

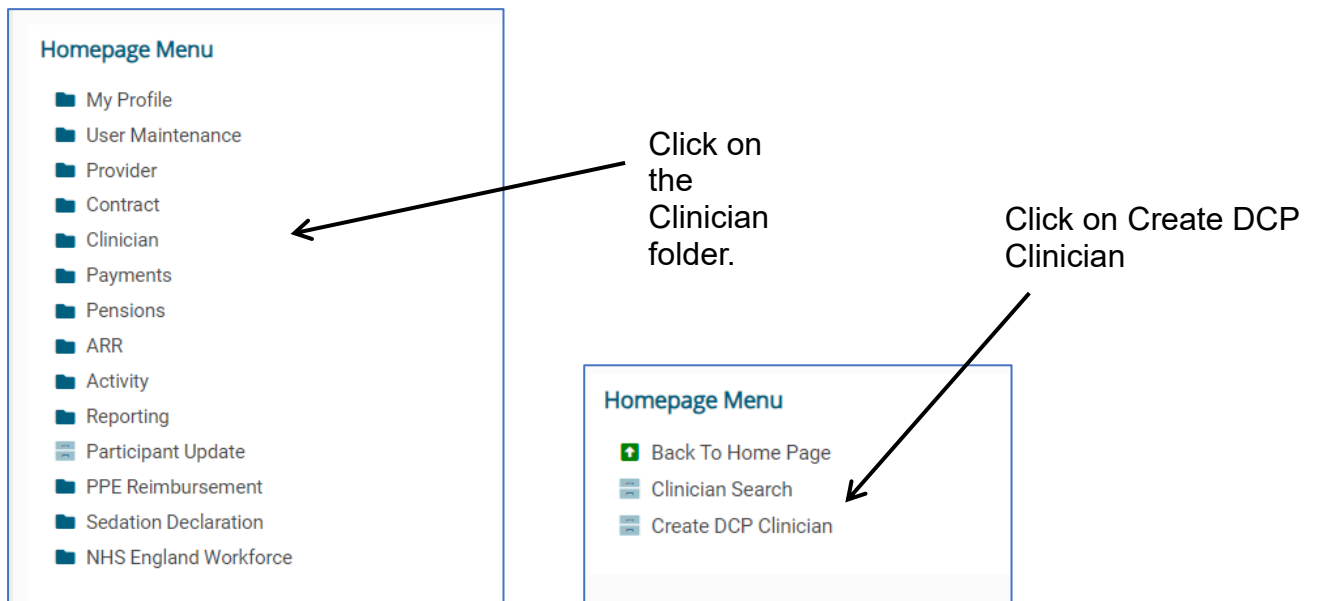
## How to create Dental Care Professional Clinician (DCP) and add them to a contract.

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

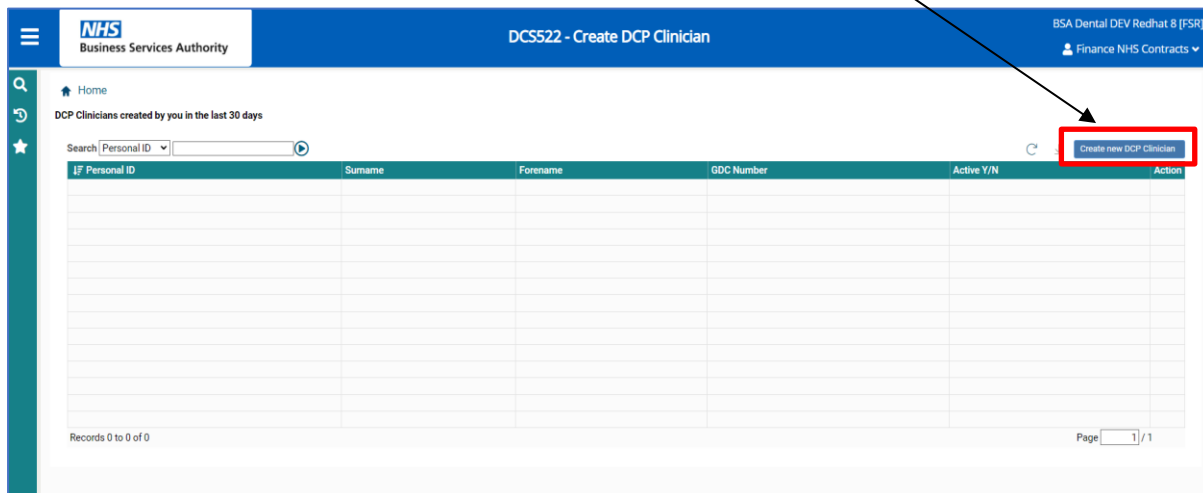
**Tip:** The Clinician menu option on your homepage will give you access to all the clinician related functionality

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 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.

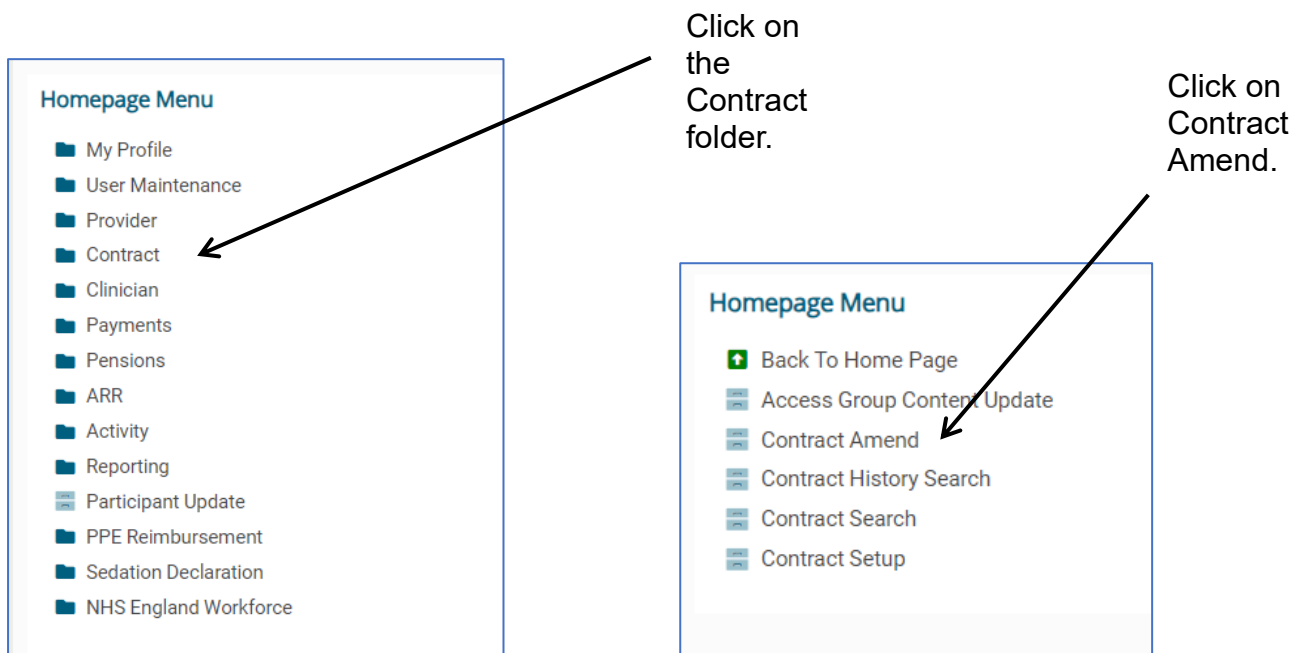
A DCP Clinician can view their current PIN by using the 'Clinician PIN Request' screen in the 'Activity' folder. A DCP Clinician can request a new PIN by selecting the Reset PIN button on this screen.

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 | 000000681  | Y          | View   |

## How to add a DCP Clinician to a contract



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.



Select the Clinicians option.

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

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

BSA Dental DEV Redhat 8 [FSR]  
Finance NHS Contracts

DCS047 - Contract Amend

Home > Contracts List > Contract

General Services Treatment Locations Clinicians Clinician Contracted Activity Contract Events

Search Personal ID

| Personal ID | FD | Forename          | Surname     | Dental Performer | GDC Number | Start Date | End Date   | 23/24 NPE | 23/24 PEE | Action |
|-------------|----|-------------------|-------------|------------------|------------|------------|------------|-----------|-----------|--------|
| 103765      |    | 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      | 5597.50   | 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

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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

General Services Treatment Locations Clinicians Clinician Contracted Activity Contract Events

Summary

Contract Summary  
MR J WHITBRI  
Contract Number  
Contract Local  
Unit 2 Evolution

GDS

Services

High Street De

Clinician Detail  
Clinician Name

Dr S AHMED  
Mrs J 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 Pay

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 |

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Clinicians

Clinician

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

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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       |             |

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Display Unauthorised Changes Generate Summary PDF

Reject

You can only reject changes you have made.