

<b>NHS Dumfries And Galloway Area Pharmaceutical Service</b>				
<b>SOP: 18.01.01</b>	<b>Community Pharmacy Transfer of IDL</b>			
SCOPE	Outlines process for Community Pharmacy IDL requests to NHS D&G			
RESPONSIBILITY	Community Pharmacists, Pharmacy Digital Facilitator			

1 of 2

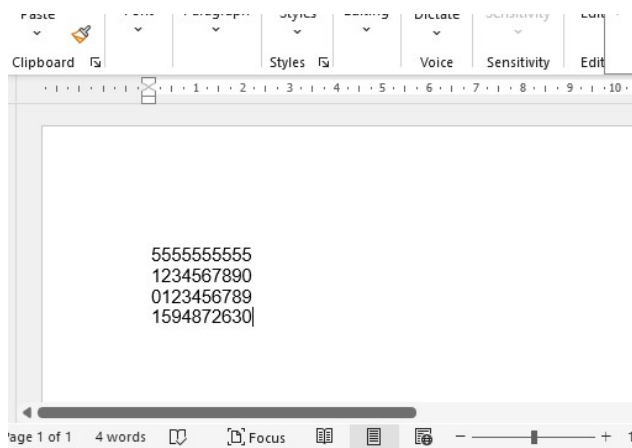
## Community Pharmacy Transfer of IDL

### Pre-requisites

1. List of patient CHI numbers where IDL is required
2. Access to the generic email box for the community pharmacy
3. An understanding of the data protection requirements and an agreement to work within these.

### Process

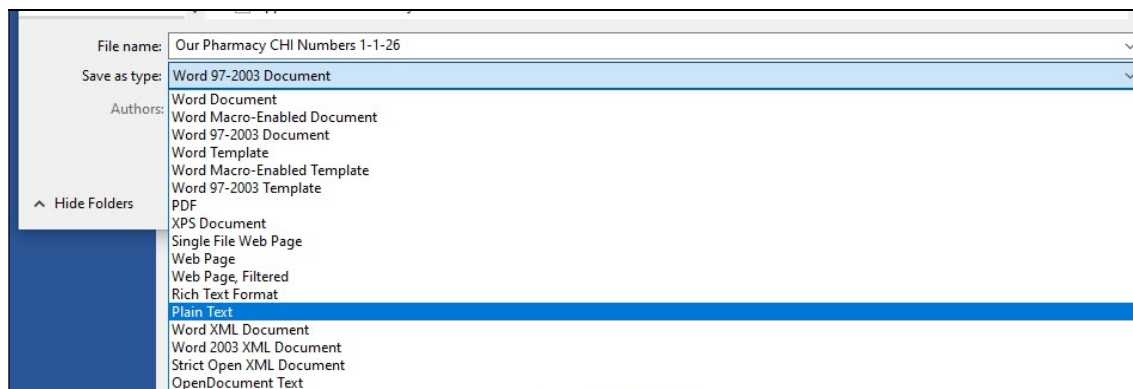
1. Identify patients as per Data Sharing Agreement.
2. Open **Microsoft Word**.
3. Create a **Blank Document**.
4. Enter only the CHI number for each patient.
  - Each 10-digit CHI number **must** be entered on a single line with no other information and no additional formatting
  - Press **Enter** after each CHI number to take a new line if there is another CHI to be entered
  - Ensure each CHI number **does have** 10 digits (NB: spreadsheets often remove leading zeroes)
  - Ensure there are **no other characters** in this document and no final blank line or it will **NOT** be processed



Document Code:	18.01.01	Written by:	John Park
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Supersedes:	N/A		
		Director of Pharmacy:	Nikki Holmes
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5. Save the file as a **.txt document (Plain Text)**.

- Word documents will **NOT** be processed
- **File > Save As**
- Choose the location you use to store your CHI number files
- Name the file as something which is meaningful to your pharmacy
- From the drop-down box "**Save as type:**", choose the option "**Plain Text**" as shown below
- Click **Save**



## 6. Send this file as an email attachment.

- This will be automatically processed by a computer. Any additional information will be ignored. There is no need to write a polite covering note!
  - The email **must** be sent from your Community Pharmacy Generic Email Account
  - Send to: [dq.iddcommpharm@nhs.scot](mailto:dq.iddcommpharm@nhs.scot)
  - The SUBJECT for the email **must** be 'CHI List'
  - Ensure you **attach** the file containing the list of CHI numbers
  - Click Send
7. The list can be updated as often as necessary. You will need to send the whole list each time as everything associated with your pharmacy email will be removed and replaced with the new information.
8. You should receive confirmation your file has been processed within approximately 20 minutes of submitting. If you do not, please check that you have CHI List in the subject line.
9. If there are any problems processing the file, a 'failure' email will be generated. Please check this email for information on why the file has not processed, adjust and resubmit.
10. If you continue to have issues, please contact [dq.hepma@nhs.scot](mailto:dq.hepma@nhs.scot) in the first instance.