

## Directory of Services (DoS)

**Points available:** 2.5 points (£80-£160) available.

### Key changes since last time:

- You must have [checked your pharmacy's DoS entry](#) and made sure it is correct between 10.00 on Monday 5<sup>th</sup> November 2018 and 23.59 on Friday 15<sup>th</sup> February 2019.
- It must feature your Easter & spring bank holiday opening hours

### Requirements:

- You must have checked your DoS profile(s), added bank holiday opening details (as below), made any corrections needed, and confirmed the information is correct between 10.00 on Mon 5<sup>th</sup> Nov 2018 and 23.59 on Friday 15<sup>th</sup> February 2019
- It must include details of your bank holiday opening on the following days:
  - Good Friday (19<sup>th</sup> April 2019)
  - Easter Sunday (21<sup>st</sup> April 2019)
  - Easter Monday (22<sup>nd</sup> April 2019)
  - Monday 6<sup>th</sup> May 2019
  - Monday 27<sup>th</sup> May 2019

**Note:** [Each pharmacy may have up to three profiles in the DoS](#), depending on the services it provides. Make sure you check/validate all profiles for your pharmacy.

### How to achieve this:

- Add [noreply@dos-profile.service.nhs.uk](mailto:noreply@dos-profile.service.nhs.uk) to your email's 'safe senders' list to make sure you receive communications about your DoS profile(s).
- Open the [DoS Profile Updater](#) – you will need an NHSmail account to log in and receive a verification code allowing you to check your profile(s). If you don't have NHSmail, you will need to [request one here](#).
- Follow the [guidance provided by NHS Digital](#).
- Enter the verification code that has been sent to your NHSmail account

**\*Note:** This is a summary. [You also need to read the full NHS England guidance](#)

- Enter your ODS code – this should ensure all your profiles appear, if your pharmacy has more than one. Greater Manchester pharmacies may have up to three profiles:
  - Pharmacist (all pharmacies will have this)
  - Pharmacist Extended Hours (if you offer extended hours)
  - NUMSAS (if you offer NUMSAS)
- Check the information in **ALL your DoS profile(s)** is correct, including the opening hours for your services. (Use your currently contracted hours.) You must include your bank holiday opening details on the following dates:
  - Friday 19<sup>th</sup> April 2019 (Good Friday)
  - Sunday 21<sup>st</sup> April 2019 (Easter Sunday)
  - Monday 22<sup>nd</sup> April 2019 (Easter Monday)
  - Monday 6<sup>th</sup> May 2019
  - Monday 27<sup>th</sup> May 2019
- Make any changes needed, review them and then click Submit. Don't forget to check ALL your pharmacy's DoS profiles if you have more than one.
- You will receive a confirmation email from NHS Digital. This may take up to two hours to arrive. (If you are reviewing profiles for more than one pharmacy, you should receive a confirmation email for each one.) Keep this email(s) as evidence in case you need it for validation.
- If you haven't received your confirmation email(s) and they are not in your junk folder, email [exeter.helpdesk@nhs.net](mailto:exeter.helpdesk@nhs.net) with the subject header 'Profile Updater Email Access' and ask them to confirm they have received your submission.

### Who to contact if you have any problems:

Contact the NHS Digital Helpdesk if you have any problems accessing or using the DoS Profile Updater:

Email – [exeter.helpdesk@nhs.net](mailto:exeter.helpdesk@nhs.net)

Call – 0300 303 4034

### Useful links:

- [DoS Profile Updater](#)
- [Guidance on using the DoS Profile Updater](#)

### Full guidance from NHS England

This tip-sheet is just a summary. **You must also read the [full NHS England guidance](#)** to make sure you meet the Quality Payments criteria. There are 3 key documents:

- Updated guidance for February 2019
- Gateway Criteria Guidance
- Quality Criteria Guidance

**\*Note:** This is a summary. You also need to [read the full NHS England guidance](#)