

Application Guide

NHS WEST YORKSHIRE INTEGRATED
CARE BOARD
Leeds CCG Care Services (Payments)

January 2024



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NHS West Yorkshire Integrated Care Board – Leeds CCG Care Services (Payments) - Application Guide

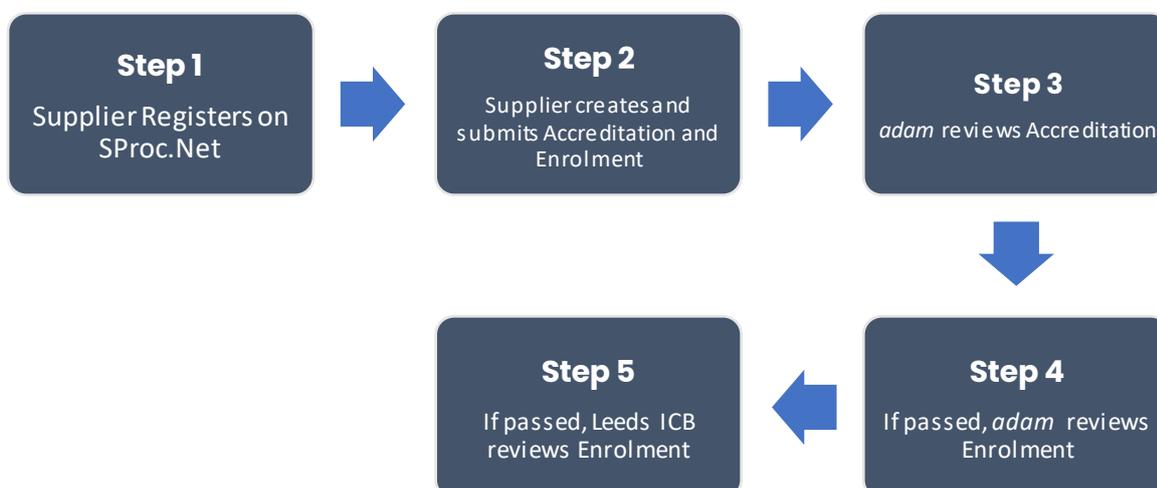
NHS West Yorkshire Integrated Care Board Leeds ICB will be working with Access Adam to implement a new system to manage the invoices and payments. Providers who will need to be paid through the system will need to complete an Accreditation and Enrolment (A&E) on SProc.

This document will cover the following:

- Registration – applicable for providers new to SProc.Net
- Adding users
- Adding locations
- Accreditation – information required
- Enrolment – information required
- Next steps

How to join SProc.Net

The step-by-step process to be completed online is as follows:



Please note that if either the Accreditation or the Enrolment is failed, the provider will receive feedback from *adam* so amendments can be made (where possible). Equally if the Enrolment is Rejected by Leeds ICB, the provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

Registration

Register

You must register your business on the system (<https://www.sproc.net>). If your business is part of a larger parent group, then head office should register on SProc.Net. The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address

Add a system user

Once the company details have been filled in, you will be taken to a page to create a system User for head office which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into SProc.Net the User will be prompted to change their password. The User will have the ability to create other Users for their organisation.

Add a location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

Accreditation & Enrolment

The Accreditation and Enrolment are the two phases of the application criteria to join the DPS. The tables below show the questions which the Provider will have to respond to. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

To start a new Accreditation, you will need to select the following:

Client: NHS West Yorkshire Integrated Care Board

Category: Leeds CCG Care Services (Payments)

This table shows the questions which will need to be completed as part of your Accreditation. If the question is not applicable to your organisation you must insert N/A.

Q	Company Information	Trigger
1	This category is to be used to allow those providing services to raise Service Receipts in order to receive payments from Leeds Clinical Commissioning Group. Please confirm that you are currently providing services to Leeds CCG.	

This table shows the documents which will need to be uploaded as part of your Accreditation.

Documents	Instructional text
N/A	N/A

2. Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by *adam* after you have an Approved Accreditation.

This table shows the questions which will need to be completed as part of your Enrolment. If the question is not applicable to your organisation you must insert N/A.

Q	Company information	Trigger
1	Please confirm you will not make use of sub-contractors in the provision or non-provision of any part of these Services (or any other services under this Contract).	
2	Please provide your VAT number. If you are not VAT registered, please enter ""N/A"" here.	

This table shows the documents which will need to be uploaded as part of your Enrolment.

Documents	Instructional text
Self Bill Agreement	Agree to terms by ticking I Agree To The Terms Of The Document & I Am Authorised To Agree boxes.

3. Adding service categories

The Service Categories below show a breakdown of the services which NHS WEST YORKSHIRE INTEGRATED CARE BOARD includes under the Leeds CCG Care Services (Payments) category.

You will need to select all the Service Categories which apply to your organisation, so that you can later receive the relevant notifications. These are:

Service Category
Payments

4. Adding bank details

You will be provided with a space to enter your Bank Details for payment purposes.

Next steps

Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by Leeds ICB. System notifications are issued following each review stage to advise if the application has been Approved.

To register and begin your application, visit [adamproviders category page link](#) and click 'Get started'.