

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 (clinician)

♠ Home » Maintain or Finalise Draft Claims

earch Contract ID	~	\mathbf{b}						
Contract ID	Personal ID	Patient Surname	Patient Forename	Date of Birth	Treatment Start Date	Treatment End Date	Form Type	Action
9251790001	835773	EASTHAM	GEORGE	08/06/1950	10/03/2021	10/03/2021	Triage	View Draft
9251790001	835773	FIVE	ALAN	08/06/1950	01/11/2017		Gen.	View Draft
9251790001	835773	LEBRUN	OSCAR	08/06/1950	05/04/2018		Gen.	View Draft
(

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 Clinician, or have chosen "Maintain or Finalise Draft Claims (Clinician)" this lists all draft forms that have your Personal 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 Clinician Declaration tab must be completed in order to finalise the claims.



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

🕈 Home » Activity Authorisation Search										
Contract ID	Q			Perso	nal ID 835	835773				
								Search Clea		
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 Clinician										
Declaration tab or se	Declaration tab or select 'Authorise All' below which will allow you to complete a single Clinician 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 'Se	earch'.									
Search Contract ID		Þ						↓ Authorise All		
Contract ID	Personal ID	Patient Surname	Patient Forename	Date of Birth	Treatment Start Date	Treatment End Date	Form Type	Action		
9251790001	835773	LEADINGSPACE	JIM	08/06/1950	18/03/2024	25/03/2024	Gen.	Authorise -		
Declaration tab or se screen and press 'Se Search Contract ID 0251790001	elect 'Authorise All' belo earch'. Personal ID 835773	wwhich will allowyou to cor Patient Sumame LEADINGSPACE	nplete a single Clinician Declarai Patient Forename JIM	tion which will apply to all Date of Birth 08/06/1950	I claims showing on the list. To not showing on the list. To not show the list are not start. Date 18/03/2024	arrow down claims to a specific contra Treatment End Date 25/03/2024	act, enter the Contract II Form Type Gen.	Authorise All Authorise All Action Authorise ▼		

If you have logged in as a Clinician or a Provider/Clinician the Activity Authorisation Search option will be available in the Activity Menu. This shows a list of all claims, both FP17 and FP17O, 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.



	Patient Information	Dental Care Professional	Treatment Dates/Incomplete	Exemptions, Remissions & Patient Charge	Supporting Evidence	Treatment Category	COVID Status Triage Results	Clinical Data Set	t i
	Other Ethnic Origi	n Clinician Declaration							
All the necessary care and treatment that the patient is willing to undergo will be provided									
All the currently necessary care and treatment that the patient is willing to undergo has been carried out									
I declare that I am properly entitled to practice under the current dental regulations and that the information I have given on this form is correct and complete. I understand that if it is not, appropriate action may be taken. For the purportiation of this and the prevention and detection of fraud and incorrectness, I consent to the disclosure of relevant information from this form to and by the NHS Business Services Authority									
								Authorise C	ancel

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.