

## **NHS Dental Services Information for Foundation Dentists**

### **Who are NHS Dental Services?**

NHS Dental Services is part of the NHS Business Services Authority and we are responsible for processing NHS dental claims and paying NHS Dentists. The NHS Contracts are managed through our system Compass. Further detailed information can be found on our website. <https://www.nhsbsa.nhs.uk/nhs-dental-services>

### **What is Compass and why should I use it?**

Compass is our Contract Management, Payments and Superannuation System. It is a web based database that contains all contract, payment, pension and activity information for all NHS Dental Contracts. By accessing the system you will be able to view all claims submitted under your performer number and all payment and pension details pertaining to you as a performer.

### **How do I access Compass?**

When you applied to the Performer List you will have provided an email address, an activation email would have been sent to that address. By clicking on the link within the activation email you can set up your Log In details by creating a Username, Password and 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 telephone our contact centre on 0300 330 1348, you will need your performer number and GDC number to hand when you call.

### **What do I do if I have forgotten my Log In details?**

If you have forgotten your password or memorable word you can use the self service options to reset them from the Compass Log in page. If you have forgotten your Username please telephone our contact centre on 0300 330 1348, you will need your performer number and GDC number to hand when you call.

## What information can I find in Compass?

Compass will give you access to the following information;

### Pay Statements.

Whilst you are a Foundation Dentist you are salaried and employed by your contract holder, however, details of your monthly pay and pension contributions can be found on your pay statement. These will be paid to you by your employer who will give you a payslip which should match the details shown in Compass. You may also be reimbursed for Travel and Subsistence by your employer through Compass and these details will also be included in your statement. The Monthly pay statement also includes a summary of claims processed and this will list details of all the patients you have seen together with the band of treatment claimed. To find out how to view your pay statement you can watch this short video

<https://www.youtube.com/watch?v=vZv6qPB4GM8>

### Activity

During your training year, you have a notional number of UDAs that you are expected to achieve. You will be required to record these figures monthly in your e-portfolio and also upload documentary proof from Compass of these figures. Although the information is included in your Monthly Pay Statement you should not upload the details of the patients and treatments you have provided. You can find a more suitable record of UDAs achieved in a report called Activity Actuals. To find out how to access the report you can watch this short video

[https://www.youtube.com/watch?v=tYnj\\_mKQzpo](https://www.youtube.com/watch?v=tYnj_mKQzpo)

### Reports

Twice a year NHS Dental Services provides an FD Report for you and your Trainer. This report provides you with breakdown of the clinical data set, the number of claims for the various treatments and where recorded, the number of teeth treated. It also gives a breakdown of activity by adult and child and analysis of patients treated by age.

To find out how to view your reports you can watch this short video.

<https://www.youtube.com/watch?v=ifmeek3LXtc>

## Pension Information

When you start working as a dentist in the NHS you are automatically opted into the NHS Pension Scheme. There is a wealth of information about the pension scheme on their website <https://www.nhsbsa.nhs.uk/member-hub>

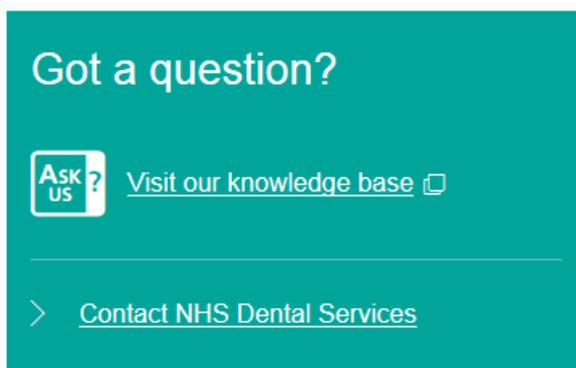
If you want to see your own personal contribution details, these can be found in the Pensions Folder in Compass. Select either 'Pensions Scheme Member Search' or 'Pension Contribution Search'

In some circumstances, it may be reasonable not to be a member of the NHS Pension Scheme and to choose to opt out. Whilst you are an active member of the NHS Pension Scheme you have enhanced ill health, retirement, life insurance and family benefits cover. If you leave the scheme then these enhanced pension benefits will no longer be payable. Therefore, before taking such action you should seek qualified financial advice.

If, after taking advice, you do wish to opt out of the NS Pension Scheme, details of how to do so can be found here. <https://www.nhsbsa.nhs.uk/member-hub/leaving-or-taking-break-scheme>

## Where can I get help and guidance?

Within the NHSBSA Dental Service website there is a variety of information including 'Spotlight' articles about appropriate claiming. There is also a knowledge base called Ask Us. This is a valuable resource and can be used to find the answer to many questions regarding dental treatment, treatment bands and costs, using Compass and much more. Wherever you see the green icon shown below you can visit the knowledge base and type in a question.



A decorative horizontal bar with a blue top layer and a green bottom layer, tapering towards the center.

Our Contact Centre is also open from 08.00 to 18.00 Monday to Friday and they can be contacted on 0300 330 1348 or by emailing [nhsbsa.dentalservices@nhsbsa.nhs.net](mailto:nhsbsa.dentalservices@nhsbsa.nhs.net)