

Step by Step guide for On Line FP17 completion by Performer

- Select Activity from Compass home page
- Information page for dentists will be displayed
- 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
- 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 **COVID Status Triage Results** and enter the relevant information
- 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 **Dentist Declaration** tab and complete as necessary – the claim created can only be submitted for validation if one of the boxes is ticked.
- Select either “Save and create another FP17” tab or “Save and return to launch screen” tab
- The “Save and create another FP17” tab will take you to the creation screen for a new claim
- The “Save and return to launch screen” will take you to the screen that enables you to change contract/performer details for any further claims