



# NHSmail - the secure communication solution

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## Community Pharmacists and NHSmail

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Any pharmacist that is delivering a service for a PCT can be given an NHSmail account. The pharmacist must contact the NHSmail Local Organisation Administrator (LOA) at their PCT in order to start the account registration process.

The NHS Directory has been updated and a dispensaries organisation has been created for each PCT. An NHSmail LOA or a connector should create a directory entry in the relevant PCT dispensary organisation so that the Pharmacist can self-register for an account. This must be done using an N3/NHS connection.

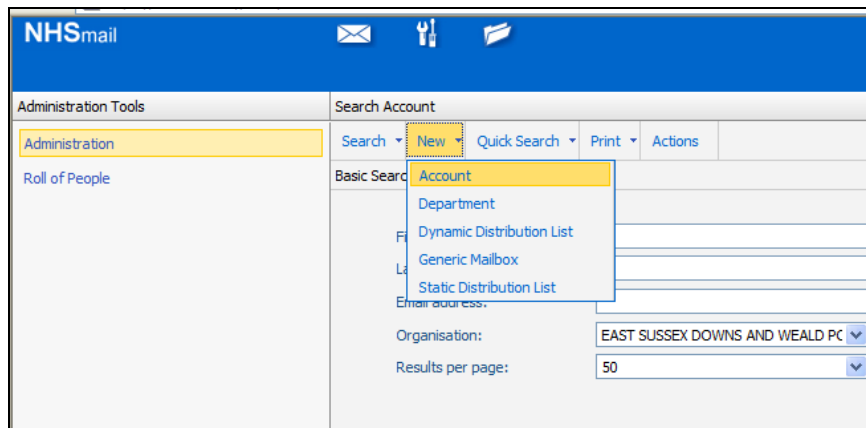
### Creating NHSmail accounts for pharmacists – manual process:

The LOA for a PCT can also be an LOA for the dispensary organisation. In the admin tools, select 'New' 'Account':

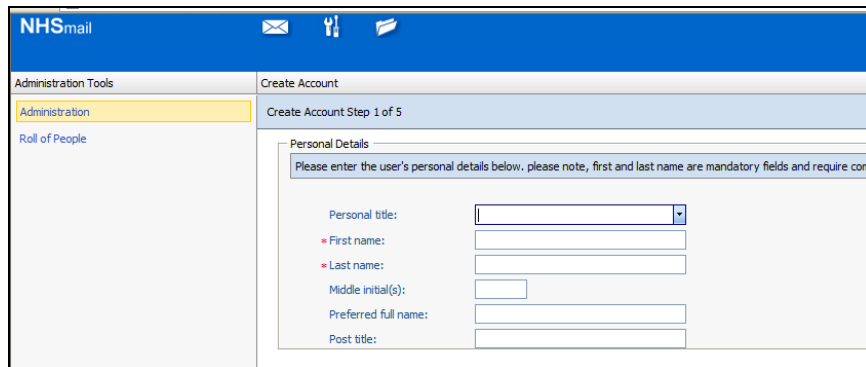




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Enter the account details:



Note—it is important to select the correct organisation and appropriate practice (dispensary site) from the drop down list





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Enter the appropriate details in the remaining screens to complete the entry in the directory. The pharmacist can now self-register by going to [www.nhs.net](http://www.nhs.net), clicking on 'Register here' and completing the registration process – note registration can only take place from an N3/NHS connection-

## Creating an NHSmail account for pharmacists via a connector:

If an organisation has a connector to NHSmail, the pharmacist details can be added to the local connector data source so that a directory entry is created. Once the directory entry is created the pharmacist can self-register.

## Pharmacists – self registration

Pharmacists that do not have access to the N3 / NHS network from their dispensary site must register from a PCT site, as self-registration can only be undertaken from an N3 connection.

Alternatively the dispensary may contact their service provider to make the appropriate configuration change to the network supplied to the site.





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## **Generic dispensary accounts and setting up permissions for pharmacists**

An NHSmail LOA can create a generic account for each dispensary site. Note it is important to select the correct organisation when completing the steps to setup a generic account as the email address of the account contains the organisation name.

An owner, or owners, can be set up in the dispensary to allow other users such as locums, access to the generic mailbox if required. Setting permissions for generic mailboxes is a straightforward task and details can be found in the NHSmail user guide.

Please note that a user must have an NHSmail account to be able to access a generic mailbox.

## **NHSmail and community pharmacists – multiples**

Work is currently ongoing with the multiples (Boots, Lloyds, Rowlands etc) on a solution to integrate their corporate systems with NHSmail.

If you would like further details on how to set up an NHSmail account for a pharmacist, please contact the NHSmail team at [feedback@nhs.net](mailto:feedback@nhs.net)

