

## **Prescriber registration to and removal from practices/cost centres**

*Practices have the responsibility of ensuring that the information the NHSBSA Prescription Services hold about prescribers is correct.*

*NHS Prescription Services use prescriber and organisation codes to identify where prescription costs should be assigned. The codes are pre-printed on FP10 pads and entered into the EMIS/service prescribing system to be printed on computer generated FP10s.*

*There are financial, governance and medico legal implications if practices continue to use and sign prescriptions of a prescriber who has left, and financial and governance implications if the NHS Prescription Services information is not updated to reflect prescriber changes.*

*Please use this guidance to check your practice prescribers are correct for your practice and ensure that any prescriber changes are updated in line with this guidance.*

### **Checking Prescribers linked to Practices**

GP practices, GPs and Services set up as cost centres must ensure that all prescriber details are kept up to date with the NHS BSA prescription services using the correct forms, to ensure prescribing is correctly allocated across cost centres. You can check GPs registered to your practice here:

<https://www.odsdatabsearhandexport.nhs.uk/>

### **GP Prescriber Changes**

For GPs registering to a practice for the first time or moving to a new practice, they must notify PCSE. Only the PCSE can issue the GP's DIN, this is used as the GP's prescribing code.

#### **Actions for GPs:**

If a GP moves to a new practice/leaves a practice, they must inform PCSE, so their code can be transferred to the new practice as part of the NHSE national Performers List change notification process (via Primary Care Support England - PCSE). Information to register with the PCSE can be found here:

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

#### **Actions for practices:**

If a GP prescriber has left a practice, the practice must immediately cease to use the prescriptions and prescribing number of that GP prescriber.

The practice they are joining are advised to use the prescriber code of the Senior Partner, until the GP is notified that they have a prescriber code that is linked to their new practice.

Practices can also check here <https://www.odsdatabsearhandexport.nhs.uk/>

(If GPs use their DIN to prescribe before PCSE process has been completed this will cause the prescribing to be recorded under the incorrect practice and therefore affect budget/prescribing data.)

### **GPs prescribing at more than one practice/cost centre:**

If a GP is working at more than one practice, either within one ICB or across ICBs, then a **spurious code** is required to avoid all prescribing costs being attributed to the one practice.

A spurious code is a unique code that the PCSE issue; they will only be issued to a GP whose DIN code is already in use at another practice or cost centre.

A GP can have more than one spurious code if they are working at a number of practices, but they should ensure the spurious codes are used for the correct practice that the code is registered under. These changes/requests for spurious codes should be done via the PCSE:

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

### **Locum GPs**

Locum GPs should use the prescribing code of the doctor for whom they are providing locum services and should not request a spurious code or register to the practice.

### **Making patient registration changes in Emis**

Emis Now has a guide to help practices reallocate patients to a different usual/registered GP within the practice organisation. [This page shows you how to do this in the Registration module](#)

## **Non-Medical Prescribers (NMPs)**

NMPs need to be registered to their practices to ensure their prescribing is allocated to the correct cost centre. Practices need to contact NHS Somerset ICB for NMP changes. Somerset practices should contact **Shelley Hodder** ([shelley.hodder@nhs.net](mailto:shelley.hodder@nhs.net))

Only the NHS Somerset ICB can authorise and return the NMP forms, the NHS Prescription Services will not accept forms back directly from practices.

NMPs can be added to more than one practice using their professional body registration code (e.g. NMC pin, HCPC code, GPhC number, etc) as the prescriber code. They do not need a separate code.

### **Actions for Practices**

The forms for registering/removing/change of details for NMP prescribers can be found here: [Sub ICB Locations | NHSBSA](#) and are found section "Notify Us about Changes" then "Non-medical prescribers".

(<https://www.nhsbsa.nhs.uk/sicbls-icbs-and-other-providers/organisation-and-prescriber-changes/sub-icb-locations>)

These forms should be completed (leaving the parent organisation bit at the top & the signature section at the bottom blank for NHS Somerset ICB to complete) and sent to Shelley Hodder ([shelley.hodder@nhs.net](mailto:shelley.hodder@nhs.net)) for NHS Somerset ICB to authorise and return to the NHS BSA Prescription services.

If a NMP has left a practice then the practice must immediately cease to use the prescriptions and prescribing number of that non-medical prescriber.

<b>Summary table</b>	
GP joining/leaving	Register/remove via PCSE Reallocate patients in Emis
GP joining/leaving a second practice	Register for a spurious code via PCSE & should not use their DIN for a 2 <sup>nd</sup> practice Reallocate patients in Emis
Locums	Should not be registered to practices to prescribe under their own DIN.
NMPs	Register via NHS Somerset ICB who can authorise for NHS BSA to process Please contact Shelley Hodder for more information. Email <a href="mailto:shelley.hodder@nhs.net">shelley.hodder@nhs.net</a>

## **Practice Managers**

In order to approve status changes for GPs joining, leaving or changing their role within the practice. Log in to PCSE Online and navigate to the Performers List link in the top menu bar.

Any changes that require your approval will be listed - in the Action column on the far right, just click on Review Practice Change. Check dates and other information, and then you can make your approval.

The Quick Guide for Practice Managers can assist you with this process.

Please note, you will need the role of PL Practice Manager on PCSE Online. Your practice's User Administrator can assign this role to you, using the User Management section on PCSE Online.

If you have any questions about accessing PCSE Online for Performer List, contact PCSE via the online enquiries form on their [Contact Us page](#).

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