

Dental Services

Annual Reconciliation Report - ARR

This guide will show you how to complete the ARR as a Provider and then as a Performer.

Logged in as a Provider

Select the 'ARR' Folder

Select 'ARR Contract Selection'

If you know the contract number you wish to use then you can type it in the Contract ID field or you can use the magnifying glass to look it up and then select Search.

Alternatively you can just click on Search and all contracts will be presented in the table below.

Select the contract you wish to complete the ARR for, the Contract version will have a value in the Ceiling Column if you are a Provider and a Performer you will also see the Performer Version which has a value in the NPE or NPEE Column.

The contract details will be displayed. In the top right there is a box with the contract ceiling value, this is 43.9% of your contract value and is the maximum amount of earnings that can be declared as pensionable earnings for the contract.

For each performer on the contract you need to accept or reject their value by using the options at the right of each performer line.

If you choose to reject the entry then you will be prompted to enter a revised figure then Save the entry.

If you accept the entry then you will be prompted to accept the declaration by clicking OK.

You will now see that the Provider Status Column shows Accepted for the entries and the Performer Column shows Waiting these will remain the same until the Performer(s) accept or reject the values entered.

An email will be sent to each performer you have accepted or rejected to advise them to log into Compass and view the values.

Logged in as a Performer

Select the 'ARR' Folder

Select 'ARR Contract Selection'

If you know the contract number you wish to use then you can type it in the Contract ID field or you can use the magnifying glass to look it up and then select Search.

Alternatively you can just click on Search and all contracts will be presented in the table below.

Click on Select next to the contract you wish complete the ARR for.

You need to accept or reject the value by using the options at the right of each performer line.

If you choose to reject the entry then you will be prompted to enter a revised figure and a reason for rejection then Save the entry.

If you accept the entry then you simply click on accept.

An email will be sent to the Provider to advise them that you have accepted or rejected the values.

Logged in as a Provider to view Performer responses

Select the 'ARR' Folder

Select 'ARR Contract Selection'

If you know the contract number you wish to use then you can type it in the Contract ID field or you can use the magnifying glass to look it up and then select Search.

Alternatively you can just click on Search and all contracts will be presented in the table below.

Select the contract you wish to view

The Performer Status Column will now show the appropriate performer status.

If the performer has rejected the figure you can view their revised figure and reason for rejection and then either accept or reject the change and Save.