

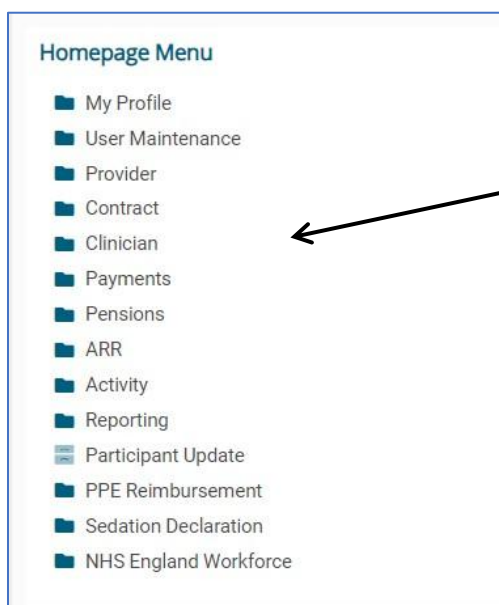
**How to create Dental Care Professional Clinician (DCP) and add them to a contract.**

1. Dental Hygienist
2. Dental Therapist
3. Clinical Dental Technician
4. Dental Nurse

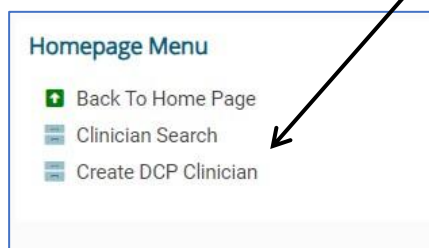
**Tip:** The Clinician menu option on your homepage will give you access to all the clinician related functionality

If you already have the Personal ID (six digits long) for a DCP Clinician you can skip this process move to the step 'How to add a DCP to a contract'.

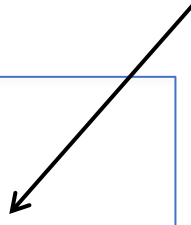
**Creating a DCP Clinician**



Click on the Clinician Folder



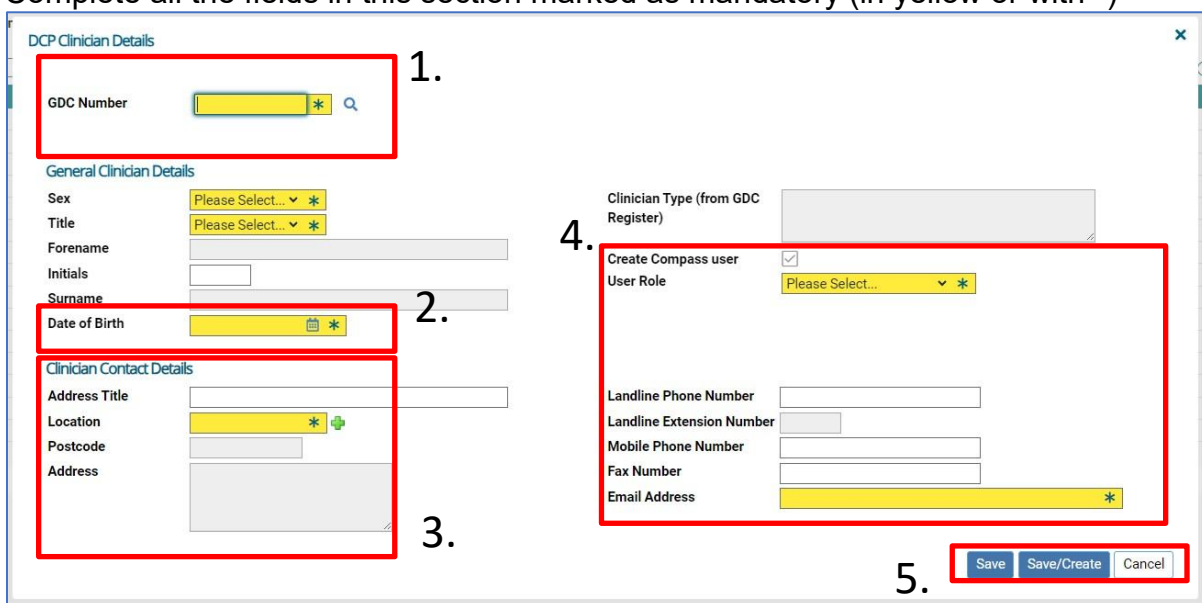
Click on Create DCP Clinician



Click on Create new DCP Clinician

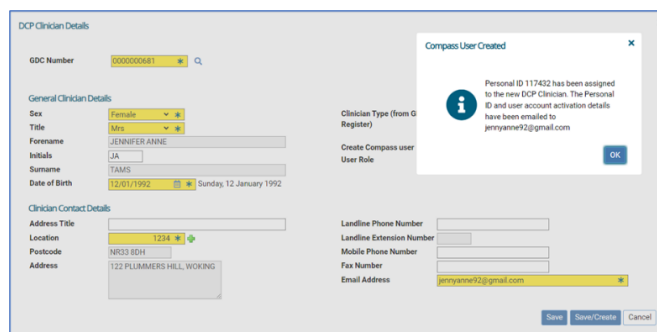


Complete all the fields in this section marked as mandatory (in yellow or with \*)



1. Enter the DCP clinician GDC number or use the magnifying glass to search for the clinician's record. General Clinician Details will then pre-populate apart from 'Sex'. It is also recommended that the non-mandatory field for 'Initials' is completed.
2. Enter the DCP Clinician's date of birth.
3. Enter the Location ID or create a new one by clicking on the green cross – enter postcode click Continue and choose address from the list. This should be the DCP Clinician's preferred contact address.

- The Create Compass user box will already be ticked. Select the DCP clinical role Dental Care Professional from the drop-down menu. The email address is used to provide the DCP Clinician access to a Compass account.
- When you click 'Save' you will be presented with confirmation that a Personal ID has been created and that an email has been sent to the DCP Clinician – the email confirms the Personal ID number and provides a link for them to create a Compass account.



**Tip:** The DCP Clinician needs to log in to Compass to retrieve the PIN required for transmission of FP17s.

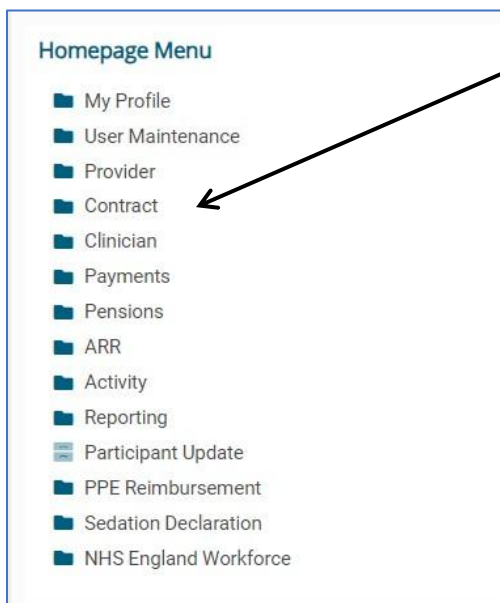
A DCP Clinician can view their current PIN by using the 'Clinician PIN Request' screen in the 'Activity' folder. A DCP Clinician can request a new PIN by selecting the Reset PIN button on this screen.

A PIN is unique to each DCP Clinician and can be used for any contract they are attached to.

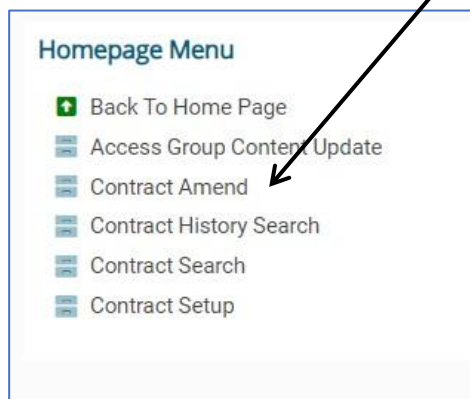
The DCP Clinician Personal ID can be viewed in the following table once Save is clicked. Alternatively you can locate the six-digit number using the Clinician Search option under the Clinician folder.

Personal ID	Surname	Forename	GDC Number	Active Y/N	Action
117432	TAMS	JENNIFER ANNE	0000000681	Y	View

### How to add a DCP Clinician to a contract



Click on the Contract folder.



Click on Contract Amend.

You will be presented with the following screen with the list of contracts associated with your Compass log in.

Select the contract from the list or alternatively use the filter (enter contract number and click arrow) then click Edit.

BSA Dental DEV Redhat 8 [FSR]  
Finance NHS Contracts

DCS047 - Contract Amend

Home » Contracts List

Search Contract No

Contract No	Commissioned Practice	Provider	Contract Type	Contract Start Date	Contract End Date	Status	Action
1000710000	Somerset ICB	MR H SLAWINSKI	GDS	24/03/2016		Active	Edit
1003520000	Lincolnshire ICB	MR J WHITBREAD	GDS	01/04/2017		Active	Edit
1004160000	Northamptonshire ICB	MR J WHITBREAD	PDS	01/04/2017	30/11/2024	Active	Edit
1004200000	Lancashire and South Cumbria ICB	MR J WHITBREAD	PDS	01/04/2017	31/08/2024	Active	Edit
1004310000	Herefordshire and Worcestershire ICB	MR J WHITBREAD	GDS	01/04/2017		Active	Edit
1004330000	Derby and Derbyshire ICB	MR C HARVIE	PDS	01/04/2017	30/11/2024	Active	Edit
1004450000	South Yorkshire ICB	PMartin & S.Obrien	GDS	01/04/2017		Active	Edit
1004670000	Derby and Derbyshire ICB	Family Dental Care	GDS	01/07/2017		Active	Edit
1010460000	Frimley ICB	MR J WHITBREAD	PDS	01/04/2019	31/03/2026	Active	Edit

Select the Clinicians option.

Personal ID	FD	Forename	Surname	Dental Performer	GDC Number	Start Date	End Date	23/24 NPE	23/24 NPEE	Action
103766		RICHARD JAMES	AHMED	Y	114935	01/06/2021		0.00	27625.39	Edit
529524		CHRISTINA ANNA	WALKER	Y	193080	01/04/2017		74191.01	0.00	Edit
118509		JACK	ALWASH	Y	185531	18/08/2023	12/09/2023	3000.00	0.00	Edit
920533		VALERIE ANN	AMOUR	Y	298650	11/11/2022	11/08/2023	0.00	5597.25	Edit
601276		ANTHONY PAUL	APPIAHANANE	Y	176722	01/04/2022	23/12/2022	0.00	0.00	Edit
870226		LYNDA MARY LOUISE	KAHER	Y	262366	01/04/2017	30/09/2022	0.00	0.00	Edit
101261		EMMA	RAI	Y	53417	05/11/2021	01/04/2022	0.00	0.00	Edit
110289		DAVID JOHN	Ashraf	Y	77485	02/09/2020	22/09/2021	0.00	0.00	Edit
788945		LESLEY CAROLYN	WARWICK	Y	309418	01/04/2017	01/07/2021	0.00	0.00	Edit
286249		JOYCE PAMELA	SCOTT	Y	194097	08/05/2017	02/04/2018	0.00	0.00	Edit
547891		Emma	LUCUTA	Y	60247	01/04/2017	02/04/2018	0.00	0.00	Edit

Add the Personal ID of the DCP Clinician. You can search using the magnifying glass next to Personal ID.

Forename, Surname and GDC Number will pre-populate.

Advised to choose Personal option in the drop-down menu for Correspondence Address.

Enter the Start Date (end date if applicable).

You are then presented with the following screen. Click Create.

You can see that the DCP Clinician has been added to the contract. Click submit.

BSA Dental DEV Redhat 8 [FSR]  
Finance NHS Contracts

Home » Contracts List » Contract

Search Personal ID

Personal ID	FD	Forename	Surname	Dental Performer	GDC Number	Start Date	End Date	23/24 NPE	23/24 PEE	Action
103766		RICHARD JAMES	AHMED	Y	114935	01/06/2021		0.00	2762.39	Edit
529524		CHRISTINA ANNA	WALKER	Y	193080	01/04/2017		74191.01	0.00	Edit
118509		JACK	ALWASH	Y	185531	18/08/2023	12/09/2023	3000.00	0.00	Edit
920533		VALERIE ANN	AMOUR	Y	298650	11/11/2022	11/08/2023	0.00	5597.35	Edit
601276		ANTHONY PAUL	APPIAHANANE	Y	176722	01/04/2022	23/12/2022	0.00	0.00	Edit
870226		LYNDA MARY LOUISE	KAHER	Y	262366	01/04/2017	30/09/2022	0.00	0.00	Edit
101261		EMMA	RAI	Y	53417	05/11/2021	01/04/2022	0.00	0.00	Edit
110289		DAVID JOHN	Ashraf	Y	77485	02/09/2020	22/09/2021	0.00	0.00	Edit
788945		LESLEY CAROLYN	WARWICK	Y	309418	01/04/2017	01/07/2021	0.00	0.00	Edit
286249		JOYCE PAMELA	SCOTT	Y	194097	08/05/2017	02/04/2018	0.00	0.00	Edit
547891		Emma	LUCUTA	Y	60247	01/04/2017	02/04/2018	0.00	0.00	Edit
117432		JENNIFER ANNE	TAMS	N	000000681	01/04/2024		0.00	0.00	Edit

Records 1 to 12 of 12

Page 1 / 1

Submit

The change then has a status of Amended and Awaiting Authorisation – you can only reject at this stage.

The change needs to be authorised by your commissioner. You need to submit a [Compass Authorisation Form](#) to the commissioner.

You can additionally view the changes by selecting the Summary option and then Display Unauthorised Changes.

Summary - Step 7

Contract Summary  
MR J WHITBR  
Contract Numl  
Contract Locat  
Unit 2 Evolution

GDS  
Services  
High Street De

Clinician Detail  
Clinician Name

Dr S AHMED  
Mrs JA TAMS  
Mrs J WALKER  
Miss ALWASH  
Mr PJ AMOUR  
Mrs KA APPIA  
Mr A KAHER  
Dr RAI  
Mr Ashraf  
Mrs SN WARW  
Miss S SCOTT  
Mr TS LUCUTA

NB. Other Pays  
The contract changes were submitted for authorisation by Robin John Matloob

Unauthorised Changes

General

Commissioner	Contract Type	Contract Start Date	Contract End Date	Address Title
Herefordshire and Worcestershire ICB	GDS	01/04/2017		
Herefordshire and Worcestershire ICB	GDS	01/04/2017		Oradent Studio

Page 1 / 1

Clinicians

Clinician

Personal ID	Name	Start Date	End Date	Reason for Ceasing	Con. Address	Trainer
117432	TAMS, JENNIFER ANNE	01/04/2024				

Page 1 / 1

Changes to NPE/NPEE

ID	Start Date	End Date	Employment Type	NPE Value	NPEE Value	Allow Amend
1066483	01/04/2024	31/03/2025	Dental Care Professional (DCP)	0.00	0.00	

Page 1 / 1

Display Unauthorised Changes Generate Summary PDF

You can only reject changes you have made.