

The CQC registration lead  
[Insert address]

July 2012

Dear colleague,

### **CQC registration: set up your registration account now**

As outlined in previous letters we sent to you, under the Health and Social Care Act 2008 (the Act) all providers of NHS general practice and other primary medical services must be registered with the Care Quality Commission (CQC) by 1 April 2013.

You have been sent this letter as the database from the Organisation Data Service (ODS) from Connecting for Health (CFH) suggests you may be a provider of NHS general practice and/or other primary medical services and need to register with CQC.

### **Registration set up: July**

You will complete and submit your application online. We have tested the form with practice managers and GPs and feedback suggests most providers should take less than two hours to complete it. To help you through the process you should make sure you read our guidance and prepare where you can, before you begin filling out the form.

The first step of the form is to set up your registration account which you can access from the link on our website at [www.cqc.org.uk/register](http://www.cqc.org.uk/register). To do this you will need to give us your 12 digit registration access code, which is **XXXXXXXXXXXX**. To ensure you can begin completing your application form in plenty of time, you should set up your registration account by the end of August. When you create your account, you will find further guidance on providers and how to register, which will help you complete the form.

You may have received more than one of these invitation letters to register as the ODS database is related to the contracts you hold. If your services are provided by one legal entity, you only need to complete one registration for your provider, using one of the access codes you have received. Once you're in your account you'll be able to deactivate any extra codes, so that we can identify which code you are using for your provider application. This means we won't contact you with follow-up phone calls and emails checking why you haven't registered, as we'll be clear those deactivated codes relate to one provider. There'll be further information to guide you through deactivating extra codes once you're in your account.

In the set up you will need to specify your contact details, where you provide your services from and what type of provider (legal entity) you are.

You will also need to choose a 28-day period for your application submission window within which you should submit your form. There are four submission windows between September and December 2012; the dates are on the set up page.

### **Completing and submitting your application form: July - December**

After registration set up, you will have full access to the application form. You can begin filling it in straight away. The form is divided into clearly labelled tabs highlighting the information we need in order to register your services. This includes:

- the name of your provider (legal entity)
- your regulated activities (services)
- your locations
- who your registered manager(s) is, and
- if you are compliant with the essential standards.

The online form allows you to create an extra account so a colleague can help complete the form, access and amend it at any time, and print before you submit it.

While you can fill in your form at any time, you should submit it within your 28-day submission window. This means you'll be protected from prosecution for not being registered, if your registration isn't finalised by 1 April 2013.

### **Criminal Records Bureau (CRB) checks**

When you register with CQC, the provider(s) and registered manager(s) must apply for a CQC-countersigned CRB check at enhanced level. However, if you are a registered medical practitioner and you are a provider, or you are taking on the role of registered manager, we will accept your GMC number instead of a CRB check.

It's important you don't apply too early for these checks, as they are only valid for six months, and will need to be valid at the point we assess your application. We recommend you apply for these checks no earlier than two months before you plan to submit your application – i.e. if you are submitting in the December submission window you should wait until October to apply for your CRB.

For more information on CRBs and how to apply go to [www.cqc.org.uk/gpcrb](http://www.cqc.org.uk/gpcrb).

### **Guidance**

There is guidance in the form itself to help you. However, further guidance including a video on how to complete your application form can be found on our website at [www.cqc.org.uk/register](http://www.cqc.org.uk/register).

You should also read our other guidance documents before completing your form:

Overview of registration - [www.cqc.org.uk/overviewofregistration](http://www.cqc.org.uk/overviewofregistration)

Application form quick tips – [www.cqc.org.uk/howtoapply](http://www.cqc.org.uk/howtoapply)

Guidance about compliance: essential standards of quality and safety - [www.cqc.org.uk/GACessentialstandards](http://www.cqc.org.uk/GACessentialstandards)

Judgement framework - [www.cqc.org.uk/judgementframework](http://www.cqc.org.uk/judgementframework)

### **More help**

To keep up to date with the latest information and guidance, you can:

- Visit our website at [www.cqc.org.uk/register](http://www.cqc.org.uk/register) where you can also sign up to our monthly bulletin for providers of primary medical services and join our provider reference group.

If you have any questions, or need further information, you can:

- Send us your query, or request a telephone call back, using the online help web form which you can find in the registration set-up web page and application form or;
- Email us at [2012registration@cqc.org.uk](mailto:2012registration@cqc.org.uk)

Yours sincerely

A handwritten signature in black ink that reads "Amanda Sherlock". The signature is written in a cursive style with a period at the end.

Amanda Sherlock  
**Director Operations**  
Care Quality Commission