

# GMS IT – QMAS User Registration Details

## Guidance Note for PCTs

The purpose of this guidance note is to inform PCTs of the **actions** they need to take to enable users to access QMAS, the new national system to support the quality and outcomes framework. It assumes the reader is familiar with the contents of the QMAS Bulletin which was sent to PCTs via their SHAs in March 2004. The QMAS Bulletin has been sent with this document and should be cascaded to all GMS and PMS practices.

Accompanying this guidance is the **QMAS User Registrations Details Utility**, an Excel Workbook. This utility will enable you to supply the details of two people in the PCT to fulfil the role of *QMAS User Registration Administrator*. You are also asked to supply the details of one person in each of your constituent practices. All of these people will be able to access QMAS straight away as soon as it is implemented.

GMS IT – QMAS Bulletin: <http://www.dh.gov.uk/assetRoot/04/08/19/24/04081924.pdf>

If you have any questions in respect of using the spreadsheet email: [QID@npfit.nhs.uk](mailto:QID@npfit.nhs.uk)

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### The purpose of QMAS

The GMS Contract's quality and outcomes framework gives practices the incentive to demonstrate the quality of care that they deliver and be financially rewarded for the delivery of that care. QMAS will be implemented to support this process. This one-way automated flow of information from practices to PCTs each month will enable practices to analyse their achievement data and make claims to the PCT. The PCT will send this data to their Payment Agencies in order to generate payments.

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### PCT QMAS User Registration Administrators

For security reasons to ensure that those who have access to QMAS are registered properly, PCTs are asked to identify two members of the PCT to be given the role of *QMAS User Registration Administrator*. This role will give these two people the ability to log into QMAS and to create other QMAS users within the PCT and in each of its practices. It is essential that this role is assigned to people who will be able to maintain this important support activity.

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### Practice QMAS Users

The PCT will need to ask each of their GMS and PMS practices to nominate one person to be their first QMAS user. This is to enable every practice to access QMAS as soon as it is implemented. These practice users will be able to enter their achievement data and review their achievement reports.

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## Instructions for QMAS User Details Utility

The utility is a simple Excel workbook, comprising three spreadsheets. To activate the utility double click on the Excel icon. A message will be displayed explaining that the spreadsheet contains macros. Choose and click on *enable macros*. Each of the spreadsheets is named and should be accessed in the following order:

1. **Introduction:** A brief explanation of the purpose of the utility. Once you have read this click on the second tab *PCT Users*.
2. **PCT Users:** Click the down arrow to the right of the 2<sup>nd</sup> column entitled *PCT name*. Choose your PCT from the drop down list. A help text pop-up box is provided. Your PCT will then be displayed in the field and your PCT code will be automatically entered in the 1<sup>st</sup> column.

Once your PCT name is clearly displayed in the field supply the following details for each of your two PCT *QMAS User Administrators*:

- First name
- Last name
- Email address
- Full national phone number – a help text pop-up box is provided

Following completion of each of the fields, click on the third tab *Practice Users*.

3. **Practice Users:** The name of your PCT and the number of practices in your PCT is displayed. If this is correct, click on the tab marked *Show practices*. A list of all your practices will be shown in the spreadsheet. If in error you have chosen the wrong PCT then close the spreadsheet without saving and start again.

For each of the practices listed the following details need to be supplied for one person in each of your GMS and PMS practices:

- First name
- Last name
- Email address
- Full national phone number – a help text pop-up box is provided

Following completion the spreadsheet must be saved.

It is very important that the supplied email addresses are entered correctly, as QMAS logon information will be sent out via email. Please take time to double check the details provided.

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### Following completion

Email the completed spreadsheet to: [QID@npfit.nhs.uk](mailto:QID@npfit.nhs.uk) by **25 June 2004**. Only PCTs who have returned a completed QMAS User Registration Details Utility to the above email address will be able to use QMAS immediately it is implemented.

When QMAS goes “live”, user ids and passwords will be sent out by email to the people in the QMAS User Registration Details Utility.

## Frequently Asked Questions

This section outlines the most common questions asked of the QMAS User Utility.

### **This guidance note assumes that we are all aware of QMAS. Where do we find more information?**

The QMAS Bulletin, published April 2004 provides an overview. Detailed, underpinning guidance on the GMS Contract quality and outcomes framework was published by the Department of Health in December 2003.

GMS IT – QMAS Bulletin: <http://www.dh.gov.uk/assetRoot/04/08/19/24/04081924.pdf>

*Delivering Investment in General Practice-Implementing the new GMS Contract:*  
[http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT\\_ID=4070242&chk=tokzna](http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT_ID=4070242&chk=tokzna)

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### **We want to create more users than you are offering us – how do we do this?**

You will be able to create as many users as you wish once QMAS has been fully implemented throughout your PCT. The purpose of the *QMAS User Registration Administrator's* role will be to create and maintain user access for the PCT and in every GMS and PMS practice in your PCT. The purpose of these early adopters is to enable users the ability to access QMAS immediately rather than wait for all users to be registered.

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### **Why does there need to be two PCT QMAS User Registration Administrators?**

This is to enable flexibility at the PCT. We believe this is advisable to cover work load and leaves of absence. It is expected that these administrative personnel will be part of your PCT GMS or QOF teams. We are providing two registered users to get you started, so that you have two people in the PCT who can create user ids. These people can then create as many registered users as you need, whenever you need them.

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### **What skills are required by the PCT QMAS User Registration Administrators?**

The skills include the ability to use email and populate an Excel Spreadsheet. Knowledge of the PCT with special reference to the QOF lead and the QOF Annual Quality Review team is advantageous.

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### **Will the practice user be able to create more users within their practice?**

Not in the first instance - the first user will be able to view and update achievement records for their practice only. Once QMAS is implemented in each practice they will be able to ask their PCT to set up as many users at the practice as they wish to have access to QMAS. They will need to contact their PCT QMAS User Registration Administrator who will set up

the necessary QMAS users. Each new user will be sent via email a unique id and personal password.

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**Will my QMAS user id be different to my other user ids?**

Yes. You cannot use your QMAS user id to log into email, GP clinical systems etc., and vice versa.

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**When I select practices for my PCT on the spreadsheet, I find there are more (or less) practices than there should be. What do I do?**

If this rare occurrence should happen please email the details to: [QIID@npfit.nhs.uk](mailto:QIID@npfit.nhs.uk)

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**When will we get QMAS?**

Users will be able to gain access to QMAS in August. A GMS IT – QMAS Implementation Bulletin will be published in the near future.

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