



England

Manage the service through profile manager

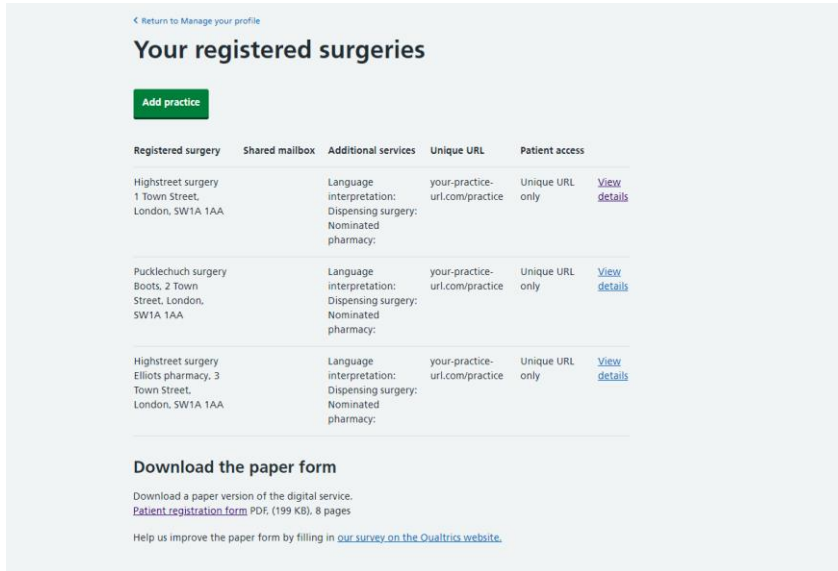
Here is a guide to manage and pause the service. You will learn how to:

- [Change your GP surgery shared inbox](#)
- [Change configurable questions \(additional services\)](#)
- [Opt in and out of Notify a patient](#)
- [Pause the service](#)

If you prefer, [watch a video on how to manage or pause the service through NHS profile manager.](#)

1. Change your GP surgery shared inbox.

On the home page of Profile manager, choose the practice you want to change the email address. Click 'view details'

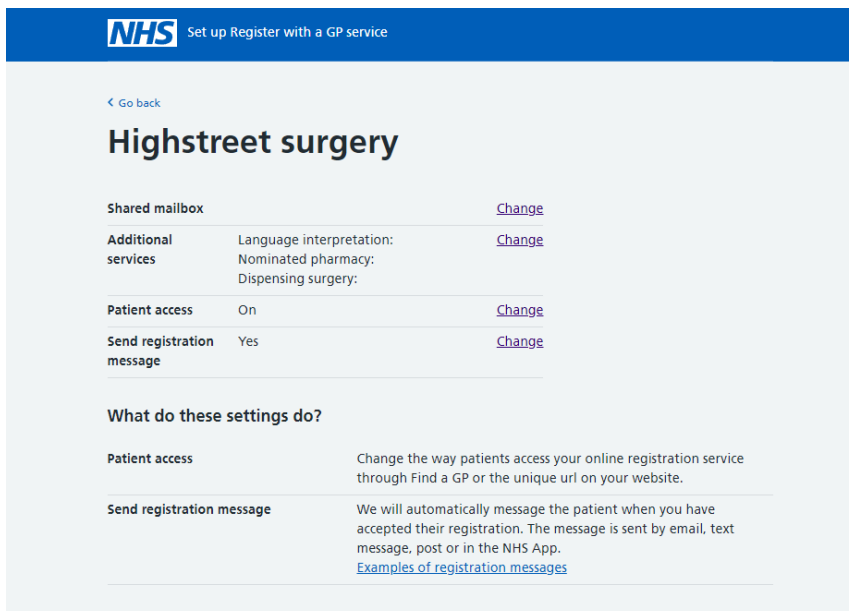


The screenshot shows the 'Your registered surgeries' page. At the top left, there is a link '< Return to Manage your profile'. Below the title is a green 'Add practice' button. A table lists three registered surgeries with columns for 'Registered surgery', 'Shared mailbox', 'Additional services', 'Unique URL', and 'Patient access'. Each row includes a 'View details' link. Below the table is a section for 'Download the paper form' with a link to a PDF and a survey link.

Registered surgery	Shared mailbox	Additional services	Unique URL	Patient access
Highstreet surgery 1 Town Street, London, SW1A 1AA		Language interpretation: Dispensing surgery: Nominated pharmacy:	your-practice- url.com/practice	Unique URL only View details
Pucklechurch surgery Boots, 2 Town Street, London, SW1A 1AA		Language interpretation: Dispensing surgery: Nominated pharmacy:	your-practice- url.com/practice	Unique URL only View details
Highstreet surgery Elliots pharmacy, 3 Town Street, London, SW1A 1AA		Language interpretation: Dispensing surgery: Nominated pharmacy:	your-practice- url.com/practice	Unique URL only View details

Download the paper form
Download a paper version of the digital service.
[Patient registration form PDF](#). (199 KB), 8 pages
Help us improve the paper form by filling in [our survey on the Qualtrics website](#).

On the right of 'Shared mailbox' you have the option to change your email and verify the changes made. Click 'Change' to make amendments.
Make sure the email provided is one that every member of staff has access to.



The screenshot shows the 'Highstreet surgery' settings page. At the top is the NHS logo and the text 'Set up Register with a GP service'. Below is a 'Go back' link. The main heading is 'Highstreet surgery'. A table lists settings for 'Shared mailbox', 'Additional services', 'Patient access', and 'Send registration message', each with a 'Change' link. Below this is a section 'What do these settings do?' with descriptions for 'Patient access' and 'Send registration message'.

Shared mailbox		Change
Additional services	Language interpretation: Nominated pharmacy: Dispensing surgery:	Change
Patient access	On	Change
Send registration message	Yes	Change

What do these settings do?

Patient access	Change the way patients access your online registration service through Find a GP or the unique url on your website.
Send registration message	We will automatically message the patient when you have accepted their registration. The message is sent by email, text message, post or in the NHS App. Examples of registration messages

2. Change configurable questions (additional services)

There are 3 configurable questions you can change, this includes:

- o offering language interpreter,
- o option to nominate a pharmacy
- o dispensing surgery service.

Select 'Change' next to 'Additional services' to make these changes.

NHS Set up Register with a GP service

[< Go back](#)

Highstreet surgery

Shared mailbox		Change
Additional services	Language interpretation:	Change
	Nominated pharmacy:	
	Dispensing surgery:	
Patient access	On	Change
Send registration message	Yes	Change

What do these settings do?

Patient access	Change the way patients access your online registration service through Find a GP or the unique url on your website.
Send registration message	We will automatically message the patient when you have accepted their registration. The message is sent by email, text message, post or in the NHS App. Examples of registration messages

Language interpretation service- Select 'Yes', if you want to offer a language interpretation service for your patients. If you do not offer the service, select 'No'

NHS Set up Register with a GP service

[< Go back](#)

Does your surgery offer a language interpretation service for patients?

If your surgery offers language interpretation services for its patients then they will have the option to request this during their registration process.

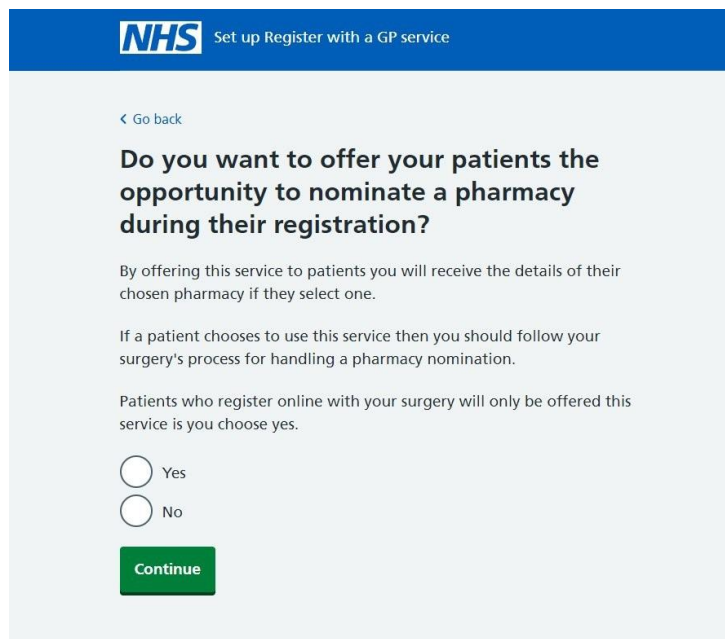
Patients who register online with your surgery will only be offered this service if you choose yes.

Yes

No

[Continue](#)

Nominate a pharmacy- Select 'Yes', if you want to offer your patient the option to nominate a pharmacy of their choice during registration. If you do not offer the service, select 'No'



The screenshot shows a web form with a blue header containing the NHS logo and the text 'Set up Register with a GP service'. Below the header is a light grey background with a blue link '< Go back'. The main heading is 'Do you want to offer your patients the opportunity to nominate a pharmacy during their registration?'. Below this are three paragraphs of explanatory text. At the bottom, there are two radio button options: 'Yes' and 'No', followed by a green 'Continue' button.

< Go back

Do you want to offer your patients the opportunity to nominate a pharmacy during their registration?

By offering this service to patients you will receive the details of their chosen pharmacy if they select one.

If a patient chooses to use this service then you should follow your surgery's process for handling a pharmacy nomination.

Patients who register online with your surgery will only be offered this service if you choose yes.

Yes

No

Continue

Offer dispensing surgery service- Select 'Yes', if you want to offer your patient the option to nominate a pharmacy of their choice during registration. If you do not offer the service, select 'No'



The screenshot shows a web form with a blue header containing the NHS logo and the text 'Set up Register with a GP service'. Below the header is a light grey background with a blue link '< Go back'. The main heading is 'Are you a dispensing surgery?'. Below this are two paragraphs of explanatory text. At the bottom, there are two radio button options: 'Yes' and 'No', followed by a green 'Continue' button.

< Go back

Are you a dispensing surgery?

If you are a dispensing surgery you are able to dispense medicines or medical appliances direct to patients.

If you choose **yes**, patients who register online with your surgery will be asked to show they are eligible for this service.

Yes

No

Continue

3. Opt in and out of 'Notify a patient'

Select 'Change' next to 'Send registration message' to make these changes.

NHS Set up Register with a GP service

[< Go back](#)

Highstreet surgery

Shared mailbox		Change
Additional services	Language interpretation:	Change
	Nominated pharmacy:	
	Dispensing surgery:	
Patient access	On	Change
Send registration message	Yes	Change

What do these settings do?

Patient access	Change the way patients access your online registration service through Find a GP or the unique url on your website.
Send registration message	We will automatically message the patient when you have accepted their registration. The message is sent by email, text message, post or in the NHS App. Examples of registration messages

Select 'Yes', if you want to send a message to patients to let them know their registration has been accepted. If you do not wish to opt into the service, select 'No'

NHS Set up Register with a GP service

[< Go back](#)

Telling patients their registration has been accepted

Register with a GP surgery service will message the patient when you have accepted their registration. We will send the message by email, text message, post or through the NHS App. There is no cost to you for this.

[Find out more about how this feature works on our resource hub](#)

Do you want us to message patients?

Yes

No

[Continue](#)

4. Pause the service (Patient access)

Select 'Change' next to 'Patient access' to make these changes.

NHS Set up Register with a GP service

[Go back](#)

Highstreet surgery

Shared mailbox		Change
Additional services	Language interpretation:	Change
	Nominated pharmacy:	
	Dispensing surgery:	
Patient access	On	Change
Send registration message	Yes	Change

What do these settings do?

Patient access	Change the way patients access your online registration service through Find a GP or the unique url on your website.
Send registration message	We will automatically message the patient when you have accepted their registration. The message is sent by email, text message, post or in the NHS App. Examples of registration messages

Select 'Yes', if you want to pause the service temporarily, select the option that best suits you. You can return and turn the service back on.

Your practice will show up on Find a GP and you can see your unique URL (link). Please put the link back on your website.

NHS Set up Register with a GP service

[Go back](#)

Manage patient access

Turning 'Find a GP' on or off will take effect immediately.

Turn off Find a GP
Your online registration service will not be visible on Find a GP

Turn off Find a GP and unique URL
Remember to remove the url from your website

or

Turn on Find a GP and unique URL

[Continue](#)