



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

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

Menu Options

Agency Rates

- [Agency Rates](#)
- [Download Blank Template](#)
- [Mileage](#)
- [Account Number](#)
- [Rates for Assignment](#)

AWR Enhancement

- [Maintain Continuous Service](#)

Process

- [Edit Agency Worker](#)

Personalised Rates

- [Requests](#)

Self Billing

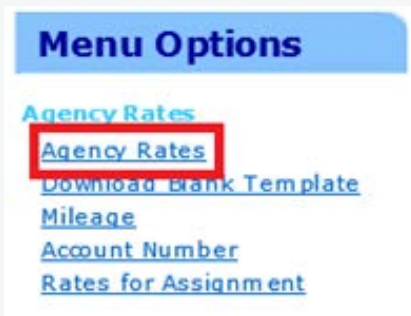
- [Agreements](#)
- [Invoice Reports](#)

User

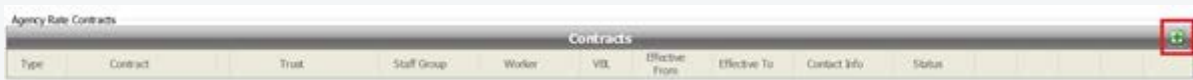
- [Notifications](#)
- [Change Password](#)

1. Agency Rates

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

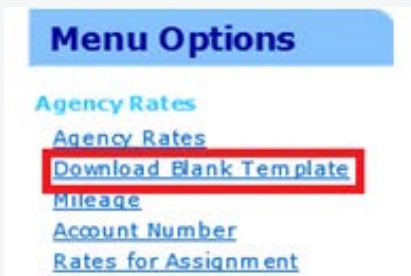


b. To add additional rate cards, simply click the **'green plus button'** on the right-hand side.

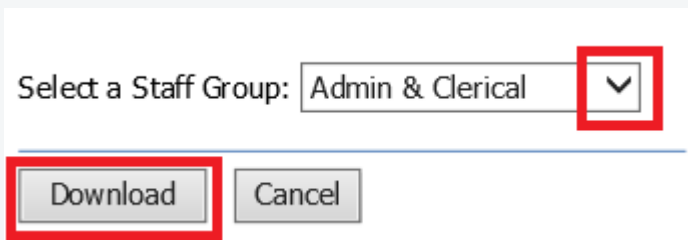


2. Download Blank Template

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.



The image shows a form for downloading a template. It has a label 'Select a Staff Group:' followed by a dropdown menu showing 'Admin & Clerical'. A red box highlights the dropdown arrow. Below the dropdown are two buttons: 'Download' (highlighted with a red box) and 'Cancel'.

3. Mileage

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

Menu Options

- [Agency Rates](#)
- [Agency Rates](#)
- [Download Blank Template](#)
- [Mileage](#)
- [Account Number](#)
- [Rates for Assignment](#)

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.

Mileage Allowance					
Motor cars with three or four wheels	500 to 1000	1000 to 1500	1500 to 2000	over 2000	
Engine Capacity (cc)					
Up to 1,500 miles	0.00	0.00	0.00	0.00	0.00
1,501 - 9,000 miles	0.00	0.00	0.00	0.00	0.00
9,001 - 15,000 miles	0.00	0.00	0.00	0.00	0.00
Thereafter	0.00	0.00	0.00	0.00	0.00
Other motor vehicles					
Engine Capacity (cc)	Up to 125	Over 125			
Up to 5,000 miles	0.00	0.00			
Over 5,000 miles	0.00	0.00			
Passenger allowance					
Each Passenger	0.00				
Pedal cycles					
	0.00				

4. Personalised Rates Requests

Process

- [Edit Agency Worker](#)
- [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'.

Personalised Rates Request

Trust	Status	Comments

New Personalised Rates Request

Trust: ▼

Comments: ×

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'.

A screenshot of the 'Add Agreement' form in a web application. The form is titled 'Add Agreement' and has a 'Self Billing Agreements' window title. It contains the following fields and controls:

- Trust:** A dropdown menu with a green plus button icon highlighted in a red box.
- Agency VAT Number:** A text input field.
- Agreement Expiry Date:** A date picker field with the format 'dd/mm/yyyy' highlighted in a red box.
- Agency agrees not to raise invoices for transactions covered by this agreement:** A checkbox highlighted in a red box.
- Agency agrees to notify the trust immediately if the VAT registration number changes, or agency stops being VAT registered or sells the business (or part of the business):** A checkbox highlighted in a red box.
- Agency Signature:** A text input field with an 'Add Signature' button highlighted in a red box.
- Buttons:** 'Submit' and 'Close' buttons at the bottom left, with 'Submit' highlighted in a red box.

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.

A screenshot of the 'Invoice Reports' search form in a web application. The form is titled 'Invoice Reports' and has a 'Search' dropdown menu. It contains the following fields and controls:

- Search:** A dropdown menu with 'Training NHS Trust' selected.
- Date Range:** A section with 'Period' set to 'Last 3 months'.
- Search for Staff:** A section with 'Surname' and 'First Name' input fields, and a 'Staff' list area.
- Radio Buttons:** Three radio buttons for 'Request Number' (selected), 'Invoice Number', and 'Bading Report Number'.
- Search No:** A text input field.
- Buttons:** 'Filter' button at the bottom left and 'Clear' button at the bottom right.

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**

