

### **NHS Dental Services**

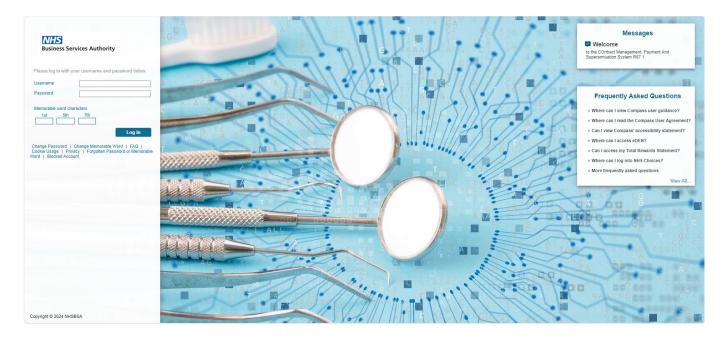
The below information provides the details to use the online form function in Compass to enter and submit FP17 form information.

For more detail on rules associated with each of the data items on the FP17, please refer to the "Completion of Form Guidance – FP17" available on the NHSBSA Website from the Dental activity processing section and select the Dental forms menu option.

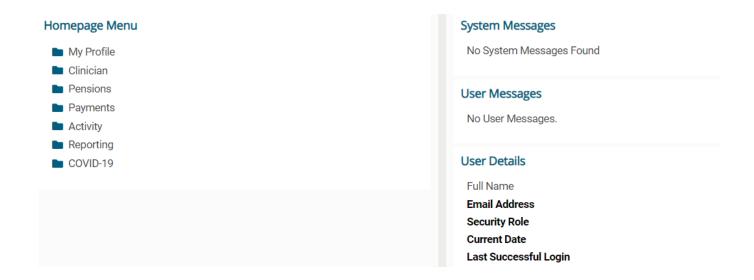
Please note that the patient will need to sign a paper PR form (obtainable from your usual form supplier) or electronic equivalent. The signed PR form will need to be retained by the practice as part of the patient record for a period of two years.



## Completion of online form guidance FP17 (Clinician) - England

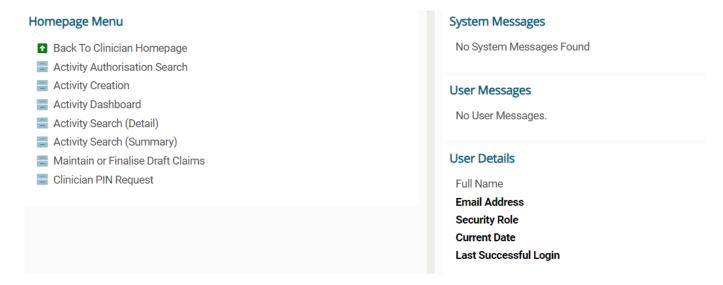


Log on to Compass and select Activity from the Homepage Menu:



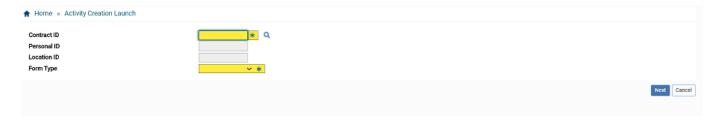


The following screen will be displayed.



### PLEASE NOTE: The boxes displayed as yellow are all mandatory fields

Select Activity creation to dislpay the launch screen:



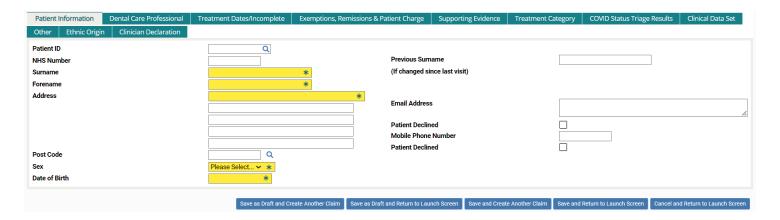
You can either enter Contract ID manually or click on the magnifying glass to display all the contracts you work on and choose the appropriate contract.

Use drop down to choose the form type (FP17 or FP17O) and select "next" button.

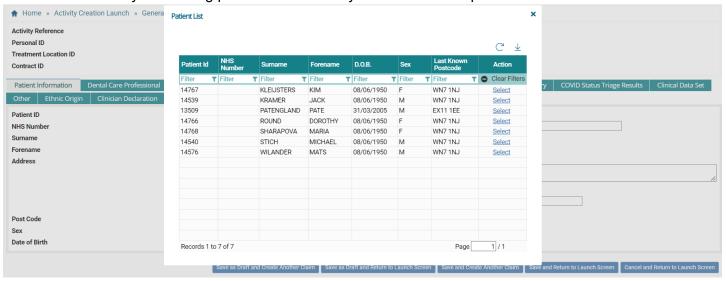


Select **Patient Information tab** and complete relevant patient information – DOB format can be either DDMMCCYY or DD/MM/CCYY.

If it is a new patient, you must enter their details manually, however, you can search for their address by entering their post code in the Post Code field and clicking on the magnifying glass next to the 'Postal address Selector'. Then select the correct address from the list displayed.

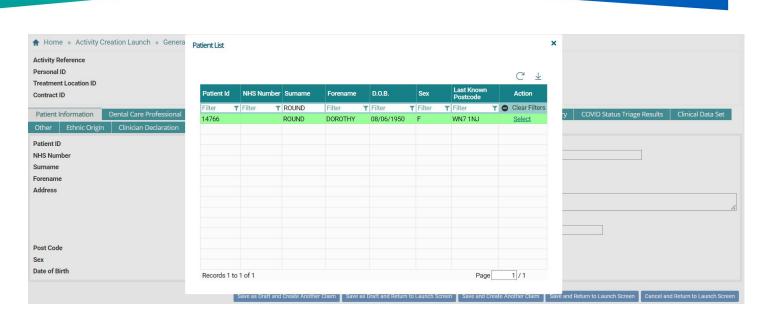


If it is an existing patient, click on the magnifying glass next to Patient ID field and this will present you with a list of all your existing patients from which you can select the patient.



To filter the list you can enter the patient's surname, forename or date of birth in the relevant blank field below the column header and click enter on your keyboard to display your choice. Select the patient from the list displayed and this will populate the online FP17 Patient Information tab:







If a Dental Care Professional (DCP) is providing the full course of dental treatment (within their scope of practice) as a Direct Access Clinician, please select the Direct Access Clinician type from the drop-down list (Dental Therapist, Dental Hygienist or Clinical Dental Technician). Please note that the boxes below this do not need completing unless another DCP clinician is assisting with the course of treatment.



Where a DCP is assisting with a course of treatment opened by a dentist or Direct Access Clinician, select one of the DCP options available from the drop down list.



#### Treatment Dates/Incomplete tab

If the treatment is incomplete, enter the band of treatment carried out and ensure there is an accompanying band of treatment either equal or of a higher value entered in the **Treatment Category** screen.

Enter dates of acceptance and completion which can be in the following formats – DDMMYY, DD/MM/YY, DDMMCCYY, DD/MM/CCYY. Or for completion if this is the same as the acceptance date tick the "Completion Same as Date of Acceptance" box, the previously entered Date of Acceptance will automatically populate the Date of Completion or Last Visit.

Note: Date of completion is not necessary at this stage if the course of treatment is going to be left open and saved as a draft.





If the contract is participating in a flexible commissioning arrangement, then choose one of the options available from the drop-down list provided for Flexible Commissioning Flag.

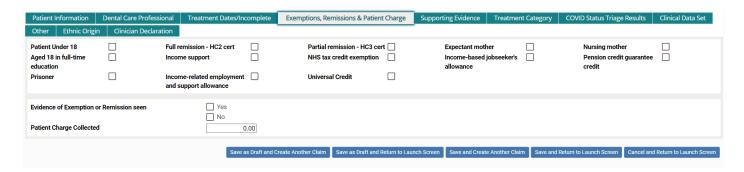




If the patient is exempt, select the **Exemptions, Remissions & Patient Charge** tab and enter the necessary information. If an exemption or remission is claimed, then one of the "evidence seen" boxes **must** be ticked – including a prison exemption. However, the patient charge entry is not mandatory if the patient is not exempt.

Please note that if a patient is under 18, both the "Patient under 18" and "Evidence of Exemption or Remission seen – Yes/No" boxes have to be ticked.

Tax Credit Exemption is no longer accepted on a course of treatment with the Date of Acceptance on or after 6 April 2025.





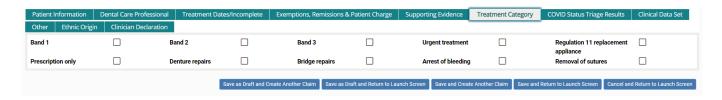
### Select the **Supporting Evidence** tab and complete with relevant information (if required)

Patient Information Dental Care Profession	al Treatment Dates/Incomplete	Exemptions, Remissions & Patient Charge	Supporting Evidence	Treatment Category	COVID Status Triage Results	Clinical Data Set
Other Ethnic Origin Clinician Declaratio	n					
Where another person signs for treatment on beha Name of person signing for the patient Relationship to patient	If of the patient.					
Where Aged 18 in Full Time Education exemption Name of college or university	s claimed.		]			
Where Expectant or Nursing Mother exemption is NHS Maternity Exemption Certificate Number Baby due/born on date	elaimed.					
Where Income Support, Jobseeker's Allowance, Er Guarantee remission is claimed. Name of person receiving benefit Date of Birth of person receiving benefit (DD/MM/ National Insurance Number of person receiving be	/YYY)	on Credit				



Select **Treatment Category** tab and enter relevant information.

**N.B.** If the Regulation 11 box is ticked there must be a patient charge entered in the Exemptions, Remissions & Patient Charge area.



#### **COVID Status Triage Results**

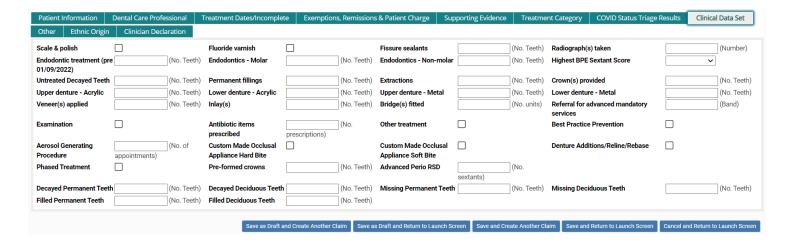
Please note that the recording of COVID status information is no longer required.

Select the **COVID Status Triage Results** tab to enter the number of Triages taken place prior to the patient attending the practice, this should be recorded against each COVID status box as required. The recording of Triage information prior to any face-to-face treatment is optional





### Select the Clinical Data Set tab and complete to show the treatment carried out



### Click on Other tab and complete accordingly



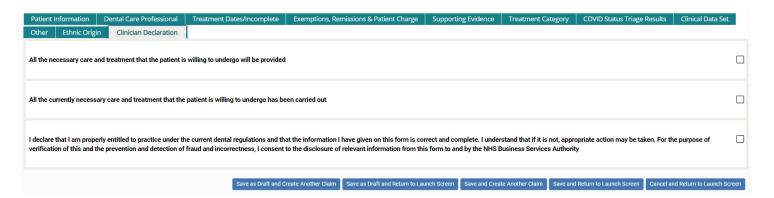


### Repeat for Ethnic Origin tab



If the 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 the treatment is completed, select **Clinician Declaration** tab and click on the relevant boxes— the claim created can only be submitted for validation if this section is completed.



Select either the "Save and create another FP17" tab or the "Save and return to launch screen" tab once the Declaration has been entered. The "Save and create another FP17" tab will take you to the creation screen for a new claim and 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

To authorise claims that have been created by support staff – i.e. Practice Manager or Receptionist, select "Activity" from the menu, followed by "Activity Authorisation Search" which will list the claims awaiting authorisation.