

NEW ONLINE PERFORMER LIST FOR ENGLAND SERVICES ARE COMING SOON

Dear Colleague,

Welcome to this special edition of the PCSE GP Bulletin, which covers the new online service for the administration of the Performers List for England. The new online service is just weeks away now, so in this bulletin we will help you understand what you need to do in order to prepare for its launch.

Transforming how we support you – PCSE Online for Performers Lists administration

Launching 2nd December, the new, easy-to-use online service for submitting and tracking performer list applications and change notifications. All applications and change notifications will be made via PCSE Online, removing the need to download and send paper forms. These new online Performers List services will:

- Enable Performers to submit and track changes to their details on the Performers List, such as a change of address, changes to their employer or name
- Provide Performers with the ability to apply to join the Performers List electronically

What you need to do

PCSE Online users will need to be registered on PCSE Online in order to access the new Performer List service. PCSE will be sending out letters to the **CQC Registered Manager** on 4th November, so keep an eye out for these. They contain a unique access code, and instructions, that are required to set up your User Administrators. These User Administrators will then be able to set up all other user types. **Please ensure you register your User Administrators as soon as possible** so that practice staff can access the system. The User Administrator(s) are responsible for assigning the PL Practice manager(s) who will be able to approve leaving and joining Performers on PCSE Online. Once the User Administrator(s) have been allocated, they will receive an email confirming their new role and access.

What do Performers need to do

Existing performers will receive their user registration details by email from 2nd December, this will enable GPs to access PCSE Online. PCSE will be using GP's GMC registered email addresses, please ensure your email address is up to date.

What is PCSE Online?

PCSE Online is a web-based system for submitting and approving Performer List change notifications and Performer List applications. Practices, Performers, CCGs and NHS England can access the service via the PCSE website with a unique login ID and password. Some users may already have access to PCSE Online for ordering supplies and tracking medical records. Users who already have access to PCSE Online, will not be assigned Performers List related roles and if these users require access they will still need to follow the user management guidance to gain access to the new services.

Click [here](#) to find out more about PCSE Online, including the benefits.

PCSE Online Queries

More information will be available over the coming weeks. But if you have any queries about the new online processes, please visit the PCSE website or contact our Customer Support Centre on 0333 014 2884. To find out more information about the new online services please visit the [What's Changing](#) section of the PCSE website.

Best wishes,

Primary Care Support England (PCSE)