



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 'General'.

This enables you to search for pharmacies and relevant information like ODS and POCs (e.g., looking up by postcode). Use 'Organisation Search'.

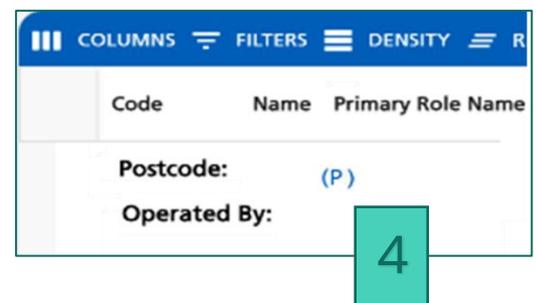
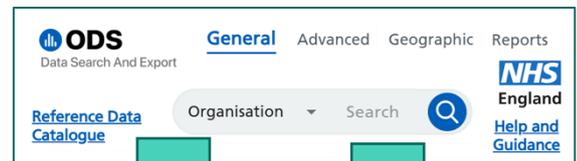
2. Search for your pharmacy. Search by typing an ODS code into the 'Search' field to enter data about one of your pharmacies at. Use the 'Search' button.

3. Select your pharmacy from the search results. Select the plus sign on the left to see pharmacy details.

4. View linked pharmacies: Information associated with the pharmacy organisation POC includes a section for the 'Pharmacy' list. The pharmacies may be 'hidden', but you can find them by selecting the POC Operated by code (will show as a blue (P)).

5. Reconciling using the DSPTK HQ spreadsheet: Pharmacy owners with multiple premises might alternatively reconcile by logging into the pharmacy parent org 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 turn-on of the batch feature (see link at bottom of the page).

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.



Read Community Pharmacy England's step by step guide:

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