

## Who Can Register

Registration is available to Pharmacy Contractors who are authorised to discuss payment information relating to your account with the NHSBSA. This would usually be the owner or director of the company.

If additional access is required for staff within your company they will need to be authorised by the owner or director of the company.

Access will not be granted to a 3<sup>rd</sup> Party unless authorised by the owner or director of the company.

## Levels of Access available to Pharmacy Contractors within the Information Services Portal:

FP34 Schedule of Payments

Prescription Item Report which details monthly information relating to dispensing activity.

## How to Register

A “Payment Information Registration Form” will need to be completed

Completed Registration Forms need to be returned fully completed to:

**Email:** [nhsbsa.cpspricinginformation@nhs.net](mailto:nhsbsa.cpspricinginformation@nhs.net)

**Post:** Customer Payments Team, NHS Business Services Authority, Bridge House, 152 Pilgrim Street, Newcastle upon Tyne. NE1 6SN

If you have any queries please contact NHSBSA Prescription Services on 03003301349 or e mail [nhsbsa.prescriptionservices@nhs.net](mailto:nhsbsa.prescriptionservices@nhs.net)