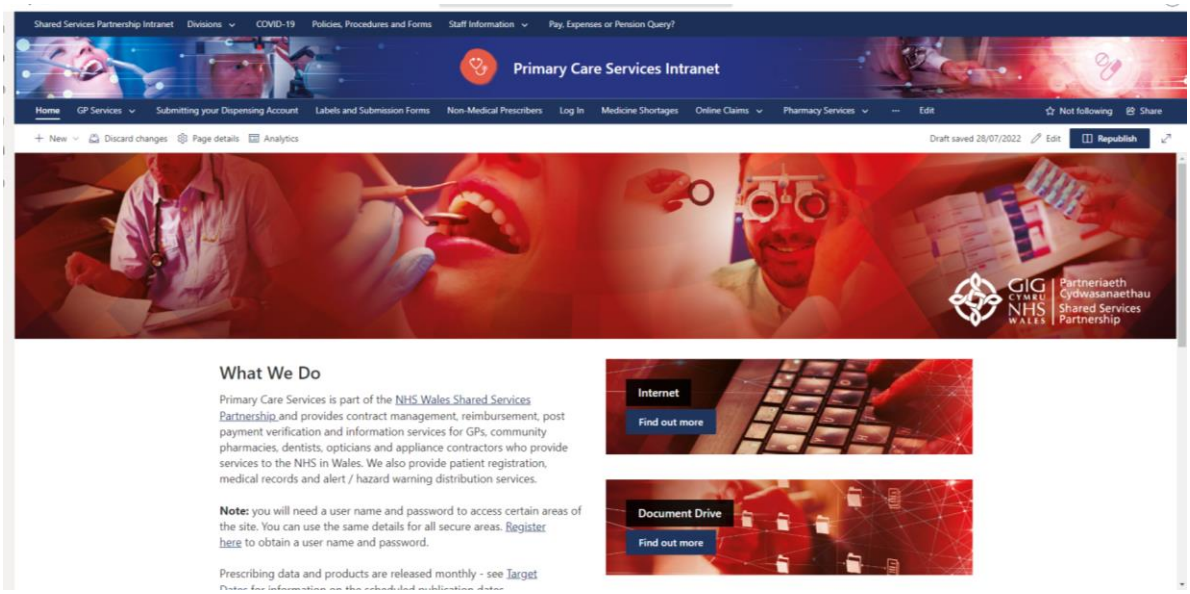
Enhanced Service User Guide

Choose Pharmacy Service Availability

Accessing The Website

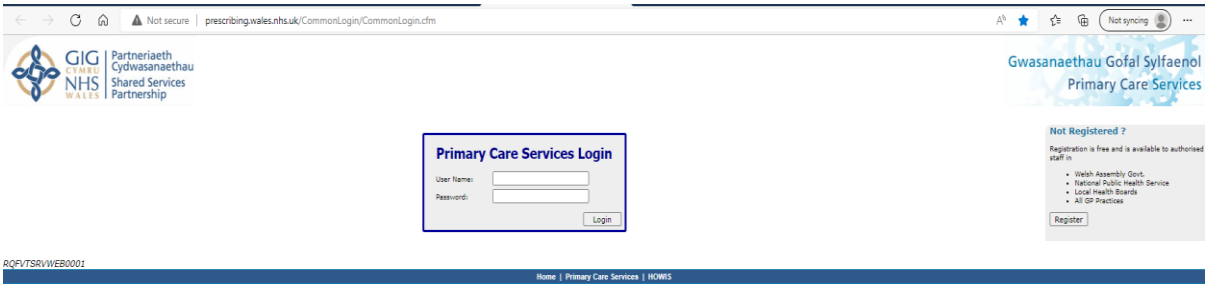
The Prescribing Services website can be accessed from the link below:
[Primary Care Services Intranet - Home (sharepoint.com)]
You will be presented with the following screen:



You will need to be registered to access the Electronic Claims section of the website.

Logging on

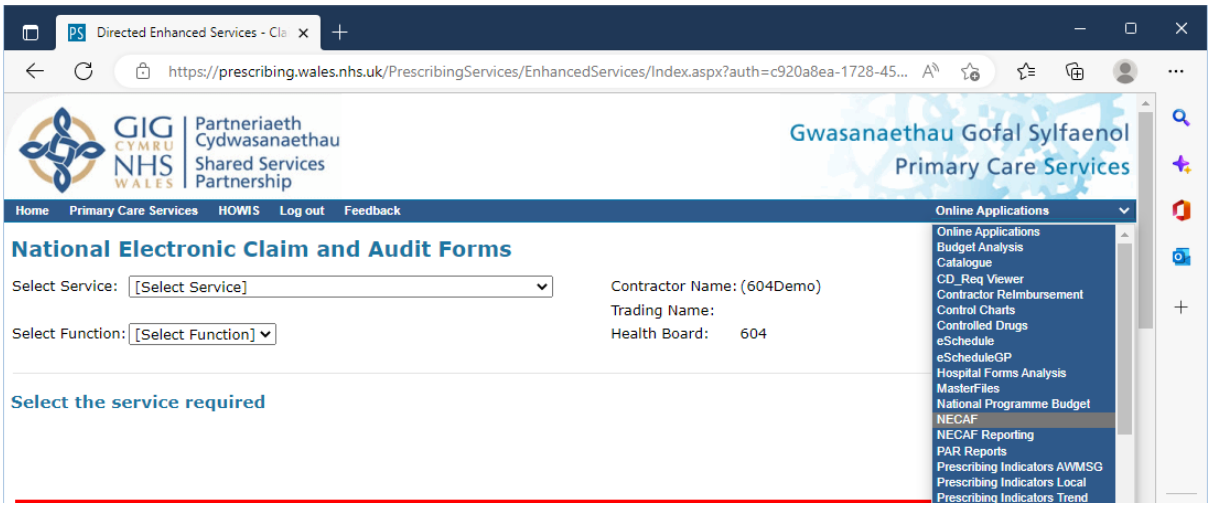
Click on ***Log In***. You will then be prompted to enter your login detail on the page below,



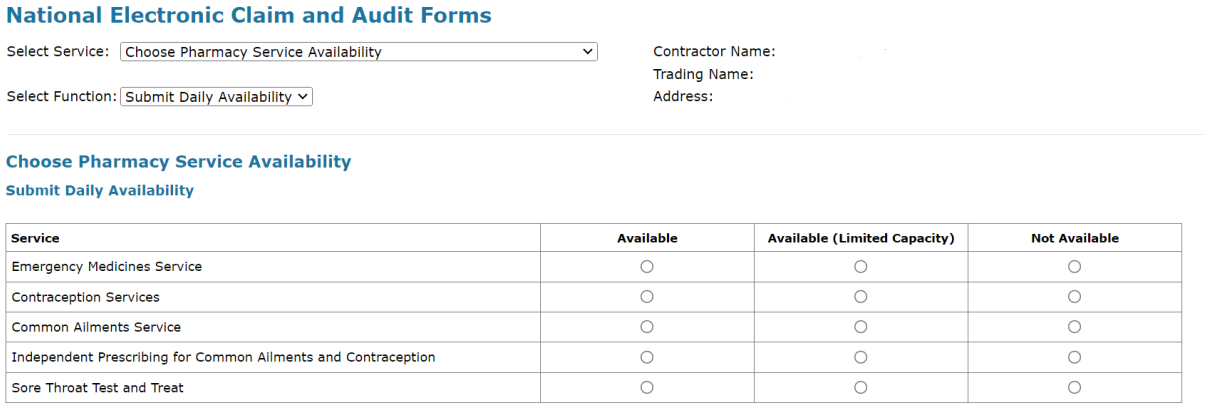
To request a reminder of your login details please email prescribing.management@wales.nhs.uk stating your name and pharmacy code (beginning 60).

Accessing NECAF

Once you are logged on, you will be directed to the ***Prescribing Services Online Applications*** homepage as seen below. Select **NECAF** from the **Online Applications** dropdown.



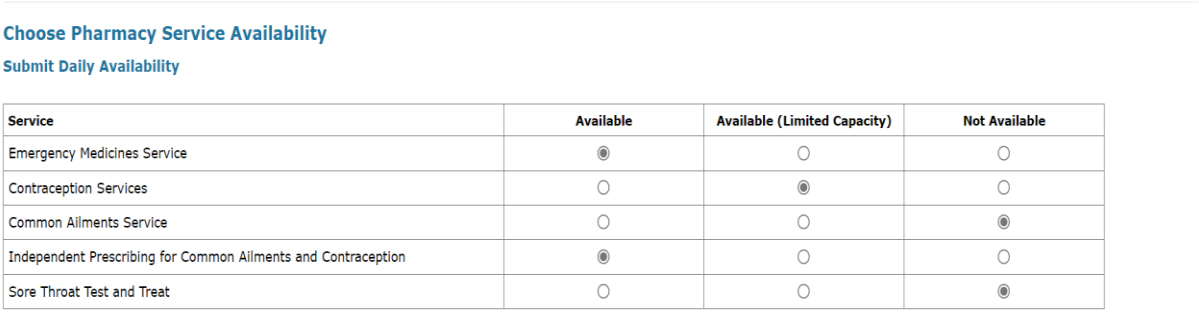
You will be automatically directed to the ***Choose Pharmacy Service Availability*** status screen.



Submitting Daily Availability

Contractors are required to submit their daily availability every morning and update throughout the day as necessary.

The table lists each service daily availability is required, please select either Available, Available (Limited Capacity) or Not Available for each service.

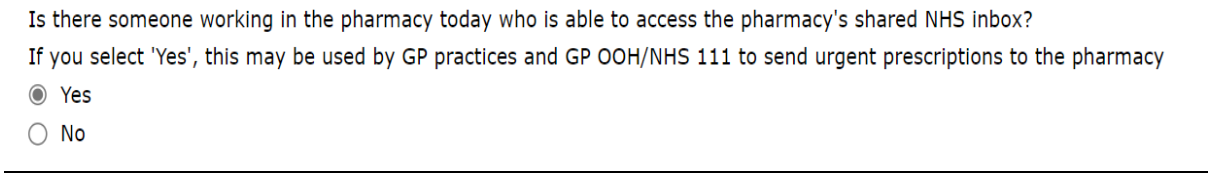


Choose Pharmacy Service Availability

Submit Daily Availability

Service	Available	Available (Limited Capacity)	Not Available
Emergency Medicines Service	◉	○	○
Contraception Services	○	◉	○
Common Ailments Service	○	○	◉
Independent Prescribing for Common Ailments and Contraception	◉	○	○
Sore Throat Test and Treat	○	○	◉

Select Yes or No to answer the question ‘ Is there someone working in the pharmacy today who is able to access the pharmacy's shared NHS inbox?’



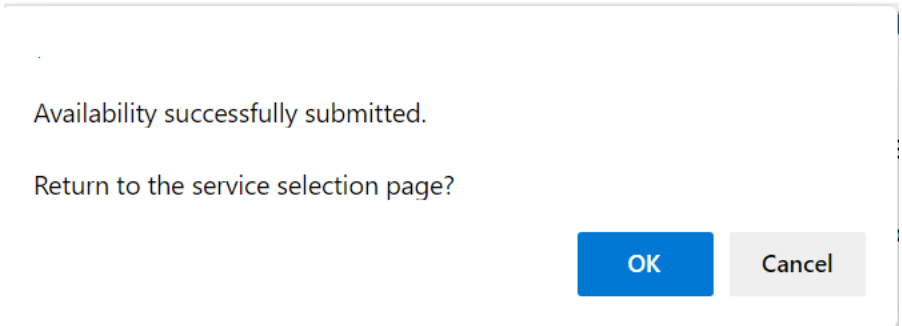
Is there someone working in the pharmacy today who is able to access the pharmacy's shared NHS inbox?

If you select 'Yes', this may be used by GP practices and GP OOH/NHS 111 to send urgent prescriptions to the pharmacy

◉ Yes

○ No

Once you are happy with your selections, click ***Submit.*** The below message will then appear.



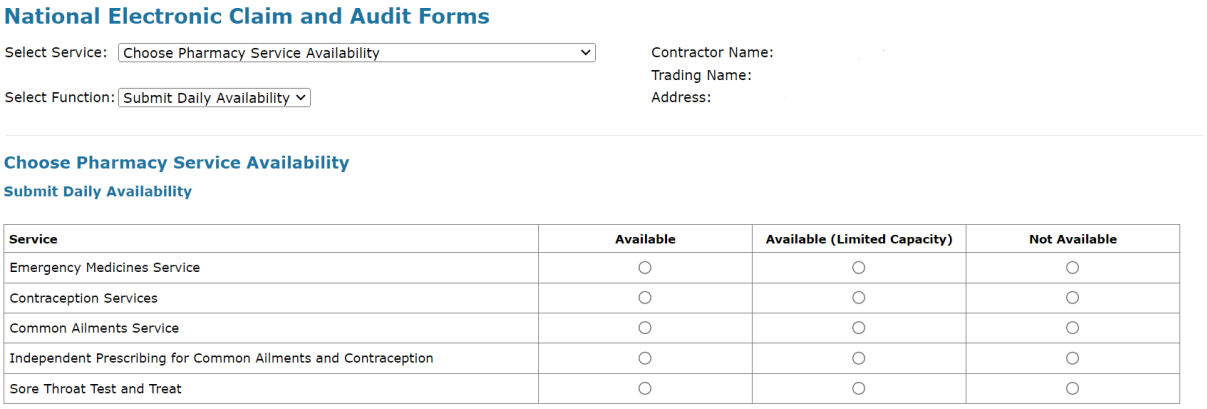
Availability successfully submitted.

Return to the service selection page?

OK Cancel

Update Daily Availability

If daily availability changes and needs to be updated throughout the day, you can do this by following the steps above to log into NECAF. Use the ***Select Service*** menu to access ***Choose Pharmacy Service Availability*** and then use the ***Select Function*** to access ***Submit Daily Availability.***



Update your selection/s as required and click ***Submit.***

Contact us

If you have any queries, please contact the helpdesk on 02920 904030 or email prescribing.management@wales.nhs.uk.