**Keeping FHFT/BSPS updated with any GP, GP Locum New Starters and Leavers and ensuring the ODS portal is up to date**

FHFT would like to ensure our new electronic patient record system called ‘Epic’ and the ICE ordercomms system (managed by BSPS, for Radiology & Pathology ordering), always have the most up-to-date GP and GP locum clinician details.

To support any changes, it is crucial that Primary care update PCSE (Primary Care Support England) with any GP change of details as soon as possible, as PCSE update the national Organisation Data Service (ODS). FHFT receives a monthly ODS feed into their electronic patient record (Epic).

To ensure our systems remain accurate in-between the monthly ODS feeds, please use the form below (Appendix 1) to notify FHFT and BSPS of any GP and Locum changes i.e., starters, leavers and changes in details. Please email the form to: [fhft.iceepicsupport@nhs.net](mailto:fhft.iceepicsupport@nhs.net) and copy in the ICB Contracts Team (FIO) [frimleyicb.primarycarecontracts@nhs.net](mailto:frimleyicb.primarycarecontracts@nhs.net).

The Epic/ICE team will then update ICE and Epic accordingly and provide new logins for ICE (if requested). **We would very much appreciate you adding in the subject line of the e-mail if the request is for a New Starter, Leaver or for ICE Access as this would help the relevant team to action your request.**

Please note, information regarding practice mergers and closures etc., is dealt with separately as part of the practice’s discussions with their Primary Care Place based teams. This team holds a directory of who to contact across the interface with any changes.

**Appendix 1 – GP/GP Locum Starters and Leavers – FHFT/BSPS Notification Form**

# **Frimley Health/BSPS - GP, GP Locum Starters and Leavers Notification Form**

|  |  |
| --- | --- |
| **Please** **state if this is a** **change to an existing GP or GP Locum’s details, or details for a new starter or leaver?** |  |
| **Full name of GP or other clinician** |  |
| **Role of staff member (including confirming if a locum)** |  |
| **GMC number (if no GMC professional body details):** |  |
| **GMP number – \*ESSENTIAL FOR GPs\*: (*GMP code is required as a GP can work from more than one practice and the GMP code is practice specific) Note any GTMP PPD entry against a locum will break their ICE link for requesting*** |  |
| **Practice name:** |  |
| **Practice address:** |  |
| **Practice (NACS) Code:** |  |
| **Does the clinician need a drop down on ICE (i.e., requesting in their own name):** |  |
| **Start Date of Change:** |  |
| **End Date of Change (if applicable):** |  |
| **\*\*IMPORTANT \*\* Where applicable, please ensure PCSE (Primary Care Support England)** **have been updated of the change. This ensures the national ODS reports are updated (which in turn update the FHFT systems).** | |
| **PLEASE RETURN TO:** [fhft.iceepicsupport@nhs.net](mailto:fhft.iceepicsupport@nhs.net) and cc: [frimleyicb.primarycarecontracts@nhs.net](mailto:frimleyicb.primarycarecontracts@nhs.net)    ***Please add in the subject line of the e-mail, if the request is for a New Starter, Leaver or for ICE Access*** | |

**Further Support**

For any ongoing Order comms support for Radiology and Pathology please see contact details below which can be found on the FHFT GP centre:[GP centre | NHS Frimley Health Foundation Trust (fhft.nhs.uk)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fhft.nhs.uk%2Fgps%2Fgp-centre%2F&data=05%7C01%7Csusie.gasson%40nhs.net%7Cb9da6051854e4673715d08db02ad14f7%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638106714641352359%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ryRhsay17VUbIUAko1XSkW3DJg5JkmrgzZkCk3edfpU%3D&reserved=0)**:**

|  |  |
| --- | --- |
| **PATHOLOGY** | |
| **BSPS Pathology & Pathology enquiries** (incl. blood tests, results, consumables, excluding IT) | * Tel: 0300 6134117 or [fhft.bspshelpline@nhs.net](mailto:fhft.bspshelpline@nhs.net) |
| **Technical IT Support – Pathology ICE** | * Surrey team (Frimley South):  [fhft.bsps.it@nhs.net](mailto:fhft.bsps.it@nhs.net) * Berkshire team (Frimley North): [fhft.bspsberkshire@nhs.net](mailto:fhft.bspsberkshire@nhs.net) * If **urgent** please call:**0300 613 3600 (24/7)** |
| **RADIOLOGY** | |
| **Technical IT ICE/Epic Radiant - Radiology Support** | * BSPS ICE IT Team: [fhft.iceepicsupport@nhs.net](mailto:fhft.iceepicsupport@nhs.net) (monitored by BSPS / Frimley Epic IT team, from Monday – Friday, 9am – 5pm). * **If urgent, please call BSPS ICE IT Team on: 0300 613 3600 (24/7)** |
| **Clinical radiology enquiries** | * For Frimley North facing GPs (referring into Wexham, Heatherwood, St Marks, or King Edwards hospitals) please email:  [fhft.radiology.secretarieshwph@nhs.net](mailto:fhft.radiology.secretarieshwph@nhs.net). * For Frimley South facing GPs (referring into Frimley Park, Aldershot Centre for Health, Fleet or Farnham hospitals) please email: [fhft.radiology.secretaries@nhs.net](mailto:fhft.radiology.secretaries@nhs.net). |
| **Urgent Clinical Radiology Advice** | [Urgent advice | NHS Frimley Health Foundation Trust (fhft.nhs.uk)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fhft.nhs.uk%2Fgps%2Fgp-centre%2Furgent-advice%2F&data=05%7C01%7Csusie.gasson%40nhs.net%7Cb9da6051854e4673715d08db02ad14f7%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638106714641352359%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=fsWNe%2Bw3QoNHvsPmpUNzc1Lh2hE29TYypEcQSPcaTBI%3D&reserved=0) |