


Factsheet: Checking which pharmacies are linked to your Parent Org Code with ODS portal

This factsheet explains for pharmacy owners with three or more premises how to check that their NHS Parent Organisation Code (POC) is linked to the correct pharmacies; thus enabling better use of the HQ batch feature for the Data Security and Protection Toolkit ('DSPTK' or 'Toolkit'). Below are instructions on how to do this using the ODS portal or the DSPTK POC HQ spreadsheet.

1. Navigate to the ODS portal and select 'Organisation Search'. You can search for your POC and ODS codes (e.g., by postcode) and other information about your pharmacies.

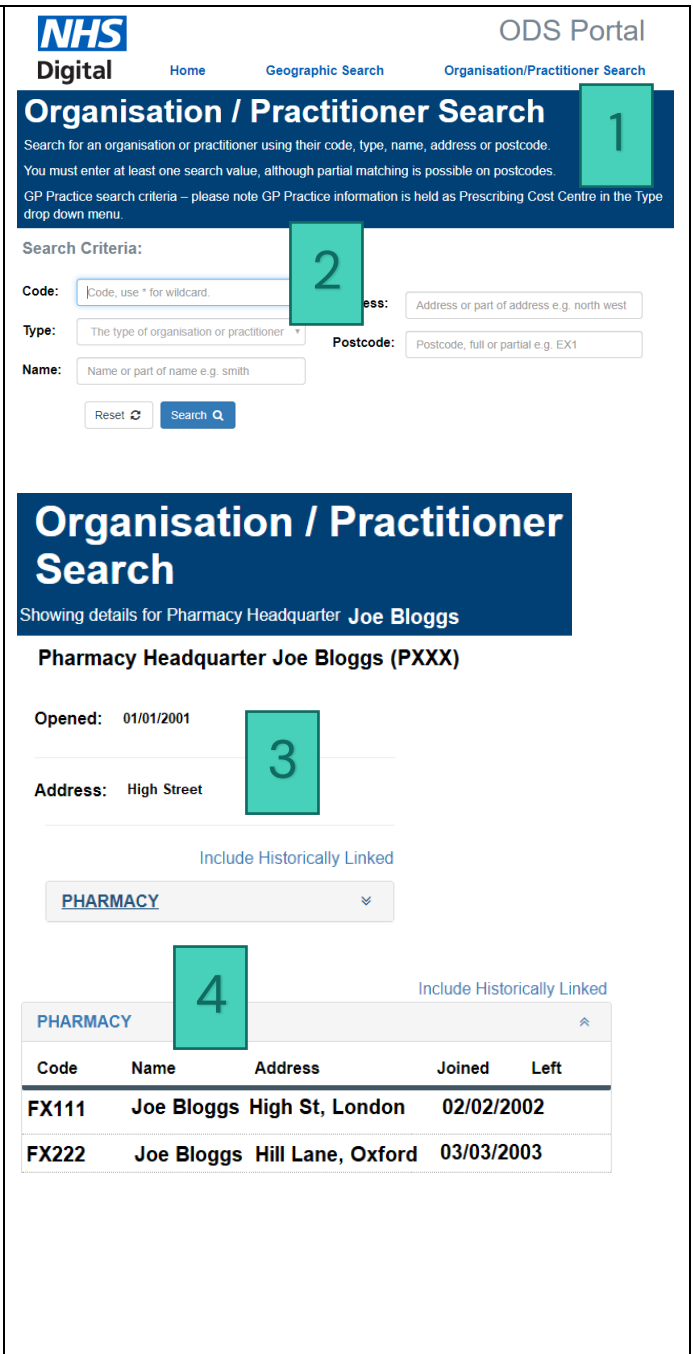
2. Search for your pharmacy. Do this by typing in an ODS code in the 'Code' field or using one of the other search fields.

3. Select your pharmacy from the search results and open POC info. Under the 'Parent' section, there is a code, usually beginning with 'P'. Click or tap this to open the details for your parent organisation.

4. View linked pharmacies: Once you have clicked the code, Information related to that POC will be displayed, including a section for the 'Pharmacy' list. The pharmacies may be 'hidden'. Click/tap on the downward-facing () arrow to 'unhide' the linked pharmacies as per the images on the right.

5. Reconciling using the DSPTK HQ spreadsheet: Pharmacy owners with multiple premises might alternatively reconcile by logging into the pharmacy parent organisation pages of the DSPTK Toolkit portal and using the spreadsheet (CSV file) export option. Pharmacy owners that have not turned on DSPTK parent organisation mode can do so by contacting the helpdesk to request a switch-on of the batch feature (the following briefing contains more information about the batch feature: Toolkit POC batch feature).

6. Preparing for and using the Toolkit POC batch feature also includes information on how corrections are made if a pharmacy is to be added or removed. Note, if an ODS change has occurred (e.g., post ownership change), there will be a delay (of at least one month) before the POC links to and displays the correct pharmacies.



1. Organisation / Practitioner Search
 Search for an organisation or practitioner using their code, type, name, address or postcode. You must enter at least one search value, although partial matching is possible on postcodes. GP Practice search criteria – please note GP Practice information is held as Prescribing Cost Centre in the Type drop down menu.

2. Search Criteria:
 Code: [code, use * for wildcard] Address: [Address or part of address e.g. north west]
 Type: [The type of organisation or practitioner] Postcode: [Postcode, full or partial e.g. EX1]
 Name: [Name or part of name e.g. smith]
 [Reset] [Search]

3. Organisation / Practitioner Search
 Showing details for Pharmacy Headquarter **Joe Bloggs**
Pharmacy Headquarter Joe Bloggs (PXXX)
 Opened: 01/01/2001
 Address: High Street
 [Include Historically Linked]
 PHARMACY [dropdown arrow]

4. Organisation / Practitioner Search
 Showing details for Pharmacy Headquarter **Joe Bloggs**
PHARMACY [dropdown arrow]
 [Include Historically Linked]

Code	Name	Address	Joined	Left
FX111	Joe Bloggs	High St, London	02/02/2002	
FX222	Joe Bloggs	Hill Lane, Oxford	03/03/2003	

Read Community Pharmacy England's step by step guide:

- [Preparing for and using the Toolkit HQ batch feature](#)