

PRIVATE & CONFIDENTIAL

The Pharmacy Contractor
<Contractor name>
<Address 1>
<Address 2>
<Address 3>
<Address 4>
<Postcode>

March 2011

Dear colleague

Welcome to PharmaBase!

I am writing to provide you with the **PharmaBase logon details** for this pharmacy. PharmaBase is a web based pharmacy services platform that has been developed to help pharmacy contractors like you.

PharmaBase is operated by Health Information Exchange Ltd (HIE), which is a limited company whose shares are held in trust for PSNC. The creation of HIE and the development of PharmaBase has been undertaken by PSNC for NHS pharmacy contractors, and net revenues will be used for their benefit.

PharmaBase will support pharmacy contractors and their staff to deliver services more efficiently. You can now access the first release of PharmaBase which will support you to:

- Demonstrate compliance with your terms of service and reduce the bureaucracy of contract monitoring by PCTs, via an electronic version of **PSNC's Contract Workbook**. This integrates with NHS Primary Care Commissioning's Community Pharmacy Assurance Framework (CPAF), which is used by many PCTs to undertake the contract monitoring of pharmacy services;
- Make records of **EHC** supplied via locally commissioned Enhanced services and claim payment for the service (where the service commissioner has agreed to use PharmaBase);
- Make records of **supervised consumption of medicines** in line with locally commissioned Enhanced services and claim payment for the service (where the service commissioner has agreed to use PharmaBase); and
- Check **payments received** from commissioners for EHC and supervised consumption services.

The Government's White Paper *Equity and Excellence: Liberating the NHS* is clear that all healthcare providers must be able to demonstrate their value to the new NHS; failure to do so will result in services being decommissioned. PharmaBase has been developed to allow community pharmacy to take control of building its own evidence base for the services it provides.

You can read more about PharmaBase, including Frequently Asked Questions, on the PSNC website: www.psn.org.uk/pharmabase.

Release 2 coming soon...

We are currently developing the next release of PharmaBase. This will include support for the **New Medicine Service** - a nationally commissioned and funded Advanced service that all pharmacy contractors will be able to provide later in 2011. Modules for more Enhanced services, such as Needle Exchange will also be added during the year.

Continued overleaf

What can I do now?

You can log on to PharmaBase immediately to start using the PSNC Contract Workbook. If your local service commissioners have agreed to use PharmaBase to manage the EHC or Supervised Consumption service, you will be informed of this by the commissioner or your Local Pharmaceutical Committee (LPC) and will be able to access these modules in PharmaBase.

Information governance

As patient identifiable data can be stored on PharmaBase it is important that information governance requirements are fully met. PharmaBase has been designed to be compliant with the Data Protection Act. The pharmacy contractor is the *data owner*; HIE and its IT service providers will be your *data processors*. The PharmaBase System User Agreement details the relationship between HIE and the pharmacy contractor.

You will be able to setup and delete user logons for your own pharmacy in order to give appropriate access to your staff. HIE's security processes and controls are consistent with the NHS Information Governance framework for 3rd party providers to the NHS.

Where do I start?

- 1 Read the PharmaBase System User Agreement (available at www.psn.org.uk/pharmabase).
- 2 Download and read the PharmaBase Quick Start Guide (available at www.psn.org.uk/pharmabase).
- 3 Log on to <https://www.pharmabase.org.uk> using the following details:

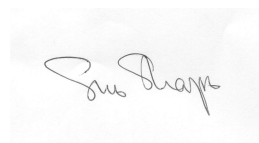
User name:	<User name field>	(this uses your pharmacy's NHS ODS code (F code) as part of the unique identifier)
Password:	<Password field>	(we recommend that you change this once you log on)
Security code:	<Security code>	

- 4 Confirm you agree to the terms of the PharmaBase System User Agreement by ticking the box and submitting this declaration when you first log on.
- 5 Start using PharmaBase!

PharmaBase has been designed to be easy to use. Minimal set up is required before you start to use the system; this is explained in the PharmaBase Quick Start Guide. If you experience any technical issues while using PharmaBase please contact the helpdesk (the contact details for the helpdesk are in the PharmaBase Quick Start Guide).

I hope you find PharmaBase helps you in your day to day practice; HIE and PSNC are committed to developing PharmaBase so it becomes even more valuable to pharmacy contractors, makes the commissioning and management of local Enhanced and new national services easy and helps to enhance the evidence base for community pharmacy services for the benefit of the whole community pharmacy sector.

Yours sincerely



Sue Sharpe
Chief Executive, PSNC
Managing Director, Health Information Exchange Ltd