

Checking which pharmacies are linked to your Parent Org Code using the ODS portal

This factsheet explains for contractors 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'.** Here you can search for your POC and ODS codes (e.g. by postcode) and for 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 linked with that POC will be displayed, including a section for '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 DSPTK HQ spreadsheet:** Pharmacy contractors with multi 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. Contractors that have not turned on DSPTK parent organisation mode can do so by contacting the helpdesk to request switch-on of the batch feature (the following briefing contain 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.

ODS Portal 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.

Search Criteria:

Code: **Address:**

Type: **Postcode:**

Name: **Reset** **Search**

Organisation / Practitioner Search

Showing details for Pharmacy Headquarter **Joe Bloggs**

Pharmacy Headquarter Joe Bloggs (PXXX)

Opened: 01/01/2001

Address: High Street **3**

Include Historically Linked

PHARMACY

Include Historically Linked

PHARMACY 4

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

Read PSNC's step by step guide to [Preparing for and using the Toolkit HQ batch feature](#)