

Compass - how to

... view and amend performers
NPE / NPEE

Step 1

View performer NPE/NPEE

Commissioner Users Homepage

Homepage Menu

- User Maintenance
- Commissioner
- Provider
- Contract
- Performer
- Payments
- Activity
- Reporting
- Locations
- Participant Update

Click on Contract

Homepage Menu

- Back To Commissioner Homepage
- Allocation of Foundation Dentists to Contract
- Contract Amend
- Contract History Search
- Contract Novation
- Contract Search
- Contract Setup and Completion

Click on
Contract Search

DCS419 - Contract Search

Home

Contract ID

Performer ID

Health Body Code

Provider ID

Provider Name

Provider Owners

Contract Type:

Start Date

End Date

Contract Status

Minimum Contract Value

Maximum Contract Value

Service Type Applied:

To find the relevant contract complete the appropriate fields and click on Search. You can either enter the relevant contract details or the performer number and this will return all the contracts the performer is working on

You'll then be presented with the details of the contract

Search

Contract ID	HRC	Provider Name	Type	Contract Start Date	Contract End Date	Status	Total Value	Contact Name	Contract Address	Post Code	Email Address	Phone	Action
													<input type="button" value="View"/>

Click on view to view the details of the contract

You then need to look up information relating to the performer(s) on the contract

DCS048 - Contract View

Home » Contracts List

- General
- Services
- Treatment Locations
- Performers
- Performer Contracted Activity
- Contract Events
- Summary

Click on Performers

Step 2

Amend performer NPE / NPEE

Homepage Menu

- Back To Commissioner Homepage
- Allocation of Foundation Dentists to Contract
- Contract Amend**
- Contract History Search
- Contract Novation
- Contract Search
- Contract Setup and Completion

Click on Contract Amend

DCS047 - Contract Amend

Home

Search

Contract No	Commissioner Name	Provider	Contract Type	Contract Start Date	Contract End Date	Status	Action
			GDS	01/04/2006		Active	Edit
			GDS	01/04/2006		Active	Edit
			GDS	01/04/2006		Active	Edit
			GDS	01/10/2011		Active	Edit
			GDS	01/12/2007		Active	Edit
			GDS	01/09/2013		Active	Edit
			GDS	01/09/2013		Active	Edit
			GDS	01/04/2006		Active	Edit
			GDS	01/04/2006		Active	Edit
			GDS	01/10/2009		Active	Edit
			GDS	01/04/2006		Active	Edit
			GDS	01/05/2010		Active	Edit
			GDS	01/04/2006		Active	Edit
			GDS	01/04/2006		Active	Edit
			GDS	01/04/2006		Active	Edit

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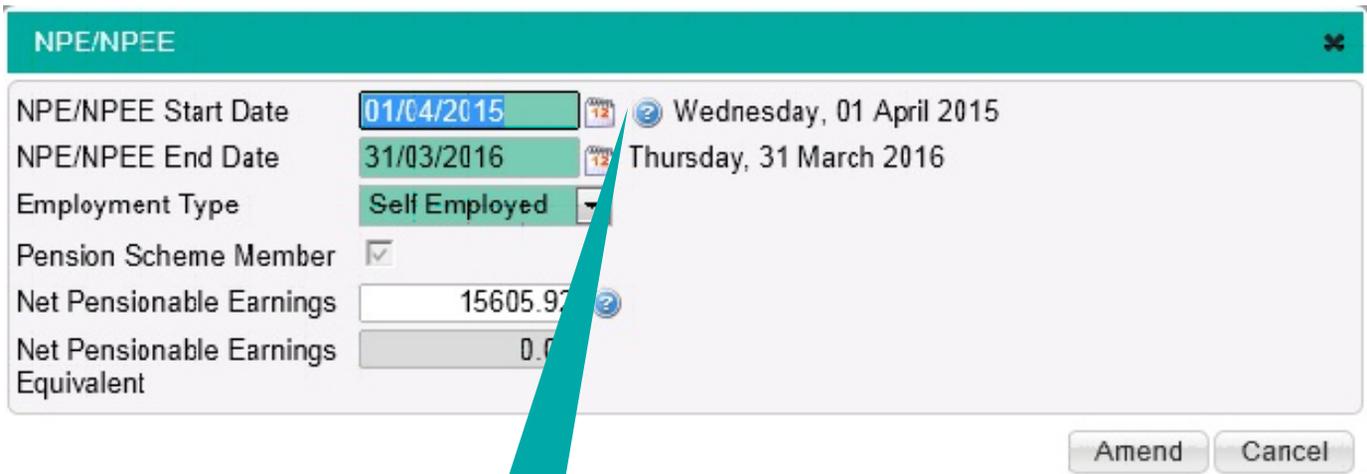
Click on Edit against the relevant contract

DCS047 - Contract Amend

Home » Contracts List

- General Services
- Treatment Locations
- Performers**
- Performer Contracted Activity
- Contract Events

Click on Performers



The screenshot shows a form titled "NPE/NPEE" with the following fields:

NPE/NPEE Start Date	01/04/2015	Wednesday, 01 April 2015
NPE/NPEE End Date	31/03/2016	Thursday, 31 March 2016
Employment Type	Self Employed	
Pension Scheme Member	<input checked="" type="checkbox"/>	
Net Pensionable Earnings	15605.92	
Net Pensionable Earnings Equivalent	0.00	

At the bottom right of the form are two buttons: "Amend" and "Cancel". A teal callout arrow points from a text box below to the "Amend" button.

Amend the relevant field and then click Amend

You will then need to click the **Submit** button on the **Contract Amend** screen to submit the change for authorisation

Tip: A performer's NPE or NPEE should be added at the contract set stage. See the **How to ... set up a contract guide** for information on how to do this.