**NHS Dental Services**

**Provider adding a performer to a contract – England Only**

This guide will show you how to add a performer to your contract and submit the change to your Local Office for authorisation.

Navigate to the ‘Contract’ Folder

Select ‘Contract Amend’

A list of your contracts will be displayed in the table, select Edit on the contract you wish to add the performer to.

Select the ‘Performers’ option from the left hand menu.

The page will display a table of all the current performers associated with the contract.

Select ‘Create’

If you know the performer number of the dentist you wish to add enter this in the Performer field. If you do not know the performer number you can use the magnifying glass to search using the forename, surname or GDC number.

After you have the entered the number Forename, Surname and GDC number will populate with the details we hold form the GDC register.

Select a correspondence address and enter the performer start date and end date if appropriate. (If the contract has an end date the performer must have the same end date or an earlier one).

You now need to provide a realistic estimate of the net earnings for the performer for the financial year.

When entering a performer’s earnings there are two options:

* **Net Pensionable Earnings (NPE)** - Pension Scheme Members
* **Net Pensionable Earnings Equivalent (NPEE)** - Non Pension Scheme Members

The **‘NPE/NPEE’** entered should be the value for the period that the performer is on the contract in the financial year e.g. if the performer starts on 1st October, the value entered would be 6 months’ pay rather than a full 12 months.

Select ‘Create’

Enter the start date and the end date (31 March or earlier if the performer will leave earlier) and select the employment type.

The type of employment also has a bearing on whether the performer’s earnings are superannuable or not.

* If **‘Self Employed’** or **‘Salaried’** is selected then **‘NPE’** is entered; this will be superannuable as long as the performer is a member of the Pension Scheme.
* If **‘Agency’**, **‘Incorporated’** or **‘Sub Contractor’** is selected then **‘NPEE’** is entered. This employment type is non superannuable, even if the performer is a member of the Pension Scheme.

Enter the earnings in the appropriate white field which will be determined by the performer’s pension status and employment type selected. Select ‘Add’

This will take you back to the performer page and you will see the NPE/NPEE value in the table. Select ‘Add’ again.

The performer will now be displayed in the table (this could be on the next page if there are a lot of performer’s).

Select ‘Submit’.

You will now see the contract is showing with a status of Amended and awaiting authorisation.

The change will automatically be sent to your NHS England Local Office for approval. You will need to submit a **Compass Authorisation Form (CAF)** to enable them to approve the change. This form should be sent to the relevant office within seven daysof you making the change.