

ImmForm Helpsheet 9 – Changes to ImmForm registration details

This helpsheet is designed to advise you about which changes to your ImmForm registration need to be reported to us.

Why you need to tell us about changes

ImmForm relies on key registration details, such as your NHS Organisation Code to identify the organisation you belong to, or your delivery address for supply of vaccines, or your e-mail address for logging in and for sending important communications. Therefore, it is important that you tell us promptly of any changes.

What changes you need to tell us about

Please tell us of any changes to the following:

- change of contacts for an organisation (e.g. flu coordinator, vaccine supply contact etc)
- change of NHS Organisation Code (e.g. if GP practices or PCTs merge, or if a PCT becomes a care trust – see below)
- change of postal address (particularly important if registered as a vaccine supply delivery address)
- change of details for a contact (e.g. e-mail address, telephone number).

Please email details of the change(s) to Helpdesk@immform.org.uk. You can also use the feedback facility function on the ImmForm website, selecting the appropriate feedback category (contact, address or organisational code changes) from the dropdown list.

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NHS organisation codes

ImmForm uses NHS organisation codes to identify uniquely SHAs, PCTs and GP practices. Therefore, it is vital that we are notified of any changes, ideally in advance of any changes being made.

We have also experienced problems with some bulk upload data where there are duplicate practice codes, which we are unable to upload. We liaise with the suppliers to resolve these, but often the complication is where practices have merged or split. In these cases, merged practices should submit their data under a single organisational code. Split practices should submit their data under separate organisational codes. Please also contact your suppliers or amend the organisational code on your system as appropriate and enable/disable automated extracts as appropriate.

You should also notify the NHS Organisation Data Service (ODS) of any changes to your organisation. The best way to contact them is via the Exeter helpdesk Exeter.helpdesk@nhs.net or on 01392 251289 or on the address below.

Organisation Data Service
NHS Connecting for Health
Hexagon House
Pynes Hill
Rydon Lane
Exeter
Devon
EX2 5SE

For more information, follow the link below:

www.connectingforhealth.nhs.uk/systemsandservices/data/ods

You can find out what your organisation code is by going to this website.