

## Step by Step guide for On Line FP17/FP17O completion by Provider/Practice Manager/Receptionist

- Select Activity from Compass home page
- Information page for dentists will be displayed if logged in as a Provider
- Select Activity Creation
- Complete Contract ID – either manually or drop down menu if applicable
- Complete performer ID unless pre-populated
- Complete location ID - either manually or drop down menu if applicable
- Form type – select FP17 or FP17O – whichever is applicable
- Select “next” button
- Select **Patient Information tab** and complete relevant patient information – DOB format can be either DDMMCCYY or DD/MM/CCYY
- If existing patient use magnifying glass next to patient ID – this will pre-populate but can be amended if necessary
- If new patient enter post code and click on magnifying glass to select correct address
- Select **Treatment Dates/Incomplete** tab and enter date of acceptance – can be in following formats – DDMMYY, DD/MM/YY, DDMMCCYY, DD/MM/CCYY
- Repeat for date of completion
- If incomplete treatment – enter band of treatment carried out and ensure there is an accompanying band of treatment – either equal or higher value – (date of completion/last visit is mandatory in these cases)
- Select **Exemptions, Remissions & Patient Charge** tab and enter necessary information. If exemption or remission claimed, then one of the “evidence seen” boxes must be ticked. Patient charge is not mandatory if the patient is not exempt. *Welsh forms will include the Exam only – Under25/60 or over category*
- Select the **Supporting Evidence** tab and complete with relevant information if required
- Select **Treatment Category** tab and enter relevant information. If Reg 11 box ticked there must be a patient charge entered in the Exemptions, Remissions & Patient Charge area
- Select the **Clinical Data Set tab** and complete as necessary – **N.B.** Welsh and English screens differ
- Click on **Other** tab and complete as necessary
- Repeat for **Ethnic Origin** tab
- If treatment is on-going, select either “Save as draft and create another FP17” or “Save as draft and return to launch screen” tab – claim can be finalised at a later date.
- If treatment complete select either “Save or create another FP17” tab or “Save and return to launch screen” tab as only the Performer who carried out the treatment can authorise the claim.