

Compass update no. 48

In this bulletin you will find the following articles:

- Compass Authorisation Form – England only
- Performer audit log
- Deleting performer tenures
- SFE Leave
- Hints and Tips
- Contract Service History
- Mandating Electronic Submission of Dental Activity Claims

Compass Authorisation Form – England Only

Following feedback received via the NHS Dental Services User Forum the Compass Authorisation Form has been amended to include the following enhancements;

- Indicator of whether the performers are New Starters or Leavers
- The start and/or end date of the new starter or leaver
- Declaration that the checks have been carried out for **all** new performers
- Reminder that the NPE/NPEE must be updated if there are any changes including new starters and leavers

The new form 'Compass Authorisation Form England (July 18)' has now replaced the previous version on our website.

[Compass Authorisation Form](#)

Performer audit log

We have added a new XQuery report called 'Performer Audit Log' to the Performer Folder within Compass. This will provide you with a history of who has created and/or amended performer details. Simply enter the performer number and select execute.

Deleting performer tenures


Some new validation has been introduced into Compass which will prevent the deletion of a performer tenure if FP17 claims have been received for the period of the tenure. The claims will either have to be deleted to allow the deletion of the tenure or the tenure will have to remain in place if the claims were legitimate.

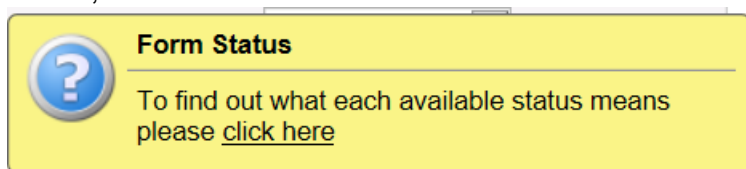
SFE Leave (Maternity, Paternity or Adoptive Leave and Long Term Sickness)

If a performer is on Maternity, Paternity or Adoptive Leave or is claiming Long term Sickness Payments, the performer's NPE/NPEE should not be zeroed for the period of absence via Contract Amend as this will impact on the calculation of their payment and could impact on their pension contributions.

When NHSBSA receives the application form and the claim is entered into Compass, the system will use the NPE/NPEE value to calculate the payment due and automatically zero their earnings for the period of absence.

Hints and tips

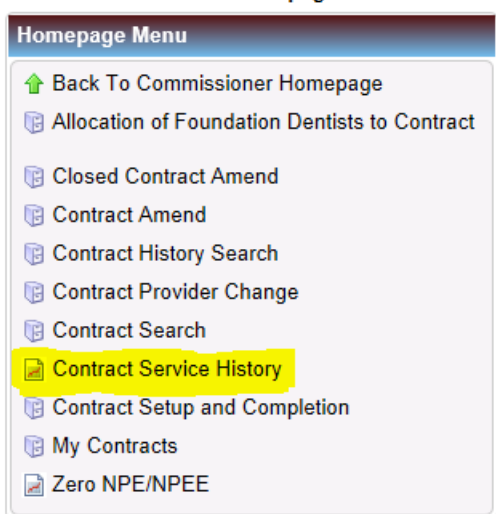
Please be advised that wherever you see a blue question mark  within Compass, if you click on it, a pop up box will appear that will provide you with a hint or tip as to what information is required, and where appropriate, it will include a hyperlink to our Ask Us facility that will provide further details such as in the example below;



Contract Service History

Many users have reported that they find the history pages difficult to interpret because they span more than one page, just a reminder that there is a report that provides a more compact and printable version of all the financial information relating to a contract service lines, Performer NPE/NPEE and Payment Adjustments. This report called 'Contract Service History' can be located in the Contract folder.

Commissioner Users Homepage



All you need to do is enter the contract number and select 'Execute' and the report will be displayed in a separate window.

SERV_HISTORY_AT-Contract Service History - Commissioner Users

Contract Number x

Username

Output Format

Execute Submit

Mandating of Electronic Submissions of Dental Activity Claims

In November 2017 a change to regulations was laid before Parliament to mandate the submission of electronic claims.

From 1 May 2019 new courses of dental treatment will only be accepted by **electronic submission**. The currently available paper FP17 and FP17O forms will be withdrawn.

In preparation for this, the NHSBSA have developed an online FP17 and FP17O that can be created by the Performer or Practice Manager in the Compass system as a direct replacement for the currently submitted paper forms.

The Compass screens for online FP17 and FP17O transmission replicate the paper forms and build on the existing screens used for correcting paper forms in error. Patients would be required to sign a FP17PR (patient declaration) the same as for EDI Practices.

The NHSBSA are currently trialling the online FP17 and FP17O with a number of practices that submit using paper, before making it more widely available. Initial feedback from the participating practices is that the system is easy to use, it reduces errors and they are impressed by the speed of which claims are validated and viewable which is almost immediate.

Please note that this has no impact on the Practice Management Systems currently available.

For reference, the relevant regulations can be found using the link below http://www.legislation.gov.uk/uksi/2017/1056/pdfs/uksi_20171056_en.pdf