NHS Professionals

Quick Guide on Agency Rates

Step 1: To access NHSP:*Online*, please **always** use Internet Explorer. You can access the system using this link: **www.nhsprofessionals.nhs.uk/en/Login**

Step 2: Once you have logged into NHSP:*Online*, you will be presented with a menu of options.

See **NHSP:*Online* user guide** for 1st page set up and introduction. The following topics will be covered in this guide:

1. Agency Rates including rate cards and rate card status
2. Download Blank Template
3. Mileage
4. Personalised Rates Requests
5. Self-Billing Agreements
6. Invoice Reports

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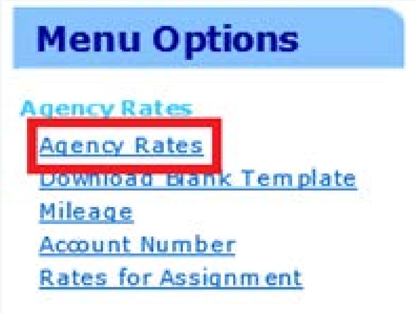
1. Agency Rates

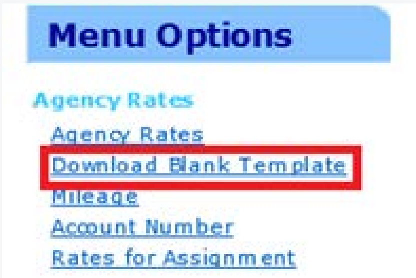
a. When you select this option, all rate cards you currently have on the system will be displayed.



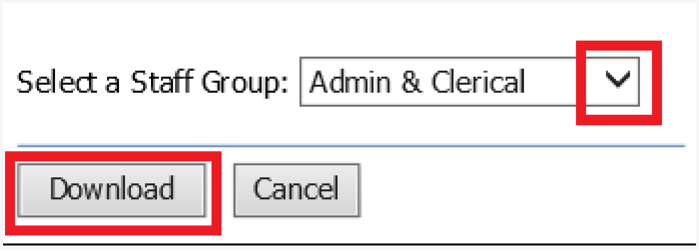
b. To add additional rate cards, simply click the **'green plus button'** on the right-hand side.

2. Download Blank Template

a. This is where all the templates for the rate cards are stored

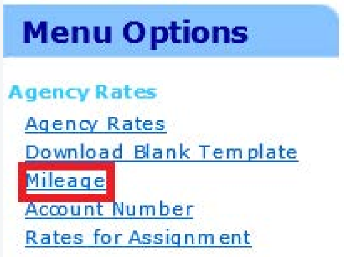


b. To download a template first select a **'staff group'** and then click on the **'download'** button.



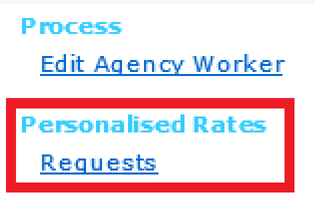
3. Mileage

a. Before you submit a general new rate card you will need to insert the mileage.



b. Simply enter the details in these fields and click **'Submit'**. When you upload your new rate card, the system will automatically pull the mileage from these values.

4. Personalised Rates Requests



a. To submit a personalised rate card, you will need to seek permission from the Trust through the system.

b. To do this, you will first need to add a rate card by clicking on the **'green plus button'**

c. Select a **Trust** from the menu and **add any comments** and then submit your request by clicking 'OK'.

5. Self-Billing Agreements

a. You can view / submit self-billing agreements from this page.

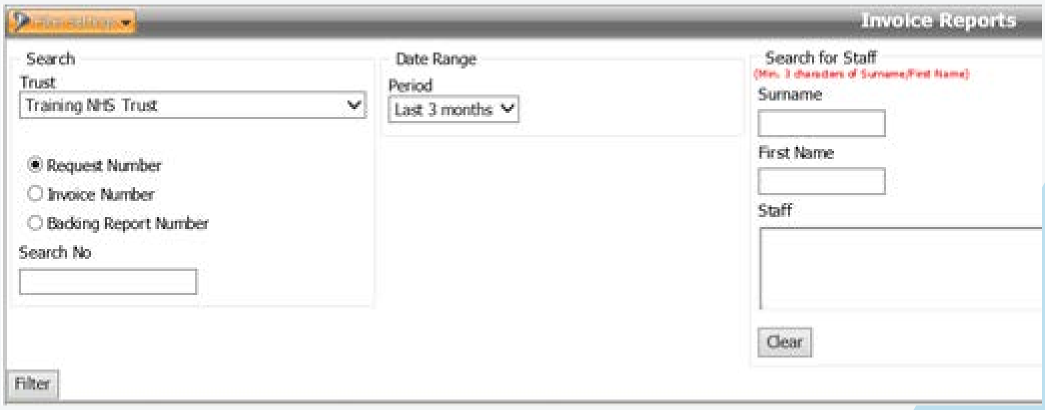
b. To submit a self-billing agreement, click the **'green plus button'**

c. Complete the details in the fields highlighted below and then click **'Submit'.**

6. Invoice Reports

a. This allows you to view any previous reports / invoices.

b. To view available reports, select the Trust, Date Range, Worker or Request or backing report number and press filter.



The **NHSP Agency Support Team** provides support for agencies and specific agency related queries.

If you have any queries relating to the NHSP portal, retrospective bookings or invoicing queries please contact the **NHSP Agency Support Team** on:

Email: **agencies@nhsprofessionals.nhs.uk**

Tel: **0333 0143626**

Opening times: **Monday – Friday 8am-6pm**