To make things a little easier, please find below 'best practice' guidance that I have pulled together for completing this.

**Next Steps**

In order to register for Cinapsis, all you need to do is:

* Complete the Registration form on the following link:  **[EeRS - Registration of Interest](https://cinapsissurvey.typeform.com/to/NKb4NaTv%22%20%5Ct%20%22_blank)**

|  |
| --- |
| Guide to registration steps:1. Practice Name:  **This should be your registered practice name, and what you actually trade as.**
2. Full practice address: **This is your trading address.**
3. Practice Phone Number:  **This is the main practice landline number.  Please DO NOT give your mobile number here.**
4. Practice Management System (PMS) Supplier: **This should be your practice computer system name. Please mark ‘none’ if you do not use one.**
5. Which area is your practice located in**?  Choose from the drop down list - 'Coventry and Warwickshire ICS'**
6. Practice ODS Code: **This is your practice identifier, and older ODS codes were also know as a 'TP' code - and the same that you use on PCSE.**
7. Practice email address:  **This is you practice email address or your NHS.net email account.  Either will be fine - and this will be the place where referral updates are sent to (so needs to be a monitored account).**
8. Practice Lead Details:**This is normally either a practice owner or practice manager.  Please ensure that you include a landline number, and a contact email address.**
9. Practice Lead Job Title: **This is the job title of the individual who is leading on EeRS in the practice.**
10. Does the practice lead need the ability to create referrals: **Choose the option for the member of staff - but this is likely to be 'Yes' as a contingency.**
11. Have you received your Data Processing Agreement (DPA):  **This can be 'NO' and proceed to point 12 below however please feel free to digitally complete the attached blank DPA, select ‘YES’ and upload it to complete the registration.**
12. Please enter the details of who you would like a copy of the DPA sent to:**Please insert correct details if you do not upload a signed DPA at this stage, please note that DPA will be needed to onboard.**
13. Job Role:**insert their job role**

If you submit this, then Cinapsis can then start the process of setting up an account for your practice, which then allows you to get your optometrists added.   |

All, I hope that this makes sense, but please let me know if you have any questions regarding this and a representative from the LOC will be in touch shortly.