
Primary Care Support England
Delivered on behalf of NHS England by Capita

Tel: 07736135793 Email: claire.matthews2@capita.co.uk

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Dear Colleague,

Your new primary care support services online portal is coming soon.

Primary Care Support England (PCSE) will shortly launch a new online portal. The portal will provide you with:

- A reliable way of tracking the movement of your patients' records, whether they are in storage or in movement across the country.
- A quick and easy way for ordering and tracking your supplies from PCSE including prescription pads and other NHS stationery, pre-printed forms, needles and syringes.

The portal will replace the current contacts and channels you use for ordering your supplies. Over time, it will also become your main route for accessing additional primary care support services, including payments, pensions, and performer list applications.

We are planning for the portal to be available to practices in West Yorkshire from 8 March 2016 and then nationally to all other practices from 29 March 2016. We will confirm these dates shortly.

What does my practice need to do to access the portal?

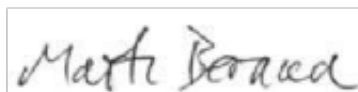
You will need to register your practice on the portal. Each practice should nominate a 'Main Contact' who will be able to set up, delete and assign portal access for any other users in your practice.

Please share the enclosed instructions with your nominated Main Contact to register your practice on the portal.

This new process applies to all practices in England.

If you have any queries around registering on the portal, or about the new process, please get in touch with us at PCSE.enquiries@nhs.net

Yours faithfully



Mark Berman

Managing Director
Primary Care Support England

Primary Care Support England



Registering on the PCSE Portal Instructions for Main Contacts

To register your practice on the PCSE portal, please follow the three simple steps below:

- 1 Visit www.pcse.england.nhs.uk/register
- 2 Complete the Registration Form. You will need the following information to hand:
 - Your name
 - Your job title
 - Your work postcode
 - Your work telephone number
 - Your work email address
 - Your unique identifier. This can be found under your address at the top of the accompanying letter.
 - The contact details of a second person in your practice. This is needed for security purposes.
- 3 Click on the 'Submit' button

What happens next?

When you have completed and submitted the registration form, you will receive a confirmation email.

When the portal is available for your practice, you will receive an email with instructions on how to log on. You will then be ready to order all your PCSE supplies online.

Easy step-by-step instructions will be available when you login, covering everything from how to order and trace your supplies, manage returns, set up additional users for your practice, and what to do if you forget your password.

For further information

If you have any queries about the registration process, please read our FAQ (questions and answers) at www.pcse.england.nhs.uk/help or email us at PCSE.enquiries@nhs.net

