Caveats

The processes for managing and providing dental and care home organisation code data is currently changing. Code data for these organisation types may not currently be correct on the ODS Portal. Please raise a call for the attention of ODS team by contacting the Exeter Helpdesk via exeter.helpdesk@nhs.net or 0300 303 4034, if you have a dental code query, or a care home code query. Please ensure you state clearly that the enquiry is about care home or dental data.

Background and Scope

The Organisation Data Service (ODS) is responsible for publishing organisation and practitioner codes, along with related national policies and standards. ODS is also responsible for the ongoing maintenance of the organisation and person nodes of the Spine Directory Service, the central data repository used within various NHS systems and services.

ODS use the Organisation, Standards, Codes, And Reference (OSCAR) database to maintain organisation codes.

The ODS Portal provides access to data held within the OSCAR database, and is used by ODS customers to search for geographical and/or organisational data.

The ODS Portal provides a quick and easy search facility for English and Welsh organisation details. It provides the following user options:

- Search for organisation/practitioner details using their code
- Search using organisation/practitioner name, address or postcode
- Postcode lookup provides Local Health Authority, Higher Health Authority and CCG for postcodes in England or Wales

Organisation data provided on the ODS Portal is refreshed every night.
User Guide

Home Page

The ODS Portal can be accessed via https://odsportal.hscic.gov.uk/

The Home Page provides a description of the Portal’s functions, and a link to both subpages of the Portal:

- The **Geographic Search** facility enables a user to find the Local Authority, Higher Health Authority and Clinical Commissioning Group for Postcodes in England and Wales.
- The **Organisation Search** facility enables a user to search for details of not only organisations, but also GP and Dental Practitioners within England and Wales.

A link to both search facilities can be found at the top of the page.

**Geographic Search**

The ODS Portal Geographic Search can be accessed via https://odsportal.hscic.gov.uk/Geographic/Search or by selecting the Geographic Search link from the Home Page.
The Geographic Search allows a user to search for geographically responsible Local Health Authorities, Higher Health Authorities and CCGs, within England or Wales using a full or partial postcode.

A full or partial postcode can be entered on the Postcode search fields and can be searched by selecting the Search button.

- A partial postcode search will return all existing postcodes that include the partial search, and a postcode can then be selected. The results page will display the Local Authority relationship, Higher Health Authority relationship, and Primary Care Organisation relationship with the relevant organisations and organisation codes.
A full postcode search will navigate directly to the results page.

An organisation that appears on the result page can be selected, which then navigates to the organisation details as though you had used the Organisation / Practitioner Search.
The ODS Portal Organisation / Practitioner Search can be accessed via https://odsportal.hscic.gov.uk/Organisation/Search or by selecting the Organisation Search link from the Home Page.

The Organisation / Practitioner Search allows a user to search for an organisation or practitioner using their code, type, name, address or postcode. Partial matching is possible, such as searching by the first part of a postcode.

It must be noted when searching for GP Practices that GP Practice information is held as Prescribing Cost Centre in the Type drop down menu.

An organisation code, organisation type, organisation name, organisation address, and/or an organisation postcode can be entered within the respective search fields and can be searched by selecting the Search button. Inputted search parameters can be cleared by selecting the Reset button.
A successful search will return the organisation details, including:

- Organisation name
- Organisation code
- National Grouping relationship and code
- Higher Health Authority relationship and code
- Open date and Close date (if applicable)
- Organisation address
Additional details will be displayed if applicable, within drop down display tabs.

- The **IG Management** tab will display persons registered in IG Management Roles.
- The **Sites** tab will display all sites under the main Organisation code.
- The **Branch Surgery** tab will display all Branch Surgeries under a GP Practice code.
- The **General Medical Practitioner** tab will display persons working at the organisation.

### Contact Information

ODS welcome any questions or concerns regarding data on the ODS Portal, and users can raise a call for the attention of ODS team by contacting the Exeter Helpdesk via exeter.helpdesk@nhs.net or 0300 303 4034.

ODS welcome any feedback or suggestions for improvement from users of the ODS Portal. Please read more by viewing the User Reference Panel.

Both links can be found at the bottom of the Home Page, Geographic Search Page, and Organisation / Practitioner Search Page.