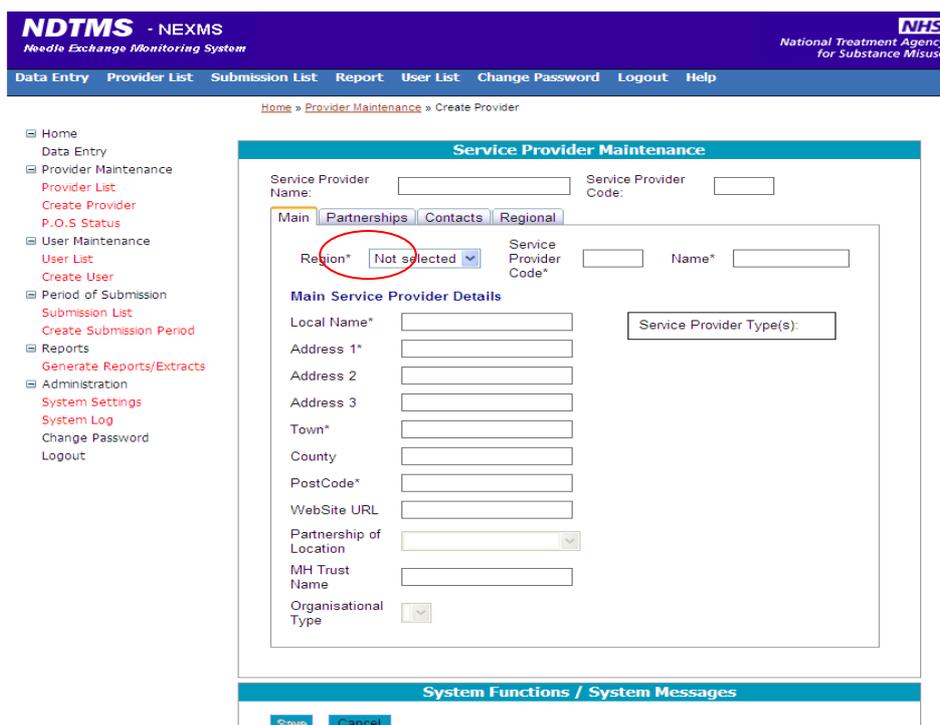**NHS**

National Treatment Agency for Substance Misuse

Creating a new provider in NEXMS

1. Log into the needle exchange monitoring system and click on 'create provider' button on the top left side of the screen.

2. Start with selecting a region from a dropdown (see figure 1):

(Figure 1: select a region)

3. Enter service provider code. (see figure 2)

The service provider code consists of three elements: the first part of the provider's host DAT code, a letter indicating whether the provider is specialist or pharmacy needle exchange and a unique identifier number.

For example, a specialist needle exchange in Greenwich, London has the service code H19S01 because:

- The first three letters/digits are H19 because the London/Greenwich PCT DAT code is H19B
- This is followed by a 'S' because it is a specialist needle exchange scheme (it would be 'P' if it where a pharmacy needle exchange scheme)
- The service provider code in this example is completed by adding two digits. In each partnership area these digits start with 01 and move upwards.
  For example, the first pharmacy needle exchange service in Greenwich, London would have the service code H19P01; whereas the first specialist needle exchange service in the area would be H19S01 and so on.

(Figure 2: service provider code)

4. At this stage, the screen will refresh and providing the service provider code is correct, the system will allow the user to continue.

5. The next step is to enter the name of the provider. (see figure 3) The name has to be unique i.e. not have been used previously. For example, if multiple Boots outlets in Manchester are providing needle exchange, it is advised that the nominated NEXMS lead enters 'Boots' and name of the street or shopping centre where it's located to distinguish it from other Boots' needle exchange outlets on the system.

(Figure 3: provider name)

6. The local name can be the same as the name in the previous step, nominated leads can also add more detail here if necessary.

7. Enter the address details. (see figure 4) When inputting address details hyphens (-) can be used, while signs such as '&' or '/' will not be accepted.

8. After selecting a post-code, NEXMS should automatically assign the location the relevant partnership. In some cases, especially if NEXMS is unable to allocate entered post code, it might ask the user to choose the relevant partnership from a dropdown menu. (see figure 4)

(Figure 4: local name, address, post code and partnership of location)

9. The last stage of adding a new provider is to tick one of the options in 'service provider type' rectangle on the right side of the screen. Ticking one of these options identifies the provider as a pharmacy; specialist needle exchange scheme or another form of needle exchange (see figure 5)

(Figure 5: service provider type)

10. Once completed, select the 'regional' tab selection on the top of the blue 'service provider maintenance' window.

11. Enter date *01/04/2008* as the 'active date'. (see figure 6)

(Figure 6: active date)

11. Select the 'save' button.

12. A message will come up at the bottom of the screen: 'new service provider has been successfully created'.

13. To create a new provider record, select 'create provider' on the left side of the screen and repeat the process.