

**Step-by-Step guide to**

**NHS mail sign-up**

**&**

**NUMSAS**

**registration**

# Step-by-Step guide to NHS mail sign-up & NUMSAS registration

This step-by-step guide takes you through the actions required to set up your NHS Share mail box Account and individual NHS mail Accounts for the users who will access the shared mailbox, and the registration process to deliver the National Urgent Medication Supply Advanced Service (NUMSAS).

The Set up is carried out through two external websites; one for NHS mail ([www.portal.nhs.net/pharmacyregistration](http://www.portal.nhs.net/pharmacyregistration)) and one for NUMSAS ([www.nhsbsa.nhs.uk/UMS](http://www.nhsbsa.nhs.uk/UMS)).

For NHS mail you should only apply for the NHS mailbox once you have received an email from NHS Digital inviting you to apply. You should expect to receive this email during July/ early August 2017.

Once you have the mailbox and individual Accounts set up, if you wish deliver NUMSAS you will need to access the NUMSAS site direct to register.

The Attached Step-by-step takes you through the process to be followed. A more detailed description can be found in the Toolkit (the link for this is on page 3 of this document)

Before you start you will need to gather the following information to help you through the process:

- The practice's Organisation Data Services (ODS) code
- Registered BSA CPAF Pharmacy email address
- Pharmacy premises GPhC registration number.
- Name of the person who will be the "pharmacy shared mailbox owner" (including First name and Last name)
- The names of up to two further people you would wish to have an NHS mail account to access the shared mailbox.
  
- The NUMSAS Specification
- The NUMSAS toolkit

# Step-by- step process to setting up the service

## STEP ONE

Initial checks & preparation

## STEP TWO

Set up NHS mail (individual accounts & Shared mailbox)

## STEP THREE

Set up for the NUMSAS

## STEP FOUR

Set up for NHS111 & DoS entry

## STEP FIVE

Go-Live on NUMSAS

Identify mail box Administrator & brief them using toolkit

Welcome e-mail received from NHS Digital inviting application

VISIT NHSBSA WEBSITE and register to deliver NUMSAS  
[www.nhsbsa.nhs.uk/UMS](http://www.nhsbsa.nhs.uk/UMS)

NHS Pharmacy contract team contact DoS lead to update DoS entry as a NUMSAS provider

Refresh toolkit knowledge and brief team on go-live

Check that Consultation room complies with requirements

Fill in application form required at  
[www.portal.nhs.net/pharmacyregistration](http://www.portal.nhs.net/pharmacyregistration)

Scroll down the page to "register to provide the service"- click the link & fill in the form

DoS leads sends test e-mail to pharmacy to confirm the link works  
**(NB this step may vary between Regions)**

Refresh remuneration & claiming knowledge

Read service specification & Toolkit (see links)

Complete all user details  
**(NB. allow two weeks to receive e-mail details)**

Within 2 hours , pharmacy receives confirmation e-mail in shared mailbox folder  
**NB.** Check junk mail before calling helpdesk if not received

DoS Lead updates DoS entry for NUMSAS for the pharmacy

Commence routine monitoring of shared mailbox for NUMSAS referrals throughout each working day

Identify up to 3 users to access the system

Receive account details from NHS Digital (shared mailbox address + personal details for 3 users)

Within 7 days pharmacy receives phonecall from NHS Prescription Services team  
To check:  
Shared mailbox details  
OOH GP contact no.  
Service set-up  
How to claim payment

Pharmacy receives confirmation e-mail from NHS BSA confirming Claims Process

Brief the users on accessing NHS mail using the guidance (see links)

**KEY ACTIVATION STEP**  
Open up NHS mail with personal acct & password and open shared mailbox.

All actions complete?  
Proceed to step FIVE

All actions complete?  
Proceed to step TWO

All actions complete?  
Proceed to step THREE  
**(NHS MAIL NOW SET-UP)**

All actions complete?  
Proceed to step FOUR

**PHARMACY NOW SET-UP FOR NUMSAS**

# Useful contacts

## NHS MAIL

**NHS mail guide for Community Pharmacies –** [Community Pharmacies using NHSmail guide](#)

**Email Address for NHS Mail support team –** [pharmacyadmin@nhs.net](mailto:pharmacyadmin@nhs.net)

**Phone number for NHS Mail support team -** 0333 200 1133

## NUMSAS

**NUMSAS Service Specification -** <https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/nhs-urgent-medicines-supply-advanced-service-pilot>

**NUMSAS Toolkit -** <https://www.england.nhs.uk/publication/nhs-urgent-medicine-supply-advanced-service-pilot-toolkit-for-pharmacy-staff/>

**FAQs -** <https://psnc.org.uk/services-commissioning/advanced-services/nhs-urgent-medicine-supply-advanced-service-numsas-faqs/>