

## GMS IT – Practice Identification Code Bulletin

The purpose of this bulletin is to inform practices of the **action** they need to take to ensure that the correct national practice identification (id) code is in use. This is in preparation for achievement data being sent to QMAS for quality and outcome framework payments to be made.

If you have any questions please contact your local PCT or the Helpline: 0845 9000008

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### National practice identification code

Every practice has a six-digit alpha numeric national practice id e.g. C81023. QMAS will be using this unique number to store the data associated with practice achievement and to inform the Exeter system of the payments to be made in relation to quality and outcomes framework achievement.

Practices need to ensure:

- They have recorded their six-digit id in their GP clinical system.
- That even if this has been previously stored, **all** practices must check that their **correct** id has been entered.

If practices are uncertain or are not aware of their correct id then help is available (see below).

Failure to take these steps will mean that clinical achievement data will not be accepted by QMAS.

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### Where can I check my practice id?

All practice codes are held on a file produced by the Prescription Pricing Authority (PPA) who sends it to the National Administrative Codes Service (NACS) on a monthly basis for publishing. Anyone within the NHS has access to this file over the NHSnet. This can be used online.

To search online: [http://www.nhsia.nhs.uk/nacs/pages/search\\_on\\_pc\\_ad.asp](http://www.nhsia.nhs.uk/nacs/pages/search_on_pc_ad.asp)

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### What do I do if my practice is not there?

If the practice is not contained in this file or no details are revealed from the online searches contact the PPA.

PPA: Tel: 0191 203 5050 or <mailto:info@ppa.nhs.uk>

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### **How do I enter my national practice id so that QMAS will recognise it?**

Enter the national practice id into your clinical system per the GP system supplier's instructions. The practice id will be used automatically.

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### **My practice is merging with another practice but keeping both of their own GP clinical systems. Which practice id do I use, theirs or ours?**

Data submissions to QMAS will have to be entered manually by one practice on behalf of the merged practices. QMAS will be unable to accept two submissions with differing practice ids from the same practice. Therefore, ask your PCT to confirm which practice id will be used.

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### **My practice is one of several that share a single clinical system. Will we be able to enter our individual practice id?**

No. In this situation contact your GP clinical system supplier. Some will provide a solution for this rare occurrence but others will not.

For those without a solution, clinical achievement data will need to be entered manually into QMAS via the QMAS web browser. It is also advisable to lobby your supplier.

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### **In our practice we have two partnerships sharing the same id. How does the Exeter system know the difference?**

This rare occurrence is fully supported. Your PCT Payment Agency has the ability to differentiate between partnerships within the Exeter system. Contact your PCT who will inform their Payment Agency so the changes can be made.

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### **How does the Exeter System deal with more than one partnership?**

The **ED** screen within the Exeter system has been provided for New GMS and supports this function - whereby two (or more) partnerships can be set up in parallel within a GP Practice, using the **ED PCO/Practice/\*S** screen.

**ED PCO/Practice/\*S** allows input of profit share of up to 8 instances of Partnerships sharing the same Practice id code. Profit share of the 'Normal' one to one Practice/Partnership relationship needs to be input on the **/\*S** as 100%.

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### **I am still unsure, what do I do now?**

Contact your PCT who will be able to help you find out your correct practice id. If your PCT is unsure then they should contact their Payment Agency.

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