

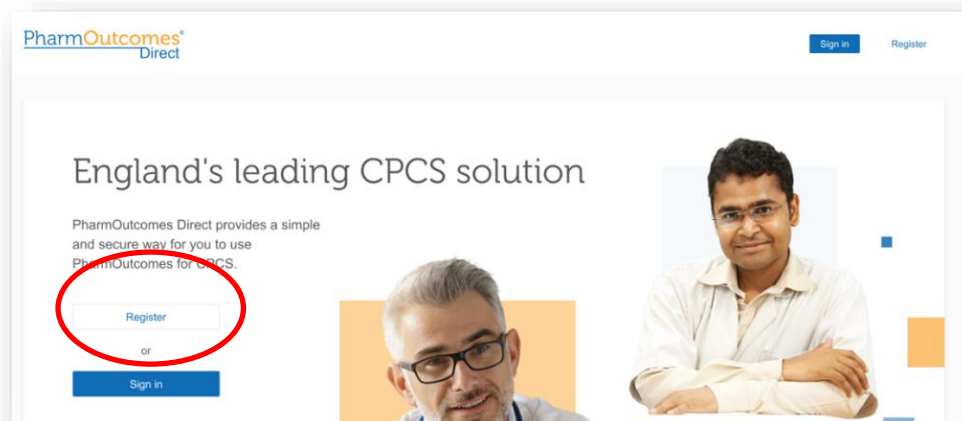
PharmOutcomes Direct Registration Guide

Welcome to PharmOutcomes Direct!

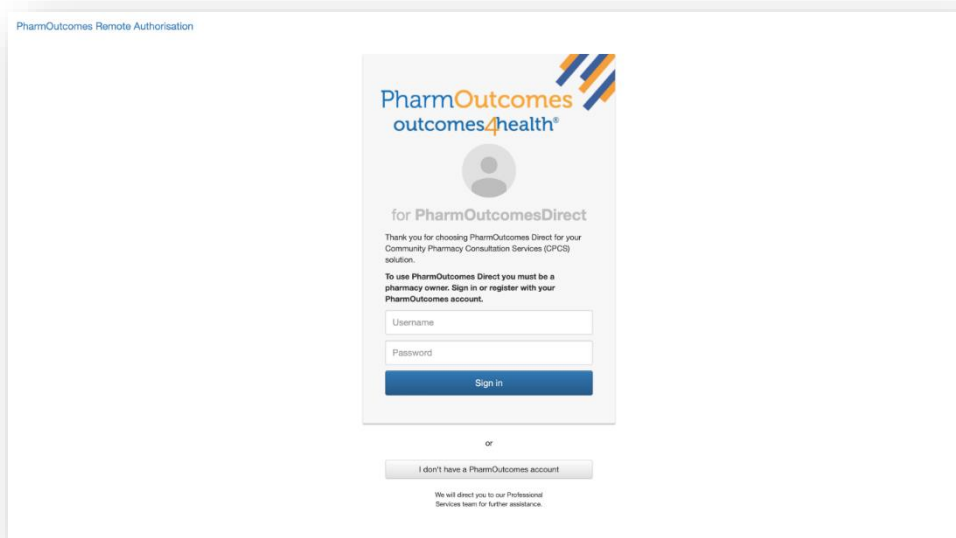
We're pleased to be supporting the Community Pharmacy Consultation Service (CPCS) after 1st April using a "Pay As You Go" model. There is no sign-up fee, no annual fee and no lengthy contract. You can also reduce the cost of your service by joining an affinity group.

How do I complete the PharmOutcomes Direct registration process?

1. Navigate to <https://direct.pharmoutcomes.org/>
2. Select the **Register** option



3. When prompted, enter your PharmOutcomes user name and password you use to access your Head Office account to begin the on boarding process. If you do not have an Head Office account please contact our help desk team via the "help" tab of PharmOutcomes or by emailing helpdesk@emishealth.com



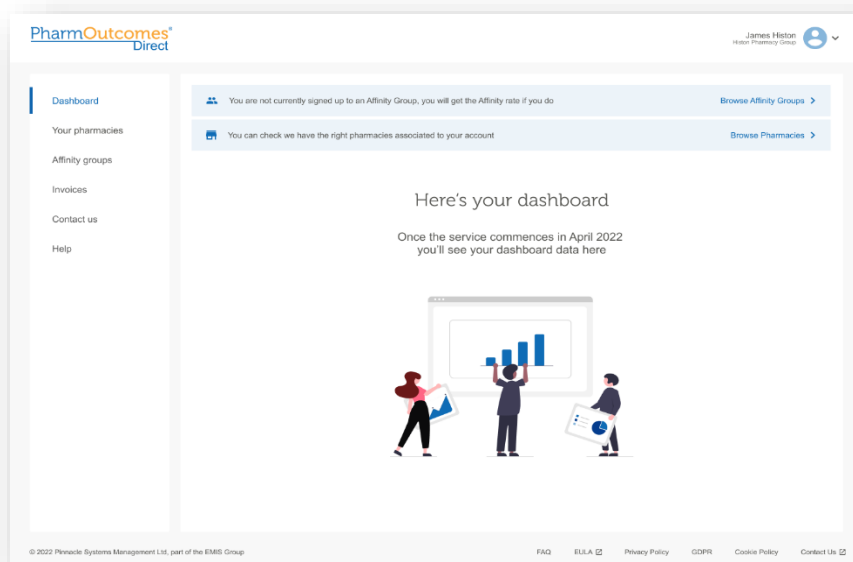
- The first step in your account creation is to re-affirm your consent to use PharmOutcomes and PharmOutcomes Direct by reading and accepting the terms of the End User Licence Agreement. Acceptance of this latest version will also be prompted via the PharmOutcomes system.
- The second step is to enter contact information that we will use to set up your PharmOutcomes Direct account.

The screenshot shows the 'Account details' registration page. On the left, a progress bar indicates that 'Accept EULA' is complete and 'Account details' is the current step. The main content area is titled 'Account details' and includes a sub-header: 'Enter your details so we can set up your account. These details will be shown on your invoices if you're billed directly by us.' Below this is a form with the following fields, all marked as required:

- Company name * (Histon Pharmacy Group)
- Company registration number * (1234567890)
- Address line 1 * (Second floor)
- Address line 2 * (1 High Street)
- Town * (Sometown)
- Postcode * (AB1 2CD)
- Billing email address * (billing@histonpharmacy.com)
- Phone number * (01234 567890)
- VAT number * (12345678)

At the bottom of the form are 'Back' and 'Proceed' buttons. The footer contains copyright information and links for FAQ, EULA, Privacy Policy, GDPR, Cookie Policy, and Contact Us.

- Once you submit your details, you will be taken to the PharmOutcomes Direct **Dashboard**.



What can I do once I have registered?

On the dashboard you will find several clickable links. These links can be used to navigate to various pages, these are:

- **Your pharmacies** – From here you can check that we hold the correct pharmacies for your account. Make sure you check through these and contact support if you think any pharmacies are missing from this list, or any that need removing.
- **Affinity groups** – This page will display information about affinity groups. From this page you can request to join an Affinity Group to manage your PharmOutcomes Direct invoicing. Read more about the benefit of Affinity Group membership in the CPCS Provider Pays – Costs, sign up and joining affinity groups guide.

Note: If you request to join an affinity group, your request will be held in a pending state until your membership has been processed and validated. This process can take a few weeks. Once your request is accepted, you will be able to see information on which Affinity Group you have joined.

If you choose to leave an affinity group or join another, all changes will be managed at the month end to ensure clear invoicing.

- **Invoices** – This page will display a view of all CPCS invoices
- **Contact us** – To get help with your account or if you have any questions, you can contact our support team via the “Contact us” tab