

## ***E Reporting Additional Licence Criteria***

This document provides detailed information about who should receive the additional licence/s and how to nominate your organisation's additional licence holder/s.

### **1. Who is the most appropriate person to get a licence and use the E Reporting system?**

Successful utilisation of E Reporting within your PCO/SHA will be greatly enhanced by the selection of suitable additional licence holders.

In order to get the most out of the E Reporting system your PCO/SHA representative should be someone who:

- Has a sound knowledge and understanding of NHS dentistry information
- Is involved in the monitoring of NHS dentistry contracts

Ideally the representative should also:

- Possess analytical skills and be competent with analytical applications such as Excel.

It is up to each group of contacts at each PCO/SHA to decide who should receive the additional licences.

**Additional licences up to the total licence allocation of five licences per organisation are available.**

Your PCO/SHA may put forward any relevant member of staff to receive a licence.

We would urge you to discuss these licences with any other individuals at your PCO/SHA who may have an interest in E Reporting or NHS Dentistry data.

Once your PCO/SHA has agreed who should receive an additional licence, please inform us of your nomination/s as soon as possible.

**We only need to receive confirmation from the nominee/s at each PCO/SHA, but responses should be copied to all of the other relevant contacts.**

### **2. Confirmation of Licence Request**

Licence requests can only be confirmed by email. The email should confirm the details of the individual/s nominated. Please follow steps A to C when responding.

A. Please include the following information in the email's subject header: E Reporting Additional Licence Request.

B. Please confirm your PCO/SHA's nominated licence holder/s by including the following information about the nominee:

- First name, surname and job title
- E-mail Address
- Telephone Number
- PCO/SHA Code
- PCO/SHA Name

C. Copy (cc) your email message to all other relevant contacts within your PCO/SHA as confirmation to them of who will receive an additional licence.

**Please note: *We cannot accept a nomination for a PCO/SHA's licence unless all other relevant contacts are copied into the email.***

### **3. Next Steps**

For clarity and transparency the process that NHSDS will follow when setting up additional licences is described below.

Emails will be processed in order of receipt. Where sufficient details have been provided and all relevant contacts copied into the email the nomination will be processed.

Confirmation will be sent to the nominated individual with all relevant contacts copied in. All further communications about the licence issue will be sent directly to that individual only.

If for any reason your nomination cannot be processed we will contact the individual to discuss the issue at hand.

The set up of a new E Reporting licence will take up to 1 month to complete.

### **4. Additional Information**

Our website contains detailed information about all aspects of the development of the E Reporting system as well as useful contact details for those who use or are interested in the system. <http://www.nhsbsa.nhs.uk/DentalServices/2607.aspx>

If you have any questions regarding E Reporting please read through the FAQs at <http://www.nhsbsa.nhs.uk/DentalServices/2617.aspx> or email us at [DentalData@dpb.nhs.uk](mailto:DentalData@dpb.nhs.uk)