

## Information for Dental Care Professional Clinicians (England)

Dental Care Professionals (DCPs) will soon be able to submit their own FP17 claims when completing full courses of treatment. This will be using their own Personal ID.

The Provider you work for will create a six-digit Personal ID that is unique to you. A contact address will be added to Personal ID. It is important that you provide a contact address.

Once the Personal ID is created it can be used to add you to any contracts that you are working on.

When your Provider has created your Personal ID you will receive a confirmation email that will also include an activation email to your personal Compass account.

## Sharing courses of Treatment

The current process for DCPs when sharing courses of treatment with dentists will continue to apply. If DCPs carry out joint courses of treatment alongside dental performers, FP17 claims must continue to be submitted with a dentists' performer number and the GDC number of the DCP.

## Compass

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.

In Compass, you can view:

- Your [PIN](#) that allows you to submit [FP17s](#).
- all claims submitted under your Personal ID.
- monthly statements (summary of FP17s processed).
- Personal Details (these can be updated including the chosen contact address linked to your Personal ID).

## How to log in to Compass

We'll have sent you a Compass activation email. This is sent to the email address you offered your Provider when they created your Personal ID.

To set up your Compass log in details:

- select the link in the activation email.
- create a username, password and memorable word.

## **What to do if you cannot find your activation email**

If you cannot find your activation email in your inbox, junk mail, or trash folders, call us on 0300 330 1348. You'll need to have your Personal ID and GDC number when you call.

## **What to do if you have forgotten your log in details**

If you've forgotten your password or memorable word, you can [reset them from the Compass log in page](#).

If you've forgotten your username, call us on 0300 330 1348. You'll need to have your Personal ID and GDC number when you call.

## **Information you can access in Compass**

Compass gives you access to:

### **Monthly statements**

Your monthly statement includes a summary of processed FP17s. This will list details of all the patients you have seen, together with the band of treatment claimed.

You can [view a short video to find out how to view your monthly statement](#).

### **Activity**

You can view the number of Units of Dental Activity (UDA) that you have achieved having completed full courses of treatment.

The information is included in your monthly statement, and you can find a more suitable record of UDAs achieved in the activity actuals report which is live.

You can [view a short video to find out how to access the activity actuals report](#).