



# CPCF Checklist

Monday 5th August 2019

PSNC is working to provide as much information and as many resources as possible to help community pharmacy teams to understand the details of the new Community Pharmacy Contractual Framework (CPCF) agreement as they are finalised in the ongoing negotiations.

This email is one of a series of recommended actions for community pharmacy contractors to help you to get ready for the introduction of all elements of the five-year CPCF. There is a lot to do and details will be coming out in stages, so this email series will help guide you through the process and highlight all of the resources and support available to you.

## 2. PQS: Register for the Manage Your Service (MYS) application

Community pharmacy contractors are advised, as their first step for participating in the [Pharmacy Quality Scheme \(PQS\) 2019/20](#), to register for the NHS Business Services Authority (NHSBSA) Manage Your Service (MYS) application.

MYS will be the only way to claim a PQS [Aspiration payment](#) and make a PQS declaration. The system will also be the route for claiming payment for the Flu Vaccination Service 2019/20 and notifying readiness to provide the new [Community Pharmacist Consultation Service \(CPCS\)](#).

Contractors are encouraged to register as soon as possible to ensure their application can be processed in time to allow them to claim for their Aspiration payment for the PQS (this will need to be undertaken by the end of October 2019; however, the period in which an Aspiration payment can be claimed has not been confirmed yet).

### Registering for MYS

To use MYS, contractors must register individuals who they want to be able to access the application for their pharmacy using the 'MYS access authorisation form' on the [NHSBSA website](#). Contractors should read the [MYS FAQs on the PSNC website](#) before completing the authorisation form.

Only the business owner, director or an individual previously verified via the NHSBSA Information Services Portal (ISP) registration process, can register pharmacies and authorise access for individuals for MYS – **pharmacies which are part of a multiple should therefore follow the advice provided by their head office on this matter.**

Further information on the MYS registration and log-in process can be found on the [NHSBSA website](#).

*Previous editions of this email series can be found in our CPCF hub: [psnc.org.uk/5yearCPCF](https://psnc.org.uk/5yearCPCF)*

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