Gaining access to the SUS Application

SUS is currently only directly available to NHS Organisations (or their information suppliers such as shared information services) and only to a limited number of staff in each organisation. To access this information users must have a Spine smart card with the correct access rights (Business Functions) assigned by a local RA (Registration Authority) Sponsor.

More details on registration and business functions can be found in the SUS RBAC Assignment Guidance under ‘How do I access SUS?’ on the SUS Guidance page of the HSCIC website.

Specific guidance for Shared Services can be found on SUS Shared Service Guidance under ‘Setting up a Shared Service & Specialist Commissioning Service’, also on the SUS Guidance page.

Requirements for accessing SUS – Part 1:

1) Spine Smartcard
To obtain a Smartcard, users must contact their local Registration Authority (RA), who is responsible for issuing cards. The RA will enter the users’ details on the NHS Care Record Service User Directory, known as the Spine User Directory (SUD) and the user will receive a Unique User Identifier (UUID). The record relating to the new user on the SUD will contain details of the organisation the user works for or is acting on behalf of, e.g. for a Shared Informatics Service.

2) User Role Profile (URP) for accessing SUS
To do this users must contact their local RA. A registration form must be signed off for users to be assigned the required SUS Business Functions (BFs) by the RA. The RA will then update the Spine Directory Service (SDS) with the Business Functions to create the users URP.

3) Smartcard must contain the correct Business Functions.
Providers require ‘Business Function B1565’ to be assigned to the smartcard. Commissioners require ‘Business Function B1560’. Without one of these roles users will not see the ‘Launch data access services’ link needed to access the SUS application.

4) Log in to the SUS PbR portal at least once.
Users must log in to the SUS PbR Portal at least once in order to create a ‘My Documents’ folder into which extract are sent. A report cannot be scheduled unless a user logs in. If a user has not logged in before the Reconciliation or Post reconciliation dates it is not possible to guarantee that the PbR report will be received.

After following the above steps users should be able to enter the SUS application and access data relating to their organisation.

SUS restricted access to 3 users per organisation

The Patient Information Advisory Group (PIAG) imposed conditions on the approval of the Section 60 application for operating SUS including a requirement that access to patient identifiable data must be limited.

The limit of 3 users has been set on the basis that:

- it is a suitable number of staff in an organisation to handle the extract
• processes are expected to take place on a regular and known schedule
• it allows for managing staff absences/cover etc
• it will ensure that SUS is not overloaded
• it will enable ‘fair access’ organisations
• meets PIAG conditions

Sending Data to SUS

All organisations that are required to send data need to be registered with SUS. To do this the SUS SR1 Registration Form must be completed. This is available under the section ‘How do I send data to SUS?’ on the SUS Guidance page.

This form should also be used if users need to inform SUS of any amendments to original registration. This includes the email to which notifications of interchanges which fail to be processed into SUS will be sent.

Users should complete an SR1 form if they:

• have NOT sent data before

• wish to send data using a new CDS Interchange Sender Identity (EDIFACT/EDI Address)

• wish to change the registered organisation code (e.g. a new organisation using an old CDS Interchange Sender Identity but wanting all interchanges to appear on tracker under the new organisation code).

• wish to change contact details for email notification of interchange failure.

Please create a new call via NSD weblog, attach the completed SR1 form, and request a call to be raised to process the sender registration.

Obtaining CDS Interchange Sender Identity

In order to send a CDS Interchange, a CDS Interchange Sender Identity is required.

This comprises 10 character EDIFACT address and a local 5 character tail specified by the data sender. The code is used to manage physical interchange senders, particularly to ensure that interchanges are processed in sequence, flow blocking following an error is also managed at this level.

Most senders use the same 5 character suffix for all data, e.g. 00001.

Some use a different suffix for different dataset types (APC, OP etc) or for different PAS systems. Note: There are risks associated with this practice. Users are advised to make sure they fully understand the update protocols before choosing to use specific suffix identifiers.

XML Suppliers

Each provider should enlist the help of an XML translation supplier to translate the provider’s data into XML format. It is the responsibility of the XML translator to assist in obtaining and managing the EDIFACT address required by the provider.