Pharmacy Market Administration Services Dispensing GP

Applicant User Guide





Primary Care Support England



Contents

Page	Content
1	Introduction
2	Guide Insights
3 - 4	Accessing PCSE Online
5 - 8	Creating an Application
9	Premises Details
10 - 11	Application Submission
12	Tracking an Application
13 - 14	Progress Line Feature
15 - 16	Tracking an Application (Continued)

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Introduction

This guide has been created to offer you as a dispensing GP applicant, guidance when you are creating an application for market entry.

This new feature in PCSE Online has been designed with you in mind, offering you ease of access throughout your journey of creating a market entry application. You will be able to work through each section of the system in your own time, allowing you to save your progress and return to the application whenever suits you.

Replacing the existing paper process with a sleek, intuitive digital platform, this system will offer you complete control throughout the whole application process.



Guide insights

This guide will offer insight into the following:





Accessing PCSE Online Creating an application

PCSE Online is accessible on most browsers. However, it is recommended that you use the latest version of one of the following browsers for an optimum experience

9

Google Chrome

Please also note that auto notifications regarding changes in the status of your application/notification may in some instances be filtered to junk/spam dependent upon mailbox settings.



Submitting an application





arding changes in the status of your

Accessing PCSE Online

Firstly, to use PCSE online, you must be registered with an account.

To register, please send an email to **PCSE.Marketentry@nhs.net** and we will contact you to request further details if required. You will receive an automated email once an account has been created.

Once you have a username and password, you will be able to log in to your homepage where you can:

- **Create a new Application** •
- **Track application progress**

To manage Market Entry Applications, open up your web browser and go to https://pcse.england.nhs.uk/

When the website opens, look at the blue ribbon along the top of the page and click on the "Login" tab.



Accessing PCSE Online

Once you have logged in, you will be presented with the PCSE online home page. Click on the on "Market Entry" tab and you will be redirected your homepage.

From the applicant home page you can:

- Create a new application 0
- Track the process of your application Ο
- Amend ongoing application details 0



Creating an Application

Once you have logged in and have arrived at your homepage. You will be able to:

- **Create a new application** 0
- View the progress of previously submitted Applications 0
- **Create new Applications** 0
- View Submitted Applications both in progress and historic 0
- Download/Print applications from the system 0
- Track progress of their application 0





Please note! When you start your application, PCSE Online will automatically give you a reference number. You will see this in the top right hand corner of the screen. You can use this in the future if you need to follow up the progress of your application.

As an applicant, you are given the provision to create an application for the following:





Outline Consent and Premises Approval

Relocation before outline consent

To create a new Application select the New Application button as highlighted below:

PCSE Online Pharmacy / Contractor Market Entry Application Welcome to the PCSE Market Entry on-line application portal. From here you can create a new application/notification and view any submitted applications/notifications in progress. You also have the ability to edit existing applications which have either not been submitted, or have been returned to you for further information. You can withdraw your application before submission however, if you would like to request to withdraw your application after it has been submitted you must send your request via email to PCSE who will forward your request to NHS England. Further information can be found at: https://psnc.org.uk/contract-it/market-entry-regulation armacy Market Entry: Current / Previous applica Application Type Change to current pharmaceutical ME191 Draft services provision

Dispensing GP – User Guide

Creating an Application





Relocation after outline consent



pplication Subtype	Application History	Action
ange of ownership	Application History	Edit Withdraw
	Application	

Creating an Application

You will then be presented with the following screen:

PCSE Online	Engla
Home Market Extry Hep	
Select Application Type:	
Please select applicant legal entity:	
Please Select 🗸	
Are you covered by a contract under the Local Pharmaceutical Services (LPS) provisions?	
O Yes O No	
Cancel Save For Later Save & Next	

From the drop down select the applicant legal entity.



The available options are:

- **Body Corporate** 0
- **Dispensing GP** Ο
- **Sole Trader** 0
- Partnership 0

|>

Please select one of the following application options:

- **Outline Consent and Premises approval application** 0
- **Relocation of Practice Premises before outline consent takes effect** 0 application
- **Relocation of Practice Premises after outline consent takes** 0

elect Ap	plication Type	e:			
Pase select Dispensing GF	applicant legal e	ntity:	v		
ase select	one of the follow	ing:			
Outline C	Consent and Premis	es Approval App	lication		
Or					
Relocation	on of Practice Prem	ises Before Outli	ne Consent Take	s Effect Application	i -
Or					
Relocation	on of Practice Prem	ises After Outline	e Consent Takes	Effect Application	

Creating an Application

Premises Details

Please complete the questions presented:

Applications Type	 Premises De 	tails		
Premises Details	Please enter the docto	r / practice name a	nd the address for correspondence.	
pplication Submission	Name of Doctor / Pract	ce:		
	Name Of Doctor / Practice:			
	Correspondence Addr	ess:		
	Search for the premises ad	fress by entering the p	ostcode:	
	Postcode	Q	Enter Address Manually	
	I/we wish to apply for o	utline consent and	premises approval as follows.	
	Please precisely descr provide a map which s the area for which you	be the area for wh nows the area, but are seeking outline	lich you are seeking outline consent. Ideally you sh please ensure it clearly shows which properties fa e consent and which don't.	ill within
	Please Type Here:			
	Please upload map / do	cument of propose	ed area:	
	Browse		4	
	Please insert below th	address of the pr	emises for which you are now seeking premises a	pproval

To search for the address please enter the Postcode and select the search button.

Correspondence Addr	ess:	
Search for the premises ad	ldress by entering the p	ostcode:
Postcode:	Q	Enter Address Manually

To enter the address manually please select **"Enter Address Manually**" and completed the fields on screen.

Please upload any supporting documents i.e. Map to this section. Select "Browse", search for the relevant document on your device and select. Once selected, click the upload button as shown. Please also ensure any documents are clearly named.

Please upload map / document of proposed area:



To progress to the next section please choose **"Save & Next"**.

Previous Save For Later



To submit the application please complete the fields as requested, there is no regulatory requirement to provide a signature.



Application Submission

Application Ref. : ME2829	
nission	
knowledge the information contained in this application is correct	
	_
ontractor)	
m	
	_
	入
Submit Application)
1	

Application Submission

To submit please click "Submit Application".



Your application reference number can be viewed in the top right hand corner of the screen throughout completion.

reate Pharmacy M	larket Entry	y Application Application Ref. : ME309
Applications Type	~	Application Submission
Premises Details	~	I confirm that to the best of my knowledge the information contained in this application is correct

Once your application is submitted you can track the progress of this from the Home screen



Tracking an Application

After Application submission you can take the following actions:





View Application status

history

At this point the Application is read only and cannot be edited. Your dashboard displays the following columns:

ABC123

Reference no.

Application status



Application Subtype

Application History

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View Application



View the **Application**





Application Туре





Progress Line Feature

SYSTEM CHANGE ALERT! – A new feature has been added to the Market Entry Online Portal. The feature is a progress line which has been designed to give you live progress of your application in a percentage format.

The Progress line will move up or down depending on what has been actioned by PCSE and/or the NHS Commissioning Body.

Please follow the instructions below on how you can view the new feature.

Applicant clicks on 'Application History' in dashboard

Pharma	acy / Cont	tractor Marl	cet Entry	Applicatio	n
Welcome to th applications/not for further inform	ne PCSE Market Er iffications in progress. nation.	ntry on-line application You also have the ability	portal. From here to edit existing app	you can create a n plications which have e	ew application/notification and view any submitted ither not been submitted, or have been returned to you
You can withdra your request via	w your application be email to PCSE who	efore submission however, will forward your request to	if you would like to o NHS England.	request to withdraw you	ar application after it has been submitted you must send
Further informat	tion can be found at:				
New Applic	vious applications	ofor Pharmacy Marke	et Entry:		
Reference No.	Application Status	Application Type	Application Subtype	Application History	Action
ME2821	Submitted	Relocation of Practice Premises Before Outline Consent Takes Effect Application		Application History	View

Progress shown as percentage – **Submitted 0%**

Date:	
19/07/2022	
19/07/2022	
	Date: 19/07/2022 19/07/2022

Progress Line Feature

Click **'Close'** to close the pop up box. As the application moves on throughout the process, you will be able to see the progress line move up and down depending on what has been actioned.

plication Status History	
plication History	
Status	Date:
Draft	17/07/2022
Submitted	17/07/2022
Undergoing Detailed Checks	17/07/2022

Application Status History		×
Application History		
Status	Date:	
Draft	14/07/2022	
Submitted	14/07/2022	
Undergoing Detailed Checks	15/07/2022	,
Application Progress : 50%		
	C	Close

Tracking an Application

The following table provides status descriptions:

Sr no.	Application/Notification status	Description
1	Draft	Depicts that the Application is not yet submitted for review.
		You can make changes to the Application at any point of time on any of the pages until and unless you have submitted the Application.
2	Submitted	Depicts that you have already submitted the Application for review. The Application will be available to you as read only, thus restricting you from making any amendments to it.
3	Undergoing detailed checks	Depicts that the Application is under PCSE review, PCSE Case Officer is reviewing your Application, your Application is being notified to interested parties or representations have been circulated. PCSE have not yet sent the Application/ notification for a decision
4	Returned	Depicts that PCSE Case Officer has returned the Application to you for some corrections or amendments on some particular screens
5	Redraft	Depicts that the applicant has amended the Application/ notification and has re-submitted back to PCSE.
6	Under consideration	Depicts that PCSE Case Officer has sent the Application to the commissioner for a decision. At this point, the PCSE Case Officer cannot intervene in review of the Application.
7	Application Considered	Application Considered – Application has been considered by the commissioner. The applicant will receive full documentation of the commissioners decision via email outside of the solution

Once you have submitted your Application, it will be reviewed by PCSE and will undergo a first referral with the relevant commissioner.

Should the relevant commissioner require additional information, the application will be returned to you via PCSE online for action and resubmission.

You will receive an automated email from PCSE to prompt you to log into PCSE online. The application will become editable but only in the sections where the relevant missing information/documentation is required. Once you have provided the relevant missing information/documentation, you can resubmit the application back to PCSE.

PCSE will liaise with the relevant commissioner before the application is notified to interested parties. Once the application has been notified to interested parties, PCSE will collate all necessary information relating to the application and transpose the information into a report. The report will then be submitted to the relevant commissioner who will make a decision on your application.

Tracking an Application

Contact us

For further support and information, please visit our website:



PCSE Online www.pcse.england.nhs.uk

For queries relating to a particular service, please use our:



https://pcse.england.nhs.uk/contact-us/

Or alternatively, you can call our:



0333 014 2884



Primary Care Support England

Online enquiries form

Customer Support Centre