

# Pharmacy Network Access Request

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## Guidance Notes:

- This form should only be used by the **Pharmacy Sponsor(s)** to request new accounts for staff members to access the **FPPS Pharmacy Payments** application.
- It is the **Sponsor(s) responsibility** to ensure that the appropriate accounts and levels of access are requested.
- Please submit a complete form (**Section 1**, Parts A to C) for each member of staff that requires access to the **FPPS Pharmacy Payments** application.
- The **Pharmacy Sponsor** named below must match the Pharmacy Sponsor that was named on the **BSO Pharmaceutical Secure Web Portal User Agreement** returned to BSO. If the sponsor names do not match, the Network Access Request Form will be returned to the pharmacy to amend and resubmit.

**Please return all completed forms to the FPS eBusiness Team via [EMAIL](#)**

<b>PART A – Authoriser / Requestor Details</b>	
Sponsor's Name (Print)	
Sponsor's Signature	
Pharmacy Name	
Contractor Address	

*\*(Please supply at least 2 out of the 3 contact details below)*

Contact Details	Landline	
	Mobile	
	Email Address	

# Pharmacy Network Access Request

## Section 1 – New Start and New Application Accounts

<b>PART B – Staff Member Details</b>	
New Member of Staff <input type="checkbox"/> <i>(No previous account)</i>	Existing Staff (Additional Access) <input type="checkbox"/> Existing HSCNI ID <i>(If known (e.g.: jbond007))</i>
Name <i>(Please Print)</i>	
Pharmacist / Staff	
National Insurance Number	
Date Effective / Start Date	

<b>PART C – Access Required (Please Tick)</b>		
FPPS Pharmacy Payments <input type="checkbox"/> <input type="checkbox"/> Access Level 1 <i>(See Appendix 1 for access levels)</i>	FPPS Pharmacy Payments <input type="checkbox"/> <input type="checkbox"/> Access Level 2 <i>(See Appendix 1 for access levels)</i>	FPPS Pharmacy Payments <input type="checkbox"/> <input type="checkbox"/> Corporate Access <i>(See Appendix 1 for access levels)</i>
For Corporate Access Only: List the contractor numbers for ALL pharmacies within Multiple Group		

New accounts will require a MINIMUM of 7 working days to be created.

**Incomplete forms will be returned**

## Appendix 1

### Description of User Access Levels for FPPS Pharmacy Payment application, Sponsor Responsibilities and Access Terms and Conditions

#### Access Request Terms & Conditions

- The HSCNI Active Directory (AD) is a core system which records and maintains individual HSC consolidated server IDs. In order to access any HSC system each individual must be entered in the AD. The AD Policy requires a unique identifier for each person within it and this unique identifier is the individual's National Insurance Number (NINO). This process ensures that users can only ever be given one entry in the AD.
- The NINO is passed through a one-way encryption algorithm and it is the encrypted output only that is held. The output cannot be decrypted. All records of the NINO are then securely deleted. This process has been approved by the Department of Works and Pensions and meets with the Data Protection Standards required by ISO 20000 accreditation.
- In order to facilitate the provision of log in credentials for community pharmacists and their staff each business must identify a Sponsor – a role to identify the staff within the pharmacy/pharmacies (excluding locum staff that work at multiple pharmacies) that require access to the FPPS Pharmacy Payments application, the level of access each individual requires and then manage this access on an ongoing basis
- Sponsors agree to perform all necessary checks to confirm the identity of each named individual. Returning this form is confirmation that they have a valid entitlement to access the FPPS Pharmacy Payments application
- Sponsors agree that all information recorded above is accurate and when amendments are to be made (staff leaving pharmacy) they will contact the BSO within the agreed timeframe.

The permissions matrix below shows the functions / abilities available per level of access assigned:

	Level 1	Level 2	Corporate
Choose a Contractor to log on as			X
Log on as Contractor	X	X	
View Portal Landing Page	X	X	X
View Notifications	X	X	X
View Payment History		X	X
View Active Schemes	X	X	X
Submit HS30s	X	X	X
Submit Registrations	X	X	X
Submit Claims	X	X	X
Search Forms	X	X	X