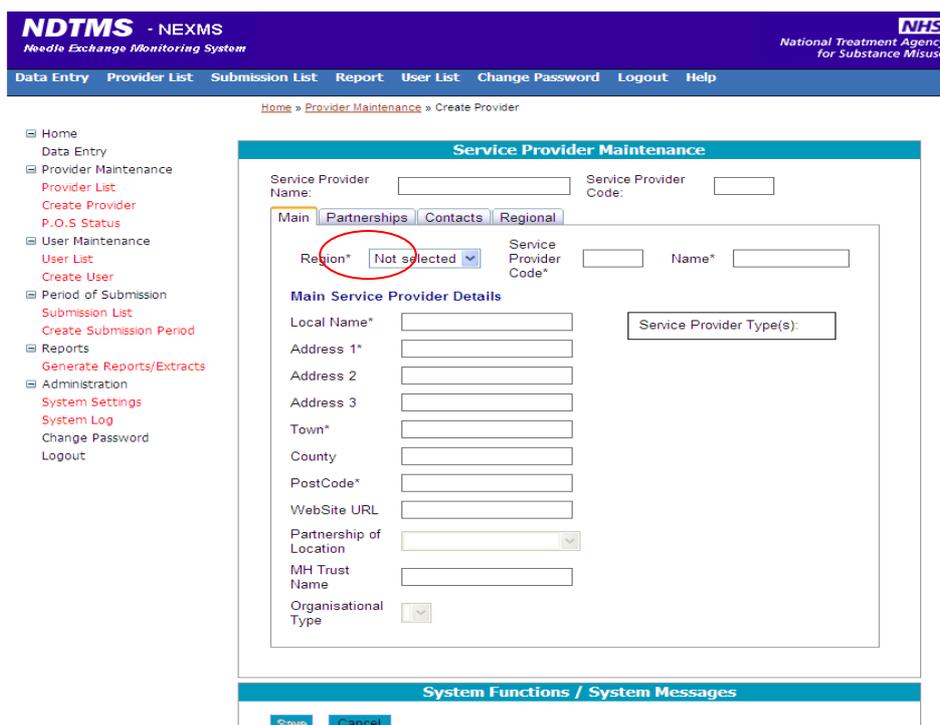


National Treatment Agency for Substance Misuse

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):



The screenshot shows the 'Service Provider Maintenance' form in the NEXMS system. The 'Region*' dropdown menu is highlighted with a red circle, indicating the step of selecting a region. The form includes the following fields and sections:

- Service Provider Name:** Text input field.
- Service Provider Code:** Text input field.
- Region*:** Dropdown menu showing 'Not selected'.
- Service Provider Code*:** Text input field.
- Name*:** Text input field.
- Main Service Provider Details:**
 - Local Name*:** Text input field.
 - Address 1*:** Text input field.
 - Address 2:** Text input field.
 - Address 3:** Text input field.
 - Town*:** Text input field.
 - County:** Text input field.
 - PostCode*:** Text input field.
 - WebSite URL:** Text input field.
 - Partnership of Location:** Dropdown menu.
 - MH Trust Name:** Text input field.
 - Organisational Type:** Dropdown menu.
- Service Provider Type(s):** Text input field.

(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 were 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.

The screenshot shows the 'Service Provider Maintenance' form in the NDTMS - NEXMS application. The form is titled 'Service Provider Maintenance' and has tabs for 'Main', 'Partnerships', 'Contacts', and 'Regional'. The 'Main' tab is selected. The form contains the following fields and controls:

- Service Provider Name:
- Service Provider Code:
- Region*:
- Service Provider Code*: (highlighted with a red circle)
- Name*:
- Service Provider Type(s):
- Main Service Provider Details:
 - Local Name*:
 - Address 1*:
 - Address 2:
 - Address 3:
 - Town*:
 - County:
 - PostCode*:
 - WebSite URL:
 - Partnership of Location:
 - MH Trust Name:
 - Organisational Type:

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The page also features a navigation menu on the left and a top header with the NHS logo and 'National Treatment Agency for Substance Misuse' text.

(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.

Service Provider Maintenance

Service Provider Name: Service Provider Code:

Main | Partnerships | Contacts | Regional

Region* Service Provider Code* Name*

Main Service Provider Details

Local Name* Service Provider Type(s):

Address 1*

Address 2

Address 3

Town*

County

PostCode*

WebSite URL

Partnership of Location

MH Trust Name

Organisational Type

System Functions / System Messages

(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)

Service Provider Maintenance

Service Provider Name: Service Provider Code:

Main | Partnerships | Contacts | Regional

Region* Service Provider Code* Name*

Main Service Provider Details

Local Name* Service Provider Type(s):

Address 1*

Address 2

Address 3

Town*

County

PostCode*

WebSite URL

Partnership of Location

MH Trust Name

Organisational Type

Service Provider Type(s):

A&E

GP

Hostel

Mobile NEX / Outreach

NEX as part of structured treatment

Other

Pharmacy

Police custody suite

Prison

Specialist NEX scheme

Vending machine

System Functions / System Messages

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

- 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)

The screenshot shows the 'Service Provider Maintenance' form in the NDTMS - NEXMS system. The form is titled 'Service Provider Maintenance' and has a blue header. The left sidebar contains a navigation menu with options like Home, Data Entry, Provider Maintenance, User Maintenance, Period of Submission, Reports, and Administration. The main form area has a blue header and contains the following fields and sections:

- Service Provider Name:** J and LC Clark
- Service Provider Code:** A01P01
- Region:** NE
- Service Provider Code:** A01P01
- Name:** J and LC Clark
- Main Service Provider Details:**
 - Local Name:** J and LC Clark
 - Address 1:** 297 Yarm Road
 - Address 2:**
 - Address 3:**
 - Town:** Darlington
 - County:** Durham
 - PostCode:** DL1 1BA
 - WebSite URL:**
 - Partnership of Location:** Darlington (A01B)
 - MH Trust Name:**
 - Organisational Type:** Non-Statutory
- Service Provider Type(s):**
 - A&E
 - GP
 - Hostel
 - Mobile NEX / Outreach
 - NEX as part of structured treatment
 - Pharmacy
 - Police custody suite
 - Prison
 - Specialist NEX scheme
 - Vending machine

(Figure 5: service provider type)

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

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

The screenshot shows the 'Service Provider Maintenance' form in the NDTMS - NEXMS system, with the 'Regional' tab selected. The form is titled 'Service Provider Maintenance' and has a blue header. The left sidebar contains a navigation menu with options like Home, Data Entry, Provider Maintenance, User Maintenance, Period of Submission, Reports, and Administration. The main form area has a blue header and contains the following fields and sections:

- Service Provider Name:** J and LC Clark
- Service Provider Code:** A01P01
- Regional Details:**
 - DAMS Code:**
 - Service Provider Name:** J and LC Clark
 - Active Date:** 01/04/2008
 - DeActive Date:**
 - Activation Status:** Active
 - Notes:**
- System Functions / System Messages:**
 - Created By:** SysAdmin
 - Date Created:** 08/05/2008
 - Last Updated By:** Hamster79
 - Date Last Updated:** 30/07/2008

(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.