

## Dentist bulletin – July 2018

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- ARR Processing
- Completion of patients addresses on FP17s
- Dental Check by One
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### Compass unavailability

In order to process the Annual Superannuation Reconciliation, the Contract Amend function will not be available in Compass between **18:00 on Wednesday 18 July 2018 and 08:00 on Wednesday 25<sup>th</sup> July 2018**. This is necessary to ensure the accuracy of the Reconciliation process. All other Compass functionality is available.

Any contracts in the state of Amend that have not been authorised prior to 18:00 on Wednesday 18<sup>th</sup> July will be rejected by an automated system process and will need to be re-entered when the Contract Amend function become available on 25<sup>th</sup> July.

Please accept our apologies for any inconvenience caused.

### ARR Processing

When the ARR processing has been completed any changes to pension contributions will be reflected in the July Schedules paid on 01 August 2018.

If any performer Net Pensionable Earnings (NPE) are increased during the ARR process, the additional contributions will be deducted. If the performer NPE are reduced during the ARR process, the overpaid contributions will be credited. These changes will be reflected in the pay statements under the Performer Superannuation Contribution section with (1718) next to the performer name.

Please bear in mind that a change in earnings may also alter the contribution tier and additional contributions or refunds may be made because of this.

## Completion of patient's addresses on FP17s

We have received a number of FP17 forms with incorrect patient addresses. Both electronic and paper FP17s are being submitted with notes about the patient rather than their address. Please ensure that only addresses are included in the address field, as this information is used for contacting patients and tracking courses of treatment.

## Dental Check by One

You may be aware of the current work by the Chief Dental Officer for England and NHS England in promoting early preventive care for young children, and the 'Dental Check by One' campaign led by the British Society of Paediatric Dentistry. This work is part of the wider effort to reduce the large number of children being admitted to hospital for the extraction of carious teeth under general anaesthesia. The valuable work of primary care dental teams is key in supporting this ambition.

Please find below a website link, developed by the Office of Chief Dental Officer, England, as part of the *Starting Well Core* initiative, which is intended to support the dental profession when caring for young children aged 0-2 years. It consists of both new and existing profession- and public-facing resources from a variety of sources. These include links to learning tools and materials for the dental team, current guidance for the care of pre-cooperative children, posters for dental practices, patient information leaflets and links to other patient resources. I would encourage you to use these resources in practice.

To access and download resources in the pack, please visit:

<https://www.dropbox.com/sh/1t4xuu3u370y2pm/AAAY7gEIOqY0WMA90VR1SrAqa?dl=0>

## NHSmail

NHSmail is the national secure email service for health and social care. NHSmail accounts are being rolled out to all dental practitioners delivering NHS and private dental services in England. Accounts are provided free of charge and will enable you to communicate and collaborate securely with other practitioners across health and care.

To start the registration for your practice, you will need to have completed the Information Governance Toolkit v14.1 or its successor the Data Security and Protection Toolkit (DSPT) and have your Care Quality Commission (CQC) Location

ID and CQC Contact ID (often referred to as Registered Manager's ID or Manager ID) to hand. If you do not have this information to hand, an alternative registration approach is available.

Further information including a link to the registration tool is available to request your new accounts at: <http://bit.ly/DentistryRegistration>

All practices will need to register for a shared mailbox (practice mailbox) and can register up to 10 individual user accounts

**Registration should be completed as soon as possible and before 14 September 2018.** All communications from NHS England after the 1 October 2018 will be issued to your new NHSmail account.

Further support is available from <https://portal.nhs.net/Help> or by contacting [dentistadmin@nhs.net](mailto:dentistadmin@nhs.net)