



## Activity Authorisation Search/Authorise All (clinician or provider/clinician)

Home » Activity Authorisation Search

Contract ID  Personal ID

The claims listed below have been created by your practice but are awaiting authorisation before they can be processed through the NHS Dental Services system. Please select each claim and authorise appropriately by completing the Clinician Declaration tab or select 'Authorise All' below which will allow you to complete a single Clinician Declaration which will apply to all claims showing on the list. To narrow down claims to a specific contract, enter the Contract ID at the top of the screen and press 'Search'.

Search

Contract ID	Personal ID	Patient Surname	Patient Forename	Date of Birth	Treatment Start Date	Treatment End Date	Form Type	Action
9251790001	835773	LEADINGSPLACE	JIM	08/06/1950	18/03/2024	25/03/2024	Gen.	Authorise

If you have logged in as a Clinician or a Provider/Clinician the Activity Authorisation Search option will be available in the Activity Menu. This shows a list of all claims, both FP17 and FP17O, which have been created on your behalf and require your authorisation. NB. If you practice under several different contracts you can narrow down your search by entering the appropriate contract number and pressing “Search”.

The Action column on the right allows the following options.

- Authorise
- View Activity
- Delete

The entry “Export Grid Data” (available as a drop down under the “Authorise All” option) allows you to extract the contents of the list into an Excel, HTML or PDF format.

As an alternative to individually authorising each claim on the list a button “Authorise All” is supplied. On pressing this you will be presented with the following screen.



Patient Information	Dental Care Professional	Treatment Dates/Incomplete	Exemptions, Remissions & Patient Charge	Supporting Evidence	Treatment Category	COVID Status Triage Results	Clinical Data Set	
Other	Ethnic Origin	Clinician Declaration						
<p>All the necessary care and treatment that the patient is willing to undergo will be provided <input type="checkbox"/></p>								
<p>All the currently necessary care and treatment that the patient is willing to undergo has been carried out <input type="checkbox"/></p>								
<p>I declare that I am properly entitled to practice under the current dental regulations and that the information I have given on this form is correct and complete. I understand that if it is not, appropriate action may be taken. For the purpose of verification of this and the prevention and detection of fraud and incorrectness, I consent to the disclosure of relevant information from this form to and by the NHS Business Services Authority <input type="checkbox"/></p>								
							<input type="button" value="Authorise"/>	<input type="button" value="Cancel"/>

One or more of the declaration boxes must be ticked. On pressing “Authorise All” the declaration(s) entered will be automatically applied to every claim on the list which will then all be submitted for Compass validation processing.