



Making changes to the GP performers list and management of GP prescriber codes-a guide for practices

NHS Prescription Services **and** Primary Care Support England (PCSE) must be informed when a GP joins or leaves the practice or there are changes to their status / surname etc. This will ensure that the correct prescribing costs can be attributed to the correct prescriber and organisation and that the Performers List of approved GPs working in Primary Care is updated.

Changes to GP Performers List

It is the responsibility of each GP to keep their details up to date on the National Performers List. The list is managed by PCSE Online

<https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/>

The PCSE online service replaces the use of the NPL2 and NPL3 forms.

Practicing GP joining or leaving a practice

When a practicing GP joins or leaves a practice they will need to log into PCSE Online, access the Performer List home page, and submit the appropriate change(s).

GP Practice Managers are required to approve status changes for GPs in their practice, via PCSE Online. [Performers List for England Administration- A Quick Guide for Practice Manager Approvers](#)

New Performers/GP Registrars

GP registrars and GPs from the home nations or overseas who want to practice in England, need to apply to join the Performers List via [PCSE Online](#)

They will need to register as an applicant to access the online application form.

When a GP has completed an online notification for leaving, joining or changing role within a practice, the Practice Manager will receive an email notification from PCSE Online.

Practice Managers are required to authorise the changes for GPs joining, leaving or changing role within the practice [Performers List for England Administration- A Quick Guide for Practice Manager Approvers](#)

FAQs and further information is available at

<https://pcse.england.nhs.uk/help/performers-lists/general-enquiries/>



GP Prescriber codes (Doctor's Index Numbers (DIN))

The DIN is a six-digit number that is issued to GPs at the point when they join the Performers List. The DIN is used by NHS Prescription Services to attribute prescribing data and associated costs to the appropriate practice and is sometimes referred to as the GP prescriber code. The DIN is the number that is entered onto the GP clinical system for use as a prescriber code and is subsequently printed next to the doctor's name on prescriptions.

It is essential that prescriber codes are linked to the correct practice. Where a prescriber is using an incorrect code or has moved from one practice to another without informing PCSE and NHS Prescription Services, their prescribing data and associated prescribing costs may be allocated to the wrong practice. Errors within the prescribing data from NHS Prescription Services are irreparable and often result in complex organisational cross-charges to rectify the financial impact of the error.

When a GP updates their employment details on PCSE Online, PCSE will send the performer a change notification confirmation letter which includes their prescriber code. If you require these codes for performers in your practice, please ask them for a copy of this letter.

If you have not received the prescriber code (DIN) for a GP that has joined your practice, you should enquire via their online enquiry form <https://pcse.england.nhs.uk/contact-us/>

It is advisable to state that it is a "DIN request" in the title of your email to them.

The [NHS Digital ODS Portal](#) can also be used to check prescriber codes (DIN).

When changes are made to the Performers List, PCSE should also notify NHS Prescription Services however we are aware that this does not always happen.

To ensure that the appropriate prescribing is attributed to the correct practices an authorised signatory within the Integrated Care Board (ICB) Medicines Optimisation Team will take responsibility for informing NHS Prescription Services of any GP additions / deletions or changes to their status / surname etc. by emailing the appropriate form to NHS Prescription Services.



Locums and GP registrars





Locums MUST NOT issue prescriptions with their own prescriber number.

Locums and GP registrars should prescribe using the prescriber number of another prescriber within the practice; senior partner (or perhaps the number of the GP for whom they are providing cover e.g. a GP on maternity leave)

When locum or GP trainees leave the practice, you MUST update the clinical system to remove their information and prevent any inadvertent use of their details.

GPs working in more than one practice will require an additional prescriber number for each additional practice (unless working as a locum – see above). These additional numbers are known as ‘**spurious**’ **prescriber codes**. Prescribers should receive their spurious code from PCSE Online and Practices must ensure that they only use the prescriber code that is linked to their practice.

GP Practice changes – process summary and key actions

	GP joins your practice (not including locums/GP trainees) or change of status	Existing GP leaves your practice (not including locums/GP trainees)
1	<p>The GP must update their details using the PCSE Online service</p> <p>https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/</p>	<p>The GP must update their details using the PCSE Online service</p> <p>https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/</p>
		
2	<p>The Practice Manager will need to authorise the change (as prompted by the email received from PCSE Online)</p>	<p>The Practice Manager will need to authorise the change (as prompted by the email received from PCSE Online)</p>
		
3	<p>Add the GPs details, including DIN (prescriber code), to your clinical system to print the correct details on prescriptions.</p> <p>Refer to guidance from your clinical system provider.</p>	<p>Update the clinical system to prevent further scripts being issued with the prescriber number of the GP who has left the practice.</p> <p>Refer to guidance from your clinical system provider.</p>



	<p>If you have NOT received the prescriber code contact PCSE Online via their enquiry form at https://pcse.england.nhs.uk/contact-us/ OR check on NHS Digital ODS Portal</p> <p>In exceptional circumstances where the practice is unable to obtain a prescriber code from either the GP concerned or PCSE Online, authorised signatories from the Medicines Optimisation Team can access the code. But the first port of call should be PCSE Online or NHS Digital ODS Portal.</p>	<p>Ensure that GP locums, GP trainees and locum NMPs are not issuing scripts using this GP's prescriber number, especially if the GP was the former senior partner.</p> <p>Ensure that any pre-printed prescription pads for the GP are securely destroyed by shredding or cutting. This should be done in the presence of a witness and a record of the destroyed serial numbers should be made.</p> <p>Refer to Management and control of prescription forms: A guide for prescribers and health organisations by NHS Counter Fraud Authority.</p>
4	<p>Please notify the Medicines Optimisation Team of the change as early as you can.</p> <p>Complete the appropriate form at Sub ICB Locations NHSBSA</p> <ul style="list-style-type: none"> • Doctor joining a GP Practice or cost centre • Doctor leaving a GP practice • Change of Doctor details <p>Email the completed form to frimleyicb.prescribing@nhs.net</p> <p>Authorised signatories from the team will send the form to NHS Prescription Services to update.</p>	