

Quality Payments:

Our tips for November 2017 claims



Registering for Summary Care Record

You can follow this process if your pharmacy hasn't used SCR to date. We also recommend reading the full guidance and further information on the [NHS Digital website](#).

Pharmacy:

- Appoint at least one [SCR Governance Person](#) (SGP, i.e. a privacy officer) – it's recommended you have at least two.
- Develop SOPs for SCR use and develop/update those for related services e.g. flu vaccination and MURs. (There is a [template SCR SOP](#) here.)
- Complete the [Acceptable User Agreement](#). (There needs to be one per site.)

SCR Governance People (SGPs):

- Check your smartcard works. Contact royblair@nhs.net, 0161 212 5025 or 07887 210625 if you don't have a smartcard or it's not working.
- Complete the online [SGP training](#).
- [Apply for the SGP role](#) to be added to your smartcard.
- Once SCR has gone live, [monitor usage in line with the SGP role](#).

Individual users:

- Check your smartcard works. Contact royblair@nhs.net, 0161 212 5025 or 07887 210625 if you don't have a smartcard or it's not working.
- Complete the [online CPPE e-learning and assessment](#).
- [Apply for SCR access](#) to be added to your smartcard.
- **Locums and organisations that use them:** there is [special guidance for locums and pharmacies using them here](#).

Getting started:

- Once SCR roles have been added to staff smartcards, go to the SCR [spine portal](#). Save the page in your internet favourites/bookmarks or as a desktop shortcut.
- Then check you have access using test NHS patient numbers (not real patients) – you can [get test numbers and further guidance here](#).
- **Troubleshooting:** Your system must be compatible with the [SCR technical requirements](#). If you have problems, speak to your IT support and/or pharmacy system supplier.

If you have any queries about using Summary Care Record, you can contact NHS Digital on scrpharmacy@nhs.net or 0300 303 5678.