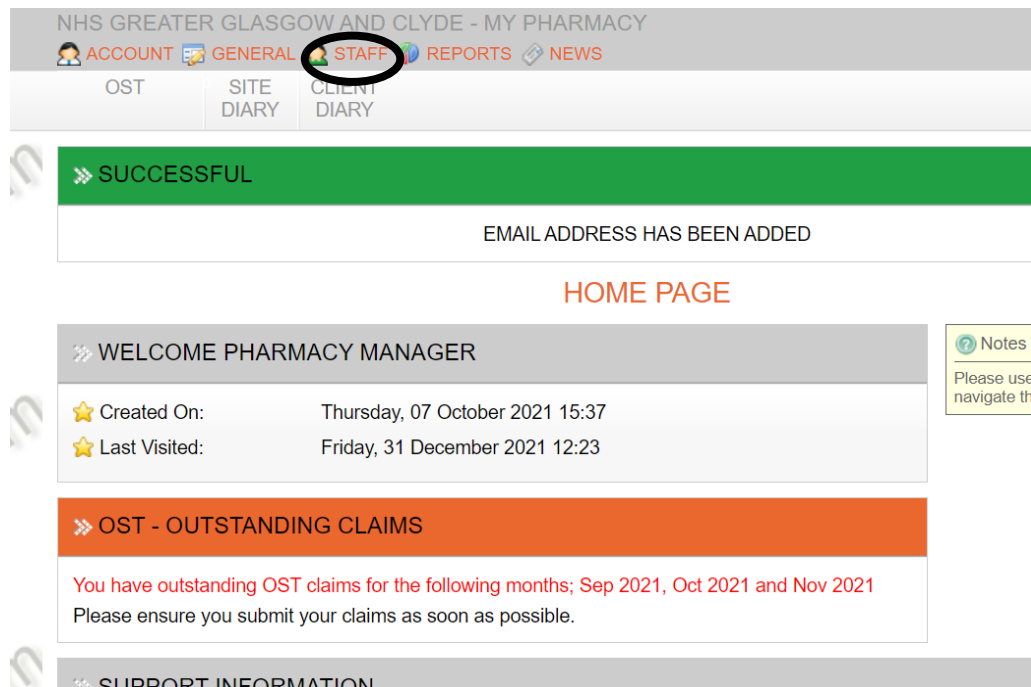


## IMPORTANT INFORMATION – OST CLAIM SUBMISSION

ADRS Pharmacy Team 31/12/2021

Previously only staff with GPhC registration have been able to access the OST module. Due to the recent Missed Dose additions within the module staff without GPhC registration can now be given access to the module for missed dose recording and entry purposes, but not for claim submissions. The OST claim must be submitted by a member of staff with GPhC registration. **In order to be able to submit the OST claim an additional permission has to be added** for the relevant individual(s). Please see below for details on how to add the new permission required.

- Log in to NEO with the Pharmacy Manager log in details
- Click on staff



NHS GREATER GLASGOW AND CLYDE - MY PHARMACY

ACCOUNT GENERAL **STAFF** REPORTS NEWS

OST SITE DIARY CLIENT DIARY

» SUCCESSFUL

EMAIL ADDRESS HAS BEEN ADDED

HOME PAGE

» WELCOME PHARMACY MANAGER

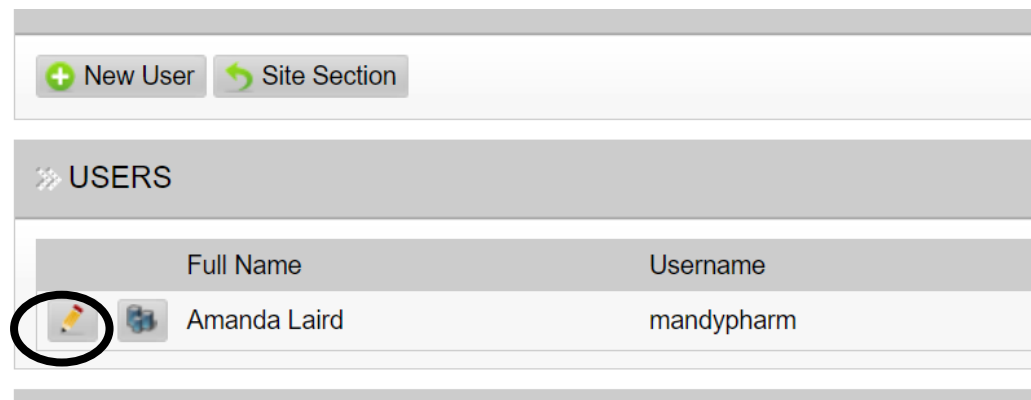
Created On: Thursday, 07 October 2021 15:37  
Last Visited: Friday, 31 December 2021 12:23

» OST - OUTSTANDING CLAIMS

You have outstanding OST claims for the following months; Sep 2021, Oct 2021 and Nov 2021  
Please ensure you submit your claims as soon as possible.


» SUPPORT INFORMATION

- Click edit next to the individual requiring permission to submit the OST claim (must have GPhC registration)



+ New User Site Section

» USERS

	Full Name	Username
	Amanda Laird	mandypharm

- Underneath the OST permission, tick Submit Claim then click update

GPHC Number: <input type="text" value="1212121"/>	
<b>PERMISSIONS</b>	
<b>General</b>	<b>Modules</b>
<input type="checkbox"/> News <input type="checkbox"/> Reports	<input type="checkbox"/> Client Diary <input checked="" type="checkbox"/> OST <input checked="" type="checkbox"/> <b>Submit Claim</b> <input type="checkbox"/> Site Diary
<b>NOTES</b>	
<div style="border: 1px solid black; height: 80px;"></div>	
USED	
<b>OPTIONS</b>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

- Repeat for other relevant staff members

Further information on accessing / creating Log Ins can be found in the v2 NEO 360 Staff Log Ins and Housekeeping guidance. This is available at [neo-360-staff-log-in-housekeeping-v2.pdf \(scot.nhs.uk\)](#) or via the NEO Help Section.

If you need any further advice or support please contact a member of the team by emailing [ADRS.Pharmacyteam@ggc.scot.nhs.uk](mailto:ADRS.Pharmacyteam@ggc.scot.nhs.uk)

Thank you

ADRS Pharmacy Team