

## Important message about a new way for you to access and update your Performer List record

Dear Doctor,

As a GP offering primary care you must be registered on the Performers List, and update your record on this list, whenever your details change. This is an important message about a new way for you to access and update your record and confirm that it is correct.

This service is moving online. This is:

- Simple and user-friendly. You can change your circumstances (your name, address etc) or your status (you become a partner for example).
- Much quicker. You will no longer need to download and complete NPL2 and NPL3 forms and send them to us.
- Accessible. You can change your details whenever you like. You can track your changes as they are made, and you will receive an email notification when your change is complete.

### What we'd like you to do

We have started to register GPs on PCSE Online, we will send you a second email containing a link that you should click to verify your email address and choose a password. This will complete your registration. You must do this within 72 hours of receiving the email. Once you have done this, you be able to use our PCSE Online services. If the link has expired, please use the 'Forgotten your login details?' link on the [PCSE Online](#) home page.

### Some frequently asked questions

#### What are Performer Lists?

Performer Lists provide an extra layer of reassurance for the public that GPs, Dentists and Opticians practising in the NHS are suitably qualified, have up to date training, have appropriate English language skills and have passed other relevant checks such as with the Disclosure and Barring Service and the NHS Litigation Authority.

#### I'm a GP – what am I responsible for?

In accordance with The National Health Service (Performers Lists) (England) Regulations 2013 it is your responsibility to ensure that you update your status and circumstances on the Performers List.

#### What is PCSE Online?

PCSE Online is a web-based system for submitting and approving Performer List change notifications and Performer List applications. Practices, Performers, CCGs and NHS England can access the service via the PCSE website with a unique login ID and password. Some users may

already have access to PCSE Online for ordering supplies and tracking medical records.

### Who should use PCSE Online?

Through PCSE Online, PCSE can help:

- GP registrars joining the Performers List
- GPs moving area team
- GPs to change their details, role or status
- GPs wishing to work in general practice in England (who are currently practicing in Northern Ireland, Scotland, Wales or abroad)

In the future we will look to add more services to PCSE Online such as the administration of GP Payments and Pensions

### Where can I get more help?

More information, including guidance on the new service will be available from 2 December on the PCSE website. If you have any further queries about the new online processes, please use the online form or contact our Customer Support Centre on 0333 014 2884.

Best wishes

Ian McDonnell

Operations Director Performer Services

### Customer Feedback

Let us know what you think about this communication by clicking one of the stars below



Very  
useful



Useful



Needs  
improvement



Not useful  
at all