



# Performers List for England Administration

## A Quick Guide for Practice Manager Approvers

This is a quick guide to help you to understand how to approve GPs leaving and joining your practice and how to approve a salaried GP changing their status to a Principle GP on PCSE Online.

### The approval role on PCSE Online

The approval role for GP Practices on PCSE Online is called 'PL Practice Manager', you will need to ensure that you have this role assigned to you on PCSE Online in order to approve a GP's change in status or circumstance. If you are unsure how to do this, click here to access the 'User Management guide for GP Practices'.

### Approving a change of status or approving a GP leaving or joining your practice

When a GP has submitted an application on PCSE Online to either, leave a practice and join a new one or has changed their status from a salaried GP to a partner using PCSE Online, you will receive an email from PCSE asking you to log onto PCSE Online in order to approve the change.

### Step by step process – Approving a GP leaving or joining your practice

- **Step one – Log into PCSE Online as the PL Practice Manager Approver**
- Go to [www.pcse.england.nhs.uk](http://www.pcse.england.nhs.uk) and click on 'Login'.
- Enter your email address as your username and then enter your password.

Enter your password.

**PCSE Online** **NHS**  
England

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**Sign in**

**USER NAME**  
PracticeMedical2@testSIT2.com

**PASSWORD**  
\*\*\*\*\*

**Sign in**

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**REGISTER AS A**  
Please Select **Register**

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- **Step two – Review the tasks that have been submitted to you for action**
- On the left of the screen select Performer List.
- Select 'Approve Practice Change' in the Action column for the GP you wish to approve.
- If it's a leaving or joining GP, check the start or leaving date and select accept start date or accept leaving date
- If it's a change in GP status click accept or reject.

CAS-91001-N30079	Medical five	Salaried	Retirement / Resignation Request - Practice	Pending	05/09/2019	Review Practice change
CAS-91001-087017	eightytwo medical	Principal	Change Practice (Gaining Practice)	Pending	05/09/2019	Review Practice change
CAS-78954-Z5F078	24 Jul	Salaried	Change Practice (Gaining Practice)	Pending	05/08/2019	Review Practice change
CAS-90735-J0T1Y5	eightytwo medical	Principal	Retirement / Resignation Request - Practice	Pending	04/09/2019	Review Practice change
CAS-95285-N102Y3	Contractor GP	Principal	Change Practice (Change Salaried/Principal)	Pending	01/10/2019	Review Practice change
CAS-95284-K0Q5L6	Nicole Patel	Principal	Change Practice (Gaining Practice)	Pending	01/10/2019	Review Practice change
CAS-95285-P5C4H4	Tony mark	Principal	Change Practice (Gaining Practice)	Pending	01/10/2019	Review Practice change
CAS-95285-W5L1M1	Nell Anar	Principal	Change Practice (Gaining Practice)	Pending	01/10/2019	Review Practice change

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**PRACTICE NAME :** England Medical Practice 2  
**PERFORMER NAME :** Contractor GP  
**PRINCIPAL/SALARIED :** Principal  
**LEVEL OF COMMITMENT :** 80

Accept Reject

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