

NHS Dental Services

The below information provides the details on how to use the Maintain or Finalise Draft claims and Authorise All functions available in the Activity Menu.

Maintain or Finalise Draft Claims (performer)

The screenshot shows a web browser window displaying the NHS Dental Services interface. The page title is "DCS134 - Maintain or Finalise Draft Claims". Below the header, there is a navigation bar with "Home" and "Maintain or Finalise Draft Claims". A message states: "The claims listed below have been created in Draft form by your practice. You can either amend the claim and keep it in Draft form or Finalise the claim which will send the claim for processing by the NHS Dental Services system". Below this is a search bar for "Contract ID" and an "Export Grid Data" button. The main content is a table with the following data:

Contract ID	Performer ID	Patient Surname	Patient Forename	Date of Birth	Treatment Start Date	Treatment End Date	Form Type	Action
9251790001	925179	TOURE	KOULO	08/06/2000			Ortho	View Draft
9251790001	925179	SANCHEZ	LAWRIE	08/06/2000			Ortho	View Draft
9251790001	925179	RAMSEY	AARON	08/06/2000			Ortho	View Draft
9251790001	925179	MCCALL	STUART	08/06/2000			Ortho	View Draft
9251790001	925179	PUNCHEON	JASON	08/06/2000	12/05/2017		Ortho	View Draft
9251790001	925179	OWEN	MICHAEL	08/06/2000	12/05/2017		Ortho	View Draft
9251790001	925179	OREILLY	GARY	17/03/1988	12/11/2017		Ortho	View Draft
9251790001	925179	LINGARD	JESSE	08/06/2000	12/11/2017		Ortho	View Draft

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If you select this option the above screen will be displayed. This lists both FP17 and FP17O's created in draft form. If you have logged in as a Performer, or have chosen "Maintain or Finalise Draft Claims (Performer)" this lists all draft forms that have your Performer Id placed on them and the following note will be displayed:

"The claims listed below have been created in Draft form by your practice. You can either amend the claim and keep it in draft form or Finalise the claim which will send the claim for processing by the NHS Dental Services system"

Note - the Dentist Declaration tab must be completed in order to finalise the claims.

Activity Authorisation Search/Authorise All (performer or provider/performer)

The claims listed below have been created by your practice but are awaiting authorisation before they can be processed through the NHS Dental Services system. Please select each claim and authorise appropriately by completing the Dentist Declaration tab or select 'Authorise All' below which will allow you to complete a single Dentist Declaration which will apply to all claims showing on the list. To narrow down claims to a specific contract, enter the Contract ID at the top of the screen and press 'Search'.

Contract ID	Performer ID	Patient Surname	Patient Forename	Date of Birth	Treatment Start Date	Treatment End Date	Form Type	Action
1013380028	974064	LYMPNE	PORT	30/06/2002	16/03/2019	24/03/2019	Ortho	Authorise
1013380028	974064	GRAHAM	GEORGE	08/06/2004	16/03/2019	24/03/2019	Ortho	Authorise
1013380028	974064	BOTOLPHS	STEPHEN	30/06/2002	13/03/2019		Ortho	Authorise

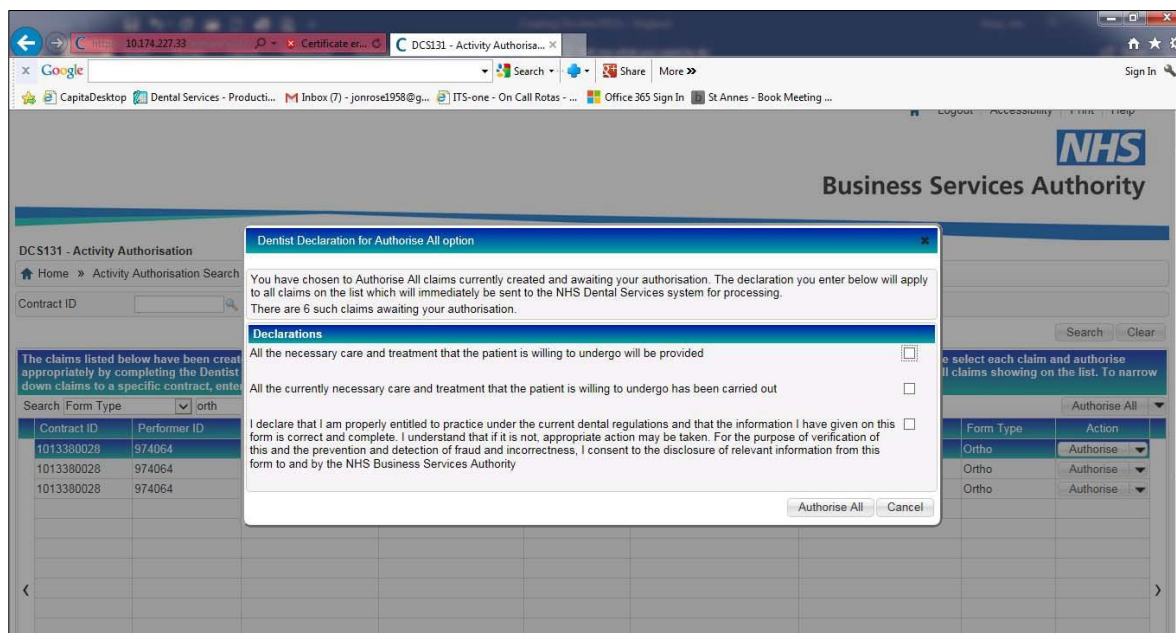
If you have logged in as a Performer or a Provider/Performer the Activity Authorisation Search option will be available in the Activity Menu. This shows a list of all claims, both FP17 and FP170, which have been created on your behalf and require your authorisation. NB. If you practice under several different contracts you can narrow down your search by entering the appropriate contract number and pressing “Search”.

The Action column on the right allows the following options.

- Authorise
- View Activity
- Delete

The entry “Export Grid Data” (available as a drop down under the “Authorise All” option allows you to extract the contents of the list into an Excel, HTML or PDF format.

As an alternative to individually authorising each claim on the list a button “Authorise All” is supplied. On pressing this you will be presented with the following screen.



One or more of the declaration boxes must be ticked. On pressing “Authorise All” the declaration(s) entered will be automatically applied to every claim on the list which will then all be submitted for Compass validation processing.