

Information for foundation dentists
Submitting claims for
travel and/or subsistence
via self-service in Compass



You must only use this process if your Dental Foundation Training Scheme has advised you to claim for travel and/ or subsistence via Compass and the NHSBSA.

How do I access Compass?

When you applied to the Performer List you will have provided an email address and an activation email would have been sent to that address. By clicking on the link in the activation email, you can set up your Compass login details by creating a:

- ▶ username
- ▶ password
- ▶ memorable word

What do I do if I cannot find my activation email?

If you've checked your email (including the junk mail / trash) and there is no sign of your activation email or if you've accidentally deleted it, please contact us on 0300 330 1348. You will need your performer number and GDC number to hand when you call.

How to claim

Travel and subsistence can be claimed for attending Continuing Professional Development (CPD) courses and foundation training courses. Claims should be completed on an FP84 claim form.

The FP84 claim form must be signed by the course organiser to confirm your attendance.

Travel and Subsistence claims for each course should be claimed for separately.

Ensure that your claims are entered in Compass in a timely manner – we recommend at least once a month.

To guarantee that claims are paid, you should submit your claims in Compass by the **8th of the month** – claims received after this date might miss the cut off and need to be re-entered.

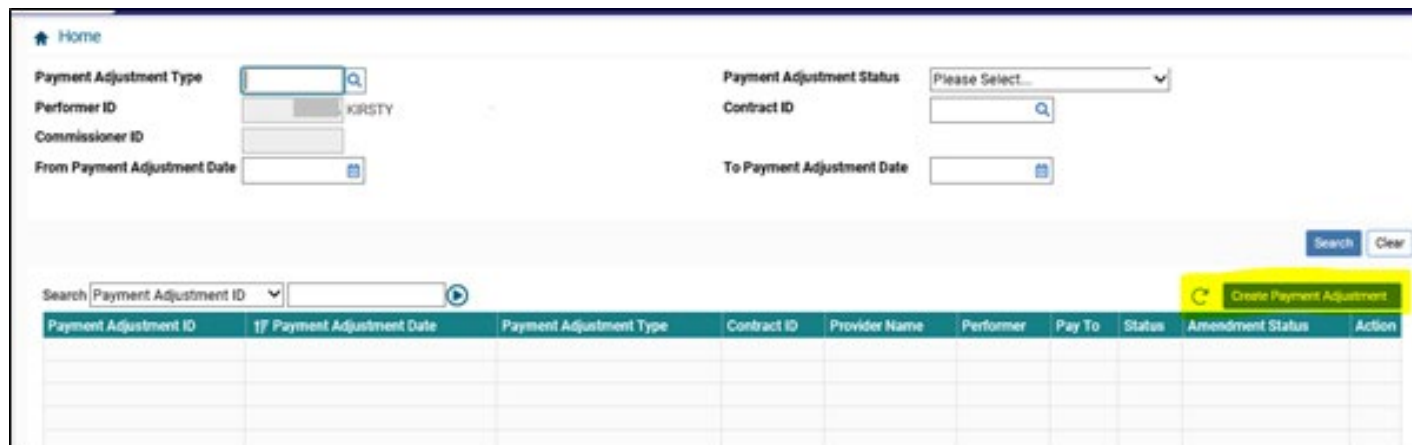
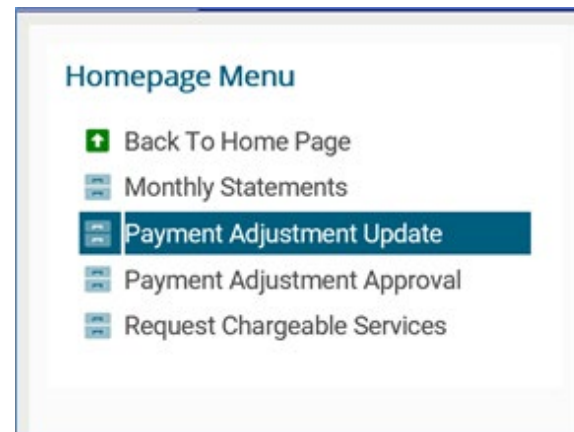
Log in to Compass: <https://www.nhsbsa.nhs.uk/compass>

How to submit a claim

▶ Navigate to the **Payments** folder



▶ Select **Payment Adjustment Update**



A screenshot of the 'Create Payment Adjustment' page in the Compass system. The page has a search bar at the top with a dropdown menu set to 'Payment Adjustment ID'. Below the search bar is a table with the following columns: Payment Adjustment ID, Payment Adjustment Date, Payment Adjustment Type, Contract ID, Provider Name, Performer, Pay To, Status, Amendment Status, and Action. The 'Create Payment Adjustment' button is highlighted in yellow.

Payment Adjustment ID	Payment Adjustment Date	Payment Adjustment Type	Contract ID	Provider Name	Performer	Pay To	Status	Amendment Status	Action

▶ Now select the **'Create Payment Adjustment'** button

▶ The following screen will be presented:

Click on the magnifying glass and you will be presented with a list of available adjustment codes.

Create Payment Adjustment

Payment Adjustment Type: [Yellow box with magnifying glass icon]

Narrative: [Empty text box]

Attachments [Button] Save Save/Create Cancel

▶ For subsistence claims, select **Foundation Dentist Subsistence (FD_SUBSO)**

▶ For travel claims, select **Foundation Dentist Travel (FD_TRAVO)**

From Payment Adjustment Date: [] To Payment Adjustment Date: []

Search: Payment Adjustment ID []

Payment Adjustment Type

Payment Adjustment Type Code	Payment Adjustment Type Name	Nature of Payment Adjustment Type	SFE Y/N	Action
ADL_ENG_P	Adoptive Leave Payments - Self Service (England only)	Payment	Y	Select
FD_SUBSO	Foundation Dentist Subsistence	Payment	N	Select
FD_TRAVO	Foundation Dentist Travel	Payment	N	Select
LTS_ENG_P	Long Term Sickness Pay - Self Service (England only)	Payment	Y	Select
MAT_ENG_P	Maternity Payment - Self Service (England only)	Payment	Y	Select
PAT_ENG_P	Paternity Pay - Self Service (England only)	Payment	Y	Select

Records 0 to 0 of 0

▶ You will then be presented with the Create Payment Adjustment page:

Create Payment Adjustment

Payment Adjustment Type: **FD_SUBSO** Foundation Dentist Subsistence

Narrative: Foundation induction 12/11/2021

Other

Contract ID: 1234560001

Performer ID: KIRSTY

Start Date: 22/11/2021 Monday, 22 November 2021

Amount: 5.00

Number of Payments: 1

End Date: 22/11/2021 Monday, 22 November 2021

Attachments [Button] Save Save/Create Cancel

Subsistence claims

For subsistence claims, you need to enter:

- ▶ the **contract ID** – this is the contract number you work under
- ▶ **details of the course and the date of the course** in the narrative box in the top right
- ▶ the **total amount you are claiming for subsistence – this must be within the allowance detailed on the FP84 claim form**

Tip: if you do not know the contract ID you work under, use the magnifying glass to look it up.

The following fields will be prepopulated:

- ▶ your **performer number**
- ▶ the **start date** – this is the next payment run date and you must not amend it. This is not the date of the course
- ▶ the **end date** – you should not amend this date
- ▶ the **number of payments** – this will always be one

If the amount claimed exceeds the agreed allowance, the claim will be rejected and will need to be re-entered.

Receipts or proof of purchase must be provided together with details of the time of departure and return.

Travel claims

For travel claims, you need to enter:

- ▶ the **contract ID** – this is the contract number you work under
- ▶ **details of the course and the date of the course** in the narrative box in the top right
- ▶ the **total amount you are claiming for travel – this must be within the allowance detailed on the FP84 claim form**

Tip: If you do not know the contract ID you work under, use the magnifying glass to look it up.

The following fields will be prepopulated:

- ▶ your **performer number**
- ▶ the **start date** – this is the next payment run date and you must not amend it. This is not the date of the course
- ▶ the **end date** – you should not amend this date
- ▶ the **number of payments** – this will always be one

If the amount claimed exceeds the allowance detailed on the FP84 claim form, your claim will be rejected and will need to be re-entered.

If you are claiming mileage at the higher rate because you have a passenger, please ensure this is stated on the FP84 claim form. You must also include the passenger's Performer Number on the claim form. Please note the additional 0.05p per mile covers all passengers and is not an additional payment per passenger.

Receipts or proof of purchase for public transport and/or parking must be provided. Claims for a taxi/uber will be rejected unless they are accompanied by a letter of authorisation from your regional team.

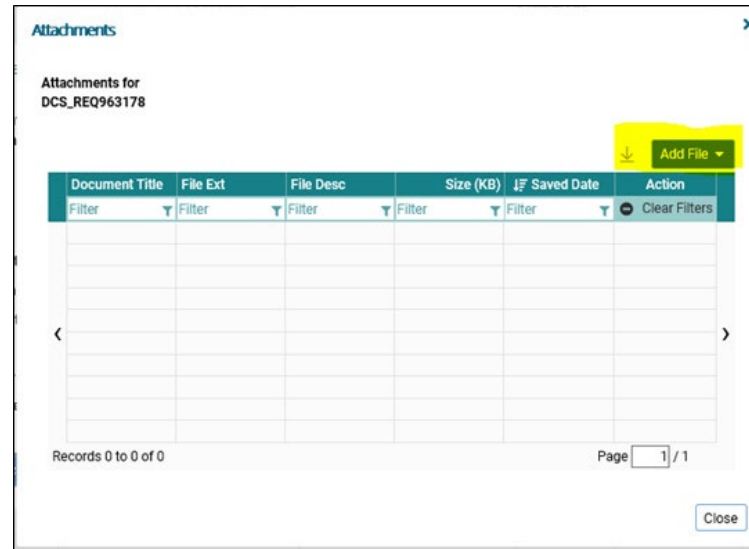
Attachments

For all claims you must attach a copy of the **signed FP84 claim** form together with any **receipts/proof of purchase**.

Please note NHS Dental Services are unable to view HEIC type files.

To attach files:

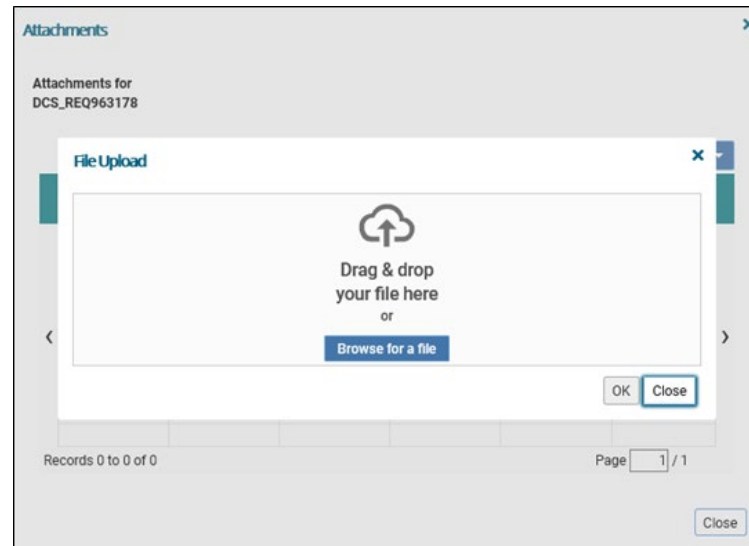
- ▶ select the **Attachments** button
- ▶ select the **Add File** button



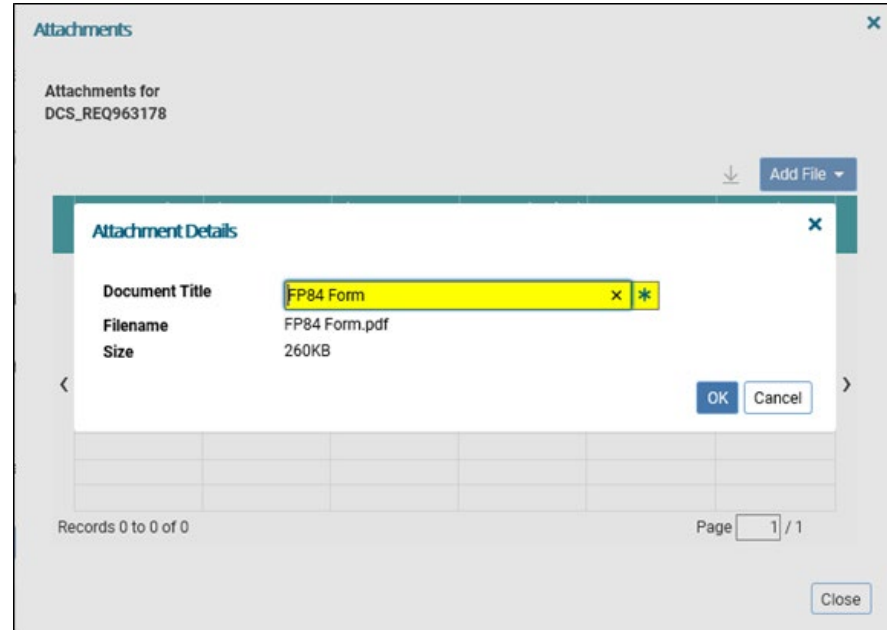
You will then be presented with the **File Upload** page.

You can then either:

- ▶ drag and drop the relevant file
- ▶ 'browse for a file'

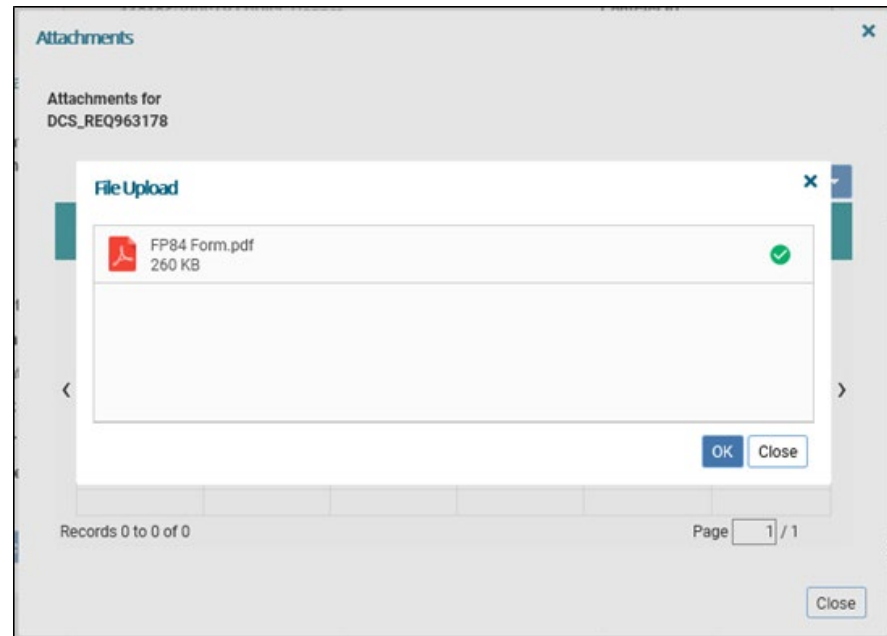


Once your file has finished uploading select **OK**.



Another box confirming the attachment details will be presented.

If this is correct select **OK**.



The document will then show in the table and you can either repeat the process to add another document or select **Close**.

Attachments ✕

Attachments for
DCS_REQ963178

↓ Add File ▾

Document Title	File Ext	File Desc	Size (KB)	Saved Date	Action
Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Clear Filters
FP84 Form	pdf	Adobe Document	265	20/10/2021 11:02:32	View ▾

Records 1 to 1 of 1 Page / 1

Close

You will now be returned to the main page.

You can either:

- ▶ select **Save** to submit the claim
- ▶ select **Save/Create** to submit the claim and create another claim

Create Payment Adjustment

Payment Adjustment Type: **FD_SUBSO** Foundation Dentist
Reason: Subsistence
Narrative: Foundation induction 12/11/2021

Other

Contract ID: 1234560001
Performer ID: KIRSTY
Start Date: 22/11/2021 Monday, 22 November 2021
Amount: 5.00
Number of Payments: 1
End Date: 22/11/2021 Monday, 22 November 2021

Attachments Save Save/Create Cancel

On selecting **Save**, a declaration will be presented which replicates the declaration the FP84.

Please read this declaration carefully and then select **Accept**.

Create Payment Adjustment

Payment Adjustment Type: **FD...** Sube
Reason: Subsistence
Narrative: Foundation induction 12/11/2021

Other

Contract ID: 1234560001
Performer ID: KIRSTY
Start Date: 22/11/2021 Monday, 22 November 2021
Amount: 5.00
Number of Payments: 1
End Date: 22/11/2021 Monday, 22 November 2021

Attachments Save Save/Create Cancel

Declaration

I declare that the mileage allowances and expenses claimed herein were incurred solely on the journeys to attend continuing professional development courses or foundation training courses and that the charges are in accordance with the Department of Health Regulations in force at present and, that, where the full mileage rate has been claimed, public transport would not have been appropriate. I declare that the information on this form is correct and complete, and I understand that, if it is not, action may be taken against me. For the of purpose of verification of this claim I consent to the disclosure of sufficient documentary evidence to demonstrate its accuracy to the Secretary of State and NHS England & NHS Improvement Regional Team.

Accept Cancel

Once submitted the claim will be passed to NHS Dental Services to be checked and approved or rejected.

The status of the claim will be presented in the table within the **Payment Adjustment Update Screen**.

If no results are showing, click **Search**.

The screenshot displays the 'Payment Adjustment Update Screen' interface. At the top, there are search filters for 'Payment Adjustment Type', 'Performer ID' (with 'KRSTY' entered), 'Commissioner ID', 'From Payment Adjustment Date', 'Payment Adjustment Status' (with a dropdown menu), 'Contract ID', and 'To Payment Adjustment Date'. A 'Search' button and a 'Clear' button are located to the right of the filters. Below the filters is a search bar for 'Payment Adjustment ID' and a 'Create Payment Adjustment' button. The main content is a table with the following data:

Payment Adjustment ID	Payment Adjustment Date	Payment Adjustment Type	Contract ID	Provider Name	Performer	Pay To	Status	Amendment Status	Action
963180	21/10/2021	Foundation Dentist Travel					Awaiting Final Approval		View Payment Adjustment
963179	21/10/2021	Foundation Dentist Subsistence					Awaiting Final Approval		View Payment Adjustment

