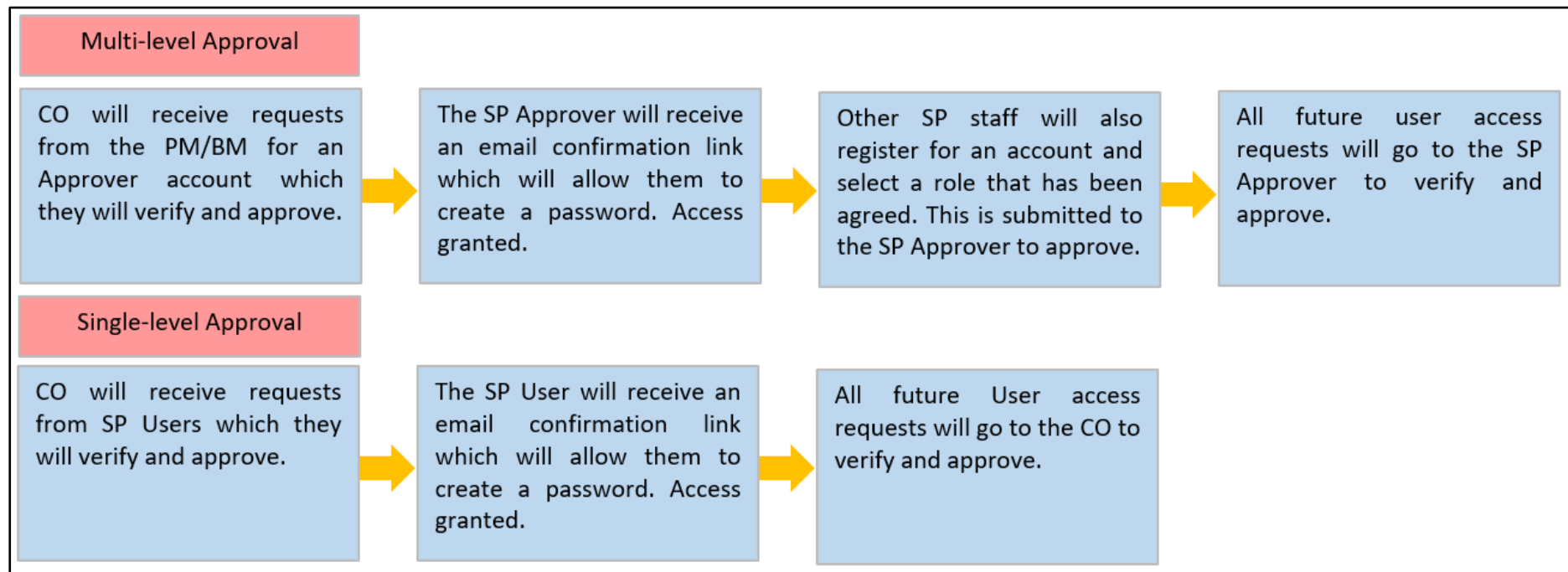


## CQRS Local GP Practice Sign-up Process

The below processes will assist Service Providers with gaining access to CQRS Local depending on your chosen approval level set up.

1. The CQRS Local Team will set up a Commissioner as a Super User who can set other users up at the CCG i.e. Commissioner User/Approver etc.
2. The Commissioner will then email out a link to their Service Providers for them to register for a CQRS Local account.



**CO** – Commissioning Organisation. **SP** – Service Provider. **PM/BM** – Practice Manager/Business Manager

A CQRS Local Admin Guide can be found in the following location to assist you <https://academy.midlandsandlancashirecsu.nhs.uk/cqrs-local-training/>

**Important Commissioner Note:** Commissioning Organisations will need to select or de-select the approval level (single or multi-level process depending on individual practice requirements). Once this is done CO's can approve the incoming requests that they will receive from the Provider Approver (Practice Manager) who will then have the correct and authorised permissions on their account to approve fellow practice colleagues. A Commissioner Approver can change the default settings for a Service Provider by following these simple steps: Home Page - Providers - View - Tick/Untick Multi-level approval box.