

Standard Operating Procedure

Pharmacy and Medicines Optimisation Team

Registration and De-registration with ePACT2

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1 INTRODUCTION/BACKGROUND

ePACT2 is an online application which gives authorised users access to prescription data held by NHS Prescription Services. There are different levels of data that can be accessed ranging from standard interactive reports and dashboards to single prescription level data.

2 PURPOSE

The confidential nature associated with such data requires a level of authorisation in registering user access for this service. This procedure sets out the process for both the registration and de-registration of users from ePACT2.

3 SCOPE

This procedure applies to all prospective/ current and recent past users of ePACT2 and 'Authorisers' of ePACT2 registration / de-registration across NHS North East London Integrated Care Board (NHS NEL ICB).

4 ROLES AND RESPONSIBILITIES

ePACT2 system is available only to authorised users who have successfully registered to access.

The prospective user is responsible for reading the [ePACT2 user agreement \(EUA\) | NHSBSA](#) prior to registering. The EUA is a legal agreement between the user (either an individual or a single entity) and the NHS Business Services Authority (NHSBSA).

Prospective users must choose the [relevant account types](#) required from the selection provided by NHSBSA.

ePACT2 ACCOUNT TYPES

Default Dashboard Access

This is the entry level account type for ePACT2. It provides access to NHSBSA clinical and cost saving dashboards, and other predefined reports at practice level for all organisations. A

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'Create Analysis' tool can also be requested which enables the user to produce their own analysis and reports at practice level. This account is available to anyone working at the NHS.

To access this level of account, the user is responsible for registering themselves, authorisation is not required.

GP Practice Access

This account provides access to 'Prescriber' level data for the user's selected organisation(s) and practice level data for all other organisations. 'Prescriber' level access enables users to interrogate the data down to singular prescription level. This account type does not include access to the 'Create Analysis' Tool.

GP Practices/ Cost Centres and Primary Care Networks (PCN) can access this data.

The 'Authoriser' is a registered GP at the user's base general practice. The authorising GP is required to return the registration form from their @nhs.net or personal practice email account.

Registration forms authorised by the same person who is requesting access will not be accepted.

For Primary Care Networks, the 'Authoriser' is the Clinical Director for the PCN.

Prescriber Access

This account enables users to interrogate the data down to singular prescription level. It includes access to the 'Create Analysis' Tool, which enables users to produce their own bespoke analysis and reports at 'Prescriber' level.

For NHS NEL ICB users, authorisation is obtained from the ICB's Chief Pharmacist & Director of Medicines & Pharmacy.

Financial Access

This account allows access to the Itemised Prescribing Payment (IPP) reports, Remuneration reports and to practice level data. It includes access to the 'Create Analysis' Tool.

For NHS NEL ICB users, access to this account is authorised by the Deputy Director of Finance or similar.

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5 SPECIFIC PROCEDURE/DETAIL

Default Dashboard Access

How to register

Step 1: Complete the [Default Dashboard Access](#) form and submit

Step 2: The registration request is sent directly to the Data Services support team.

Step 3: A confirmation email will be sent to the applicant's inbox

Registration is completed within seven working days of sending the confirmation email.

GP Practice Access

How to register

Step 1. Complete the required form [GP Practice Access Form](#) and/or [PCN Access Form](#). If access to data for multiple organisations is required, the user needs to submit one form per organisation, with the relevant authorisation.

Step 2: The 'Authoriser' will automatically receive an email from Data Services support team asking the Authoriser if they approve of the request.

Step 3: Once approved, the form is automatically sent back to Data Services support team to set up access. The user will receive a notification once their request has been authorised.

Prescriber Access

How to register:

Step 1: Choose the relevant '[Prescriber Access](#)' form for the required organisation level (ICB or Sub-ICB Location). If the user requires access to multiple organisations, they will need to submit one form per organisation.

Step 2: The 'Authoriser' will automatically receive an email from Data Services support team asking them if they approve of the request.

Step 3: Once approved the form is automatically sent back to Data Services support team to set up access. The user will receive a notification once your request has been authorised.

Financial Access

How to register.

Step 1: Choose the [ICB Financial Access Form](#)

Step 2: The 'Authoriser' will automatically receive an email from Data Services support team asking them if they approve of the request.

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Step 3: Once approved the form is automatically sent back to Data Services support team to set up access. The user will receive a notification once your request has been authorised.

Who Can Register?

Organisation	Type of ePACT2 Account			
	Default Dashboard	GP Practice	Prescriber	Financial
NHS NEL ICB	Yes	No	Yes	Yes
Sub-ICB Locations	Yes	No	Yes	Yes
GP Practice / Cost Centres	Yes	Yes	No	No
PCN	Yes	Yes	No	No

User Retention

A registered user with 'prescriber' or 'financial' data access will automatically be downgraded to 'Default Dashboard Access' if they do not log-in and use the system for more than 4 consecutive months.

After 6 months of no activity, the registered user's access will be automatically revoked.

Once the account has been revoked, the prospective user will need to re-register for access to ePACT2.

De-registration

To remove a user from access to ePACT2 (e.g. user has left the organisation, changed roles which no longer requires the use of ePACT2), the 'Authoriser' must email dataservicessupport@nhsbsa.nhs.uk detailing the name and email address of the user and request to revoke their account.

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6 REFERENCES

1. NHS Business Service Authority (NHSBSA), Registering for ePACT2 [ONLINE]. Available at <https://www.nhsbsa.nhs.uk/access-our-data-products/epact2/registering-epact2> [Accessed Aug, Nov 2023]

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