

Changes to GP Performers List and management of GP Prescriber Codes Guide for GP Practices

It is the responsibility of each performer (GP) to keep their details up to date on the National Performers List. More information about the GP Performers List for England can be found here:

<https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/>

This guide aims to clarify the process for updating the National Performers list.

Action for GPs (currently practicing)

When a GP joins or leaves a practice it is essential that the National Performers List for GPs is updated. This should be carried out by the GP using the PCSE online service

Guidance: https://pcse.england.nhs.uk/media/1656/19448-performer-management-user-guide_v1.pdf

Login page: <https://secure.pcse.england.nhs.uk/forms/pcsssignin.aspx>

(Information about accessing the PCSE online service can be found in Appendix 1)

The PCSE online service replaces the use of the NPL2 and NPL3 forms and should be used for:

- Change of name or contact details (including change of name, address etc)
- Change of employer (leaving / joining / retiring from a practice)
- Addition of an employer (i.e. working at more than one practice)
- Change of status (salaried to partner / locum to salaried etc)
- Change of local office (moving from or to a different geographic area / NHSE team)

Action for Practice Managers

When a GP has completed an online notification for leaving, joining or changing role within a practice, the Practice Manager will receive an email notification from PCSE.

Practice Managers are required to authorise the changes for GPs joining, leaving or changing role within the practice. Guidance can be found here https://pcse.england.nhs.uk/media/1826/20049-performers-list-for-english-admin-practice-managers_v2.pdf

First-time applicants for joining the Performers List

Advice and guidance for joining the performers list for the first time can be found here:

<https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/#applyingtojoinPL>

Action for Primary Care Support England (PCSE)

PCSE (also referred to as Capita) are responsible for administering entry and managing changes to the Medical Performers List and requires performers and practices to complete the appropriate online information.

Only PCSE can obtain the GP prescriber codes (also known as the Doctors Index number (DIN)). The code is a six-digit number that is issued to GPs by NHS Digital at the point when a GP joins the performers list. (Applications to join the performers list are managed by PCSE who are also responsible for requesting the prescriber code (DIN) from NHS Digital)

It is also the responsibility of PCSE to pass on information to NHS Prescription Services when a GP has joined or left a practice to facilitate the transfer of GP prescriber codes from one practice to another.

It is important that GPs use the correct prescriber code. Further information is provided:

Important notes about the use of GP Prescriber codes (doctor's index numbers (DIN's))

- The DIN is a six-digit number that is issued to GPs by NHS Digital at the point when a GP joins the performers list. (Applications to join the performers list are managed by PCSE who are also responsible for requesting the DIN from NHS Digital)
- The DIN is used by NHS Prescription Services to attribute prescribing data and associated costs to the appropriate cost centre (in this case we refer to the GP Practice as the cost centre)
- The DIN is the number that is entered onto the GP clinical system for use as a prescriber code and is subsequently printed next to the doctor's name on prescriptions. Take care to ensure that the prescriber numbers used on your clinical system are entered correctly
- **It is essential that prescriber numbers are linked to the correct practice.** Where a prescriber is using an incorrect number or has moved from one practice to another without informing PCSE and NHS Prescription Services, their prescribing data and associated prescribing costs may be allocated to the wrong practice. Errors within the prescribing data from NHS Prescription Services are irreparable and often result in complex CCG cross-charges to rectify the financial impact of the error.
- **GP (prescriber) movements** must be notified to PCSE as described on page 1 and summarised in [appendix 2](#)
- If you have not received the prescriber code (DIN) for a GP that has joined your practice, you should contact pcse.performerlists@nhs.net. It is advisable to state that it is a "DIN request" in the title of your email to them.

Note: It is apparent that NHS Prescription Services have not necessarily been receiving notification when a GP has joined or left a practice. Whilst this is the responsibility of PCSE, we are asking you to let us know (by email to Syheartlandsccg.gpandnmpchanges@nhs.net) when a GP joins or leaves your practice so that an authorised signatory within the Medicines Management Team can complete the necessary documentation to notify NHS Prescription Services of the change.

This is intended to be a temporary solution to this particular on-going issue with PCSE and is NOT a substitute to the PCSE process so please ensure that the PCSE online service is used to update the performers list.

- **GPs working in more than one practice** will require an additional prescriber number for each additional practice (unless working as a locum – see last point below). These additional numbers are known as “**spurious**” **prescriber codes**. Prescribers should receive their spurious code from PCSE and Practices must ensure that they only use the prescriber code that is linked to their practice. However, if delays occur in receiving a code from PCSE please contact Syheartlandsccg.gpandnmpchanges@nhs.net so that a member of the Medicines Management Team can assist
- **Do not continue to issue scripts bearing the number of a prescriber that has left your practice**

- **Locums and GP trainees do NOT require their own prescriber code.** Their prescribing should be attributed to the prescriber code of a GP Partner

Support for Surrey practices:

Syheartlandscg.gpandnmpchanges@nhs.net

If you suspect that a GP has joined or left your practice without the knowledge of NHS Prescription Services (most likely within the last 6 months), then please do contact

Syheartlandscg.gpandnmpchanges@nhs.net so that we can double check and inform NHS Prescription Services if necessary.

Please also contact us if you have any other queries about prescriber changes and prescriber codes within your practice

Please also see below:

Appendix 1 – how to access PCSE online

Appendix 2 – a summary of the process for prescriber changes within your practice

Appendix 1 **How to access PCSE online**

GPs should have received an email (using the email address they have registered with the GMC) containing a link for verification and registration to the online service.

Note – the email link is only valid for 72 hours, after which, you will need to visit the **PCSE Online** page and use the “Forgotten your login details?” link

You can provide or update your GMC email address in several ways:

- Log into your GMC Online account and update this in the ‘My details’ section
- Send an email to pcse.user-registration@nhs.net (if this is sent from your new email address you will be asked security questions to verify your identity)
- Call the GMC on 0161 923 6602

Appendix 2

GP Prescriber changes – process summary and key actions

	GP joining your practice (excluding locums) or change of status notifications	GP leaving your practice (excluding locums)
1	<p>The performer must update their details using the PCSE online service. Login page: https://secure.pcse.england.nhs.uk/forms/pcsssignin.aspx</p> <p>PCSE should respond to the performer with an email to acknowledge receipt of the change request</p>	<p>The performer must update their details using the PCSE online service. Login page: https://secure.pcse.england.nhs.uk/forms/pcsssignin.aspx</p> <p>PCSE should respond to the performer with an email to acknowledge receipt of the change request</p>
2	<p>The Practice Manager will need to authorise the change (as prompted by the email received from PCSE)</p> <p>Login page: https://secure.pcse.england.nhs.uk/forms/pcsssignin.aspx</p> <p>Guidance for Practice Managers: https://pcse.england.nhs.uk/media/1826/20049-performers-list-for-english-admin-practice-managers_v2.pdf</p>	<p>The Practice Manager will need to authorise the change (as prompted by the email received from PCSE)</p> <p>Login page: https://secure.pcse.england.nhs.uk/forms/pcsssignin.aspx</p> <p>Guidance for Practice Managers: https://pcse.england.nhs.uk/media/1826/20049-performers-list-for-english-admin-practice-managers_v2.pdf</p>
3	<p>Add the GP's details, including prescriber code, to your clinical system. Take care to ensure that the correct prescriber code is entered.</p> <p>If you have NOT received the prescriber code you should contact pcse.performerlists@nhs.net and request the code.</p> <p>Note – there are a few members of the Medicines Management Team that can access information about GP Prescriber codes and facilitate the transfer of codes from one practice to another. If you require their support please contact Syheartlandscg.gpandnmpchanges@nhs.net</p>	<p>Update your clinical system to prevent further scripts being issued bearing the prescriber number of the GP who has left the practice. It may be necessary to ensure that locums or practice nurses are not issuing scripts using this GP's prescriber number, especially if the GP was the former senior partner.</p>
4		<p>If the GP had any pre-printed prescription pads, ensure that these are securely destroyed by shredding or cutting. This should be done in the presence of a witness and a record of the destroyed serial numbers should be made.</p>