

Payments Online Guidance

Part of the NHS Business Services Authority

Supporting the NHS, supplying the NHS, protecting the NHS

1. Table of contents

1. Table of contents

2. Introduction

- 2.1. Getting started
- 2.2. The stages involved

3. Check / Create Location ID

4. Check / Create Performer

- 4.1. Performer Status

5. GDC Register

6. Create Contract

- 6.1. Practice-based contracts/individual provider contracts
- 6.2. Contract numbers
- 6.3. Creating The Contract

7. How to Confirm a Contract

8. Trust based contracts

9. Enter Baseline Allocations & Total Contracted Activity GDS and PDS Contracts Only

- 9.1. Part month calculations

10. How information entered affects pay schedule information

11. Amending baseline figures and superannuable amounts

- 11.1. Amending baseline figures and/or superannuable amounts in the current financial year.
- 11.2. Amending baseline figures and/or superannuable amounts for the previous financial year
- 11.3. How to interpret the baseline and superannuation figures

12. Amending Contracted Activity for the previous financial year

13. Trust Based Contracts - Recording Contract Activity

14. Record an adjustment

- 14.1. Selecting the appropriate adjustment code
- 14.2. Recording the adjustment
- 14.3. Backdating of adjustments
- 14.4. Checking for adjustments
 - 14.4.1. Current adjustments
 - 14.4.2. All adjustments for a contract/performer
- 14.5. Updating an adjustment
- 14.6. Correcting an adjustment

15. Recording a Repayment Plan

16. Making an Advance Payment

17. Queue Processing

- 17.1. Queue processing - Contracts
- 17.2. Queue processing - Performer
- 17.3. Queue processing - Provider
- 17.4. Queue processing – Payments
- 17.5. Queue processing – Adjustments
- 17.6. Queue processing – Rejecting an entry

18. Vocational Dental Practitioners (VDPs)

- 18.1. Check / Create VDP as a performer
- 18.2. Indicating VDP status

- 18.3. Adding a VDP to a Contract
- 18.4. VDP working part-time at different practices
- 18.5. VDP payments – ENGLAND and WALES
- 18.6. The end of the VDP year
 - 18.6.1. Ending the VDP Contract
- 18.7. Adding the dentist as a Performer after VDP qualification

19. Adding a performer to an existing contract

20. Closing a contract

- 20.1. Closing a contract

21. 24 hour retirement

- 21.1. Single-handed Provider/Performer retiring
- 21.2. Performer only retiring
- 21.3. Provider retiring with other Performers attached to the contract
- 21.4. New contract number/stamp
- 21.5. Patient Charges
- 21.6. Contracted Activity

22. Contract is becoming a Partnership, Ltd Company or Dental Body Corporate

- 22.1. Contracted Activity

23. Contract transferring from PDS to GDS

- 23.1. Action by PCT in Payments Online

24. Closing a performer record

- 24.1. Performer details screen

25. Levies

- 25.1. Percentage Levy
- 25.2. Fixed Levy
- 25.3. Searching for a Levy
- 25.4. Options for Amending/Updating a Levy
 - 25.4.1. Amending/Updating Levies

26. Seniority payments

27. Notes Facility

28. Activity Actuals

29. Maintain Address Facility

- 29.1. Adding extra addresses/location IDs to a contract.
- 29.2. Transferring a contract to a new location ID
- 29.3. New practice stamp
- 29.4. Adding a copy correspondence address for a performer
- 29.5. Address database

30. Superannuation and the NHS Pension

- 30.1. Additional Pensionable Earnings
- 30.2. Additional Pension Payments
- 30.3. Year End Superannuation Reconciliation
- 30.4. Retirement & Opting out of the NHS Pension Scheme

31. History Pages

- 31.1. Contract History
- 31.2. Performer History
- 31.3. Baseline History
- 31.4. Adjustments History
- 31.5. Address History
- 31.6. Superannuation Reconciliation History

32. Enhanced Search Facilities

- 32.1. Contract Search

- 32.2. Address Search
- 32.3. View Payment Schedules
- 32.4. View Health Body Information Reports

33. Health Body Details

34. Contacting NHS Dental Services

- 34.1. Which Helpdesk to contact
- 34.2. What information we need to assist you with your enquiries

35. Annex 1 PDS Plus Contracts

- 35.1. Creating a PDS Plus Contract
- 35.2. Adding Key Performance Indicators
 - 35.2.1. Adding Local KPIs
- 35.3. Maintain Baselines
- 35.4. Recording Access and Quality Performance Payments
- 35.5. Minimum Income Guarantee

36. Annex 2 Dental Contract Pilots

- 36.1. Maintain Baselines
- 36.2. Additional Payments
- 36.3. Additonal Payments

2. Introduction

This guidance will take you through the various stages involved in entering contractual and financial information into the Payments Online system.

When you first log in to the Payments Online system the 'Home screen is displayed

This screen will be used to make user/system announcements so please check for these before proceeding. The page will also show the number of contracts awaiting queue processing and the next processing date for your PCT(s) or LHB(s).

The screenshot shows the 'Home' page of the Payments Online system. A left-hand navigation menu lists various options like 'Home Page', 'Queue', 'Processing', etc. The main content area is titled 'Home' and includes a welcome message for 'Trish Burtenshaw'. Below this, there are sections for 'User/System Announcements', 'Queue Counts', 'Process Dates', and 'Contracts With No Current TCV'. The 'Queue Counts' section shows statistics for Bank Details, Payments, Contracts, Combinations, Performer, and Provider. The 'Process Dates' section shows dates for 5NE and 6A8. The 'Contracts With No Current TCV' section displays a table with columns for Contract, Start, End, and a twisty arrow icon. Below this is another section for 'Contracts With Superannuable Practitioners With No NPE/Contributions', which includes a table with columns for Contract, Performer, Required, Assigned, Completed, and Remove, with radio buttons in the Required, Assigned, and Completed columns. At the bottom, there is a section for 'Contracts Due To Close In The Next 3 Months' and 'Save' and 'Reset' buttons.

Callouts from the image:

- Queue counts are displayed here.
- Next processing dates are shown here.
- Various alerts are listed here, by clicking on the twisty arrow the relevant contracts and/or performers will be listed.

At the bottom of the page is a list of 'Alerts', these are contracts or performers that may need some action taken. The types of alerts are;

- **Contracts with no current Total Contract Value (TCV)**
- **Contracts with superannuable practitioners with no NPE/Contributions**
- **Contracts Due to close in the next 3 months**

The contract numbers are hyperlinks and will take you directly to the contract concerned. Where performers are identified that have no Net Pensionable Earnings (NPE) the user can use the radio buttons to assign themselves the task of investigating, thus informing any other users that log into POL that they are dealing with the case. They can also be marked as completed or remove the performer from the list as required. If a listed performer is removed they will not show up in the list again.

2.1. Getting started

Before you enter contract and financial details into the system you should make sure you have all the necessary information to hand. This will prevent you from having to look up the various pieces of information you need to enter into the system.

To successfully enter the contract and financial data you will need the following pieces of information:

- The dentist's name

- The dentist's date of birth
- The full postal address of the surgery relevant to the contract you'll be setting up
- The personal numbers for the providers and performers for that contract
- The GDC numbers of all the providers and performers
- The total contract value
- The total superannuable allocation for the contract
- The total number of units of dental activity for the contract
- The vocational training numbers for the providers and performers.

2.2. The stages involved

To be able to enter all the elements of each contract into the system there will be several stages you will have to work through. The stages are:

- Check / create location ID
- Check / create performer
- Create contract
- Confirm contract
- Enter baseline allocations

3. Check / Create Location ID

You need to create a Location ID for the practice address which will be used when creating the contract. You can also create a Location ID for a performer's home address if they wish copies of their pay statements to be sent to this address.

- Select **Address, Create** from the side bar to display **Retrieve Address**

The screenshot shows the 'Payments Online' interface. At the top, it says 'Payments Online' and 'Business Services Authority NHS Dental Services Division'. Below that, the user's name 'Heather Deacon' and ID '5AW,5M5,6A4,6A8' are displayed, along with the user ID 'NPSWADR1W8'. On the left, there is a navigation menu with items like 'Welcome Page', 'Queue Processing', 'Performer', 'Provider', 'Contract', 'Bulk Term/Trans', 'Levies', 'Adjustments', 'Health Body', 'Address', 'Help', and 'Exit'. The 'Address' menu item is highlighted. The main content area is titled 'Retrieve Address' and contains the text 'Please enter the postcode for the address you wish to create.' Below this is a text input field labeled 'Postcode' and a blue 'Retrieve' button.

- Enter **postcode** and click **Retrieve**
- Displays **Create Address** with the addresses for that postcode listed in numerical and then alphabetical order

Payments Online

13/08/2007 - 14:18:01
Heather Deacon
5AW,5M5,6A4,6A8
NPSWADR1W5

- Welcome Page
- Queue Processing ▶
- Performer ▶
- Provider ▶
- Contract ▶
- Bulk Term/Trans ▶
- Levies ▶
- Adjustments ▶
- Health Body ▶
- Address ▶
- Help
- Exit

Create Address

Please select an address to create.

Postcode BN1 4GB

- 10A St Georges Place, BRIGHTON, East Sussex
- 12 St Georges Place, BRIGHTON, East Sussex
- 8 St Georges Place, BRIGHTON, East Sussex
- Barnets, 15 St Georges Place, BRIGHTON, East Sussex
- Crime Reduction Initiative, 11 St Georges Place, BRIGHTON, East Sussex
- 557 Dental Surgery, 13 St Georges Place, Brighton, East Sussex
- Dominos Pizza, 16 17 St Georges Place, BRIGHTON, East Sussex
- Flat, 16 17 St Georges Place, BRIGHTON, East Sussex
- Flat, 9 St Georges Place, BRIGHTON, East Sussex
- Harris Paley Solicitors, 9 St Georges Place, BRIGHTON, East Sussex
- Rayner And Taylor Opticians, 10 St Georges Place, BRIGHTON, East Sussex

- If the practice address has not been allocated a location ID, **select the address** and click **Save**.
- Displays **Address Details** with the message “**Creation accepted**”. Note the **location ID** as you will need this later.
- If the practice address has already been allocated a location ID, it will be shown next to the address. Note the **location ID**.
- If the practice address is not listed or needs to be varied from that displayed, please contact NHS Dental Services for assistance.

4. Check / Create Performer

If a dentist has a current contract, their details will already be on the system as a performer/provider. This means you can set up a contract for them as a provider (for which they may also be a performer) or attach them to another contract as a performer.

If you want to check whether a dentist is on the system and whether they have been set up as a performer/provider or performer:

- Select **Performer, Search** from the side bar
- Enter search details and click **Search**
- If the search finds more than one match, displays **Performer List**. Select personal number required to Display **Performer details**

The screenshot shows the 'Performer List' page in the Payments Online system. The page header includes the NHS Business Services Authority logo and the user's name, Heather Deacon. The left sidebar contains a navigation menu with options like 'Welcome Page', 'Queue Processing', 'Performer', 'Provider', 'Contract', etc. The main content area displays a table of 34 results. The first row is highlighted, and a callout box points to the 'Personal Number' column with the text 'Click on personal number to select'.

Personal Number	GDC Number	Name	Health Body	Status
870625	101989		6A4	Active
353140	77668		6A4	Active
898376	50402		6A4	Active
286885			6A4	Active
273465			6A4	Active
304166			6A4	Active
620807	52006		6A4	Active
699241	106551		6A4	Active
651710	66263		6A4	Active
748935	66159		6A4	Active

If a dentist is not on the system, you will need to create them.

- Select **Performer, Create** from the side bar
- Displays **Retrieve GDC Details** screen

The screenshot shows the 'Retrieve GDC Details' page in the Payments Online system. The page header includes the NHS Business Services Authority logo and the user's name, Heather Deacon. The left sidebar contains a navigation menu with options like 'Welcome Page', 'Queue Processing', 'Performer', 'Provider', 'Contract', etc. The main content area displays a form with a text input field for 'GDC Number' and a 'Retrieve' button.

- Enter the **dentist's GDC number** and click **Retrieve** to display **Create Performer** screen

(If you get a message saying the GDC number is not available for use please contact NHS Dental Services.)

Create Performer

Health Body

Description Performer/Provider

Title Initials

Forename

Surname

Gender Male Female

Date of Birth

Date of Birth Confirmed

Date of Retirement

GDC Number

NI Number

Superannuation New Scheme Updated Scheme

Tier

Eligible for Seniority

Vocational Trainer

VDP

Address Title

Location Id. For New Preferred Address

Telephone Fax

Email

Create Date

Callout boxes:

- This will be pre-populated with your health body code or select from the drop down list if you have access to multiple health bodies
- Select Performer or Performer/Provider
- Enter the date of birth
- All new performers will be in the 'New Scheme' for superannuation. This can be changed to updated scheme if they have previously been in the NHS Pension Scheme
- If the performer is a vocational trainer click in this box
- If the performer is a VDP click in this box
- Enter the Location ID for the principle practice that the performer will be working at or their home address.
- Enter the date on which the performer should be created, this can be in the future or a retrospective date.

- Select **Performer or Performer/Provider**. A dentist must be a Performer/Provider to hold a contract.
- Add **date of birth**
- Add **location ID** for the principle practice that the performer will be working at or their home address.
- Select **VDP** if the dentist is a vocational dental practitioner. This ensures that when the VDP is attached to a contract, the system checks that a vocational trainer is set up.
- Add the contact **telephone number** for the performer
- Click **Save**
- Before you can enter other associated details, the performer has to be confirmed by another user.

4.1. Performer Status

The setting of a Performer's Status is automated within the POL System . No manual updates will be allowed.

The range of status are as follows ;

- New Performer – Newly created performer not yet added to a GDS or PDS contract
- Current GDS/PDS – Performer currently working on a GDS and/or PDS Contract

- Retired – Performer has taken retirement and is no longer active on any contracts. “Retired” performers can be added to a later contract provided there is gap of at least 24 hours, the status will then automatically change to “Current GDS/PDS”
- Deceased - Performer has died
- Ceased Practicing GDS/PDS – Performer is no longer active on any GDS or PDS Contracts. This will not prevent the performer being added to a contract, when this happens the status will automatically change to “Current GDS/PDS”.

On creation of a new performer, the status will be set to “New Performer”, unless a Date of Retirement is entered when it will be set to “Retired” from day after Date of Retirement, or a Date of Death is entered when it will be set to “Deceased” from day after Date of Death.

If a performer has only worked on a trust contract their Practitioner Status will not be updated to “Current GDS/PDS” or “Ceased Practicing” GDS/PDS but will remain as New Performer.

If the practitioner’s status is “Ceased Practicing GDS/PDS” or “Retired”, the Performer Update page will allow NHS Dental Services and/or the Performer’s home Health Body users to optionally apply one of the following:

- Removed – NHS Erasure
- Removed – GDC Erasure
- Removed – National Disqualification
- Suspended – from GDC Register
- Suspended – from Performer List

If one of these is selected, the user will also have to enter the date on which the removal or suspension took effect. When one of these situations no longer applies, the user will be able to remove it and enter the date the dentist was re-instated. While the additional status is present, it is not possible to add the performer to a contract.

The performers status history will be removed from the Performer Details page, only the current status will be displayed on this page. All status history can be viewed via Performer History page.

NB. Performer Status does not represent a performer on 'The Performer List' as POL has no concept of 'The Performer List'.

5. GDC Register

The Payments Online system is updated monthly from the GDC register and contains a function to search this database. If you do not have the GDC number for a performer you can use this facility to retrieve it.

- Select the GDC Register Search option
- This will display the **GDC Search** page

The screenshot shows the 'GDC Search' page in the Payments Online system. The page header includes the NHS logo and 'Business Services Authority Dental Services Division'. The user is logged in as 'trish burtenshaw DPD User' with ID 'NPSWGDC1W1'. The page displays a search form with the following fields and options:

- GDC No. (text input)
- Forename (text input)
- Surname (text input)
- Previous Surname (text input)
- Show Active Dentists Only (checkbox)
- Order By: Surname (radio button selected), GDC No. (radio button)

A note below the form states: "The asterisk (*) wildcard can be used here." There are 'Search' and 'Reset' buttons at the bottom of the form.

- Enter the **GDC number** if known, or you can search by forename and surname. The forename must contain at least one character (the wildcard * can be used in this field) and the surname must contain at least three characters (the wildcard * can also be used in this field).
- You can select to **order the results** by surname or GDC number, you can indicate this by **clicking on the relevant radio button** at the bottom of the page.
- **Click** on Search and this bring up the GDC List page detailing all entries that have matched with your search criteria.

Payments Online NHS Business Services Authority
Dental Services Division

17/08/2007 - 11:02:58 trish burtenshaw
DPD User NPSWGDC1W2

Welcome Page
Queue Processing ▶
Performer ▶
Provider ▶
Contract ▶
Bulk Term/Trans ▶
Levies ▶
GDC Register ▶
Adjustments ▶
Adjustment Codes ▶
Health Body ▶
Bulk Adjustments ▶
Address ▶
System ▶
Help ▶
Exit ▶

GDC List

13 results found. 1 - 10 ▶

GDC Number	Title	Forenames	Surname	Previous Surname	Status
	MR	DAVID	RUSSELL		Deleted
	MR	JOHN	LESLIE		Active
	MRS	IREEN	ELIZABETH		Active
	MR	CHRISTOPHER	JAMES		Active
		BELINDA	GLYNNE		Deleted
	MR	AIDAN	HUGH		Active
	MR	ADRIAN	ROBERT JOHN		Active
	MR	GARY			Active
	MR	ROBERT	JAMES		Active
	MR	ANDREW	JOHN		Active

[Back](#)

- Click on the GDC number for the selection you need and this will bring up the details from the GDC register.

Payments Online NHS Business Services Authority
Dental Services Division

17/08/2007 - 11:07:05 trish burtenshaw
DPD User NPSWGDC1W3

Welcome Page
Queue Processing ▶
Performer ▶
Provider ▶
Contract ▶
Bulk Term/Trans ▶
Levies ▶
GDC Register ▶
Adjustments ▶
Adjustment Codes ▶
Health Body ▶
Bulk Adjustments ▶
Address ▶
System ▶
Help ▶
Exit ▶

GDC Register

GDC Details

GDC Number		GDC Date	19/08/19	Gender	Male
Status	Deleted				
Title	MR				
Forenames	DAVID				
Surname					
Prev. Surname					
Qualifications	BDS LOND				
Address					
Remarks					

Last action by System Application on 07/03/2006 at 15:18:04.

[Back](#)

6. Create Contract

6.1. Practice-based contracts/individual provider contracts

There are two options available for setting up dental contracts:

Individual provider contracts

If you have negotiated with the practice for each dentist to have their own contract, create separate provider/performer contracts using their 6-digit personal numbers.

Each provider should have their allocated total contract value, total contracted activity and Net Pensionable Pay (NPP) as appropriate. This would be the same for a single handed practice.

Practice-based contracts

Check to see if a Provider number already exists for the company/ Body Corporate or partnership, if it doesn't contact the NHS Dental Services to set up a provider name and 6-digit personal number.

To request a Provider number please e-mail dentalservices@ppa.nhs.uk with the following information;

Company or Partnership name, the date on which it will start and the location id of the practice together with the following information;

Provider's Legal Status – 'Limited Liability Partnership' (LLP), 'Limited Company' (LC) and 'Other'.

If the company type is an **LLP** or **LC** then the company's name and number (plus the parent company if appropriate), should also be provided.

If the company type is '**Other**' then a full description of the company must be provided (max 25 rows of 80 characters).

All company types require at least one dentist to be present on their board: the personal numbers of up to 5 of these 'responsible dentists' will be need to be recorded.

The Helpdesk will then create the Provider number for you which will always start with a number 1 (to identify that it is an organisation rather than an individual) and e-mail it to you. Use this 1 series number to create a provider contract and attach all dentists to the contract as performers.

6.2. Contract numbers

You will need to set up a new contract number for each of the contracts you negotiate. The new contract number will be in the format pppppp tttt where:

- p = 6 digit personal number of the provider
- t = 4 digit contract tag, an automatically generated sequential number identifying the number of contracts that the provider holds

The contract stamp, which will be provided by the NHS Dental Services for each contract created, will also show a 6 digit location id which is used to identify the practice address. This number is an automatically generated sequential number.

6.3. Creating The Contract

- Select **Contract, Create** from the side bar
- Displays **Create Contract**

The screenshot shows the 'Create Contract' form in the NHS Payments Online system. The form includes a navigation menu on the left, a header with the user's name and NHS logo, and several input fields and dropdown menus. Callout boxes provide instructions for various fields:

- Commissioner:** This will be pre-populated with your health body code or select from the drop down list if you have access to multiple health bodies.
- Provider Personal No.:** Enter provider number.
- Start Date and End Date:** Enter start date and end date.
- Reason for Closure:** If and end date is entered then a reason for closure must be selected.
- Type:** Select type of contract (GDS, PDS, Trust).
- Purpose:** Select purpose (General, Orthodontic or Both).
- Tick here:** If the provider is also a performer with this contract put a tick in this box.

Buttons at the bottom include 'Save', 'Reset', and 'Cancel'.

- Enter **provider personal number**, if the Provider is an individual and will not be paying any Superannuation contribution on his earnings on the contract you can select a reason for exemption from Maternity, Paternity or Long Term Sick.
- Enter the **start date** (end date is optional). Dates are in the format ddmmyyyy or dd/mm/yyyy. If an end date is entered then a Reason for Closure must also be indicated. The option in the drop down list are; GDC Exclusion, Leaving area, Ceased Practicing, Leaving NHS, Contract Completed, Retirement, Death or Other.
- Enter the **location ID**.
- **Select the contract type** (default GDS) and **purpose** (default General).

You have the option of GDS, PDS or Trust with a sub option of Normal and with these you have an additional option of collecting KPI data for these contracts. Or you can select PDS or Trust with the additional 'Plus' option which will also collect KPI data. **(Please see Annex 1 section 35 for creating PDS Plus Contracts and/or Adding Key Performance Indicators)**. In the future you will be able to select GDS/PDS or Trust with a sub option of Steele to identify that the contract is a steel Pilot. **NB. Only practices with the appropriate software can submit KPI data to NHSDS.**

- **Select prison** if a prison contract.
- If the provider is a single-handed provider/performer put a tick in the "provider will also be a performer box". Click **Save**.
- If the provider is not a single-handed provider/performer, click on the **New Performers** twisty (the arrow) to enter details of the performers. If the contract provider is also a performer, you will need to put a tick in the "provider will also be a performer box".

New Performers ▼

Personal Number Start Date End Date

NPP Exemption

Print Requirements Pay Statements Schedules Both

Trainer

Personal Number Start Date End Date

NPP Exemption

Print Requirements Schedules Both

Trainer

Personal Number Start Date End Date

NPP Exemption

Print Requirements Pay Statements Schedules Both

Trainer

- Enter the **performer's personal number, start date, and end date if appropriate.**
- If the performer will not be allocated Net Pensionable Pay (NPP) on the contract, select the appropriate exemption reason, for example they are only working as a locum in the practice, or are in receipt of maternity pay.
- If the performer is a VDP, enter the **trainer's personal number.** The trainer must also be set up as a performer on the contract.
- When a contract is initially set up users have the opportunity to enter 10 performers. If you have more than 10 performers to add you will need to get the first 10 authorised before you can add any more. Once the contract has been set up you can add up to **10** performers at a time
- Click **Save.**

Before you can enter the Total Contract Value and Contracted Activity or update any other associated details, the contract has to be confirmed by another user from Queue Processing.

7. How to Confirm a Contract

To access the queues select Queue Processing from the side menu and select the queue you wish to enter, this will display the queue search screen. Enter the criteria you wish to search by or just click search to bring up all the results

Payments Online
Business Services Authority
NHS
Dental Services Division

30/11/2007 - 12:15:55 trish burdshaw DSD User NPSWQUE1WD

Welcome Page
Queue Processing ▶
Performer ▶
Provider ▶
Contract ▶
Bulk Term/Trans ▶
Levies ▶
GDC Register ▶
Adjustments ▶
Adjustment Codes ▶
Health Body ▶
Bulk Adjustments ▶
Address ▶
System ▶
Information ▶
Help
Exit

Queue Search
Contracts

Health Body
Contract Number
Change Date (on or after)

- Click on the relevant contract number to **select** the appropriate **Contract**

Payments Online
Business Services Authority
NHS
Dental Services Division

17/08/2007 - 10:28:00 Heather Deacon 5AW,5M5,6A4,6A8 NPSWQUE1WA

Welcome Page
Queue Processing ▶
Performer ▶
Provider ▶
Contract ▶
Bulk Term/Trans ▶
Levies ▶
Adjustments ▶
Adjustment Codes ▶
Health Body ▶
Bulk Adjustments ▶
Address ▶
System ▶
Information ▶
Help
Exit

Queue List
Contracts

2 results found. 1 - 2

Entry	Details	Action	User	Time
257478.0003		Create	(PCT) Heather Deacon	16/08/2007 12:03:47
208221.0002		Create	(PCT) Heather deacon	17/08/2007 08:48:59

- Displays **Contract Details**

The screenshot shows the NHS Payments Online interface. At the top, it displays the NHS Business Services Authority logo and the user's name, Heather Deacon, with contact information 5AW,5M5,6A4,6A8 and ID NPSWQUE1W3. The date and time are 17/08/2007 - 10:31:24. A navigation menu on the left includes options like Welcome Page, Queue Processing, Performer, Provider, Contract, Bulk Term/Trans, Levies, Adjustments, Health Body, Address, Help, and Exit. A 'Queue Action' menu is open, showing 'Queue Action', 'Confirm Action', and 'Reject Action'. A red message states 'Last action by Heather deacon on 17/08/2007 at 08:48:59.' Below this, contract details are shown: Contract Number (5M5) 2, Status Active, Company Name, Eligible for Seniority No, Schedule Group 18, Start 01/04/2007, Type GDS, Purpose General, Print Requirements Pay Statements & Schedules, Prison No, and Principal Address 14A Hyde Gardens. A 'Queue action' box is highlighted with a line pointing to the 'Queue Action' menu item.

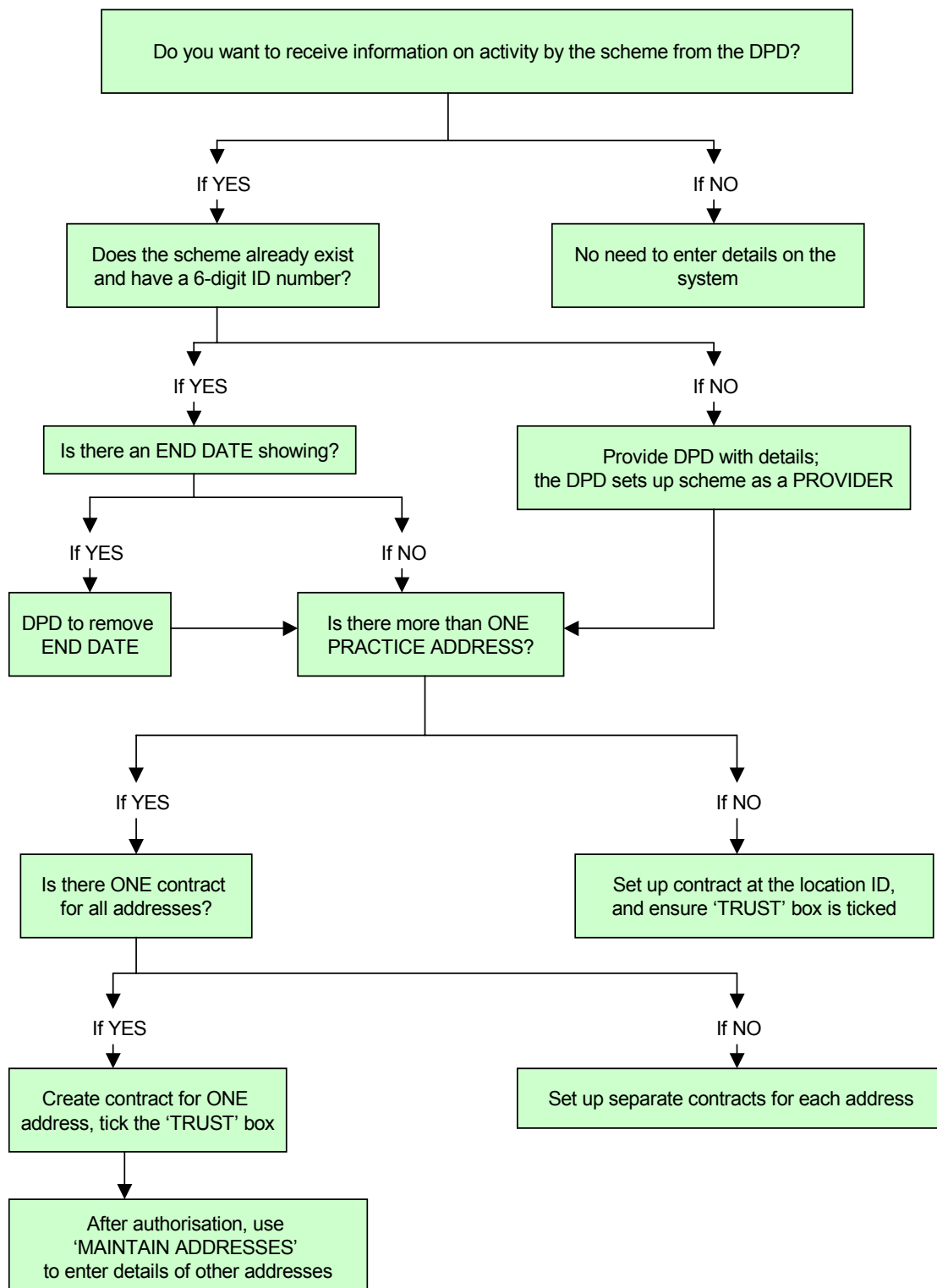
- Select **Queue Action** from the top bar (above the screen name)
- Select **Confirm Action**

If you don't want to confirm or reject the action at this stage click on the **back** button to exit the screen.

If you not use the **back** button the queue entry will be locked for 30 minutes.

8. Trust based contracts

This flowchart details the process for creating Dental Access Centres/Emergency Dental Clinics/Community Dental Service



9. Enter Baseline Allocations & Total Contracted Activity GDS and PDS Contracts Only

NB. For PDS Plus contracts please see Annex 1

- Select **Contract, Search** from the side bar
- Enter **contract number** and **tag number** and click **Search**
- If searching on any other criteria **unselect** the **Current** option
- Displays **Contract**
- Select **Contract, Maintain Baselines**, from the top bar (above the screen name)
- Displays **Maintain Baseline Allocations**
- Enter **New Total UDA Activity** and or **New Total UOA Activity**. The totals entered here should reflect the actual amount of UDAs and/or UOAs that the contract should achieve in the current Financial Year, and will be used when calculating the contracts progress towards achieving these targets. If the contract is not open for a full year the activity should be pro-rated accordingly.
- If appropriate you can enter the number of courses of treatment including domiciliary visits or sedations that you expect the contract to carry out within the financial year.
- There is a facility to enter a + or - carry over activity figure from the previous financial year. Enter a minus if the contract over performed and the carry over figure is to be deducted from the current year, and just enter the carry over figure if the contract underperformed, this figure will be added to the current years activity, there is no need to enter a + before this figure.
- Enter **New Total Contract Value (TCV)** (This figure should be the full annual amount, the system will divide this figure by 12 to make the monthly payment).
- Enter the **actual start date** (dd/mm/yyyy) format, the end date optional. The system will calculate part monthly payments where the contract starts or ends part way through the month (**See section 9.1**).
- You will notice that there are 2 data entry fields this is to allow you to make a further change to the TCV in the future, e.g. if it is a stepped contract or there has been a short term increase that needs to be reduced again in the future, when using this facility the date ranges must be sequential, the start date for the second TCV must be the day after the end date for the first TCV. A zero value can be entered if you wish to record a break in payment.

Maintain Baseline Allocations

Para2(2) of Schedule 2 of the NHS Pensions Regulations states that "...a practitioner who wishes to contribute to the Scheme must do so in Therefore Net Pensionable Pay must be entered for ALL contracts the p Provider

(PNO) 3207/14 0001 - MR DA VEN
Eligible for Seniority No
Unit of Activity Value 32.47

Total Contract Activity	UDA	UOA	Dom. Visits	Sedations	Carry F	UDA	UOA
10/11	16300						
09/10	16300						
08/09	16300						

New Total Contract Activity	UDA	UOA	Dom. Visits	Sedations	New Carry Forward	UDA	UOA
09/10							
10/11							

Total Contract Value		
Amount	From	To
529,268.17	01/04/2009	
528,159.04	01/04/2008	31/03/2009

New Annual Contract Value		

Enter the Total Contracted UDA and/or UOA activity for the financial year here (pro-rated if not a full year) together with the number of courses of treatment including domiciliary visits and or sedations that you expect the contract to achieve. You can also enter the contracted activity for the following year if appropriate

Enter the Total **Annual** Contract Value together with the **actual start date** (dd/mm/yyyy) and the end date if appropriate. The system will calculate part monthly payments where the contract starts or ends part way through the month.

The next area relates to Net Pensionable Pay (NPP) or superannuable earnings, the Statement of Financial Entitlements states that only 43.9% of the total contract value can be allocated as NPP.

Paragraph 2 (2) of Schedule 2 of the NHS Pensions Regulations states that...

"a practitioner who wishes to contribute to the scheme he/she must do so in respect of all his/her work as a practitioner"

Therefore if a Provider/Performer is in the NHS Pension Scheme they must have Net Pensionable Pay recorded on each contract that they work on with the exception of Trust based contracts where the Dental Service Division is not responsible for making payments to the performers.

- If the provider is **superannuable** . Enter the **Annual Net Pensionable Pay** with a start and end date if appropriate. NB the superannuation status of the provider is determined by the entry on the performer details screen.
- If you do not know the NPP for a provider and or performer you can enter the gross allocation in the NPP Calculator field and when you click on the Start Date field it will calculate it for you, and pre populate the NPP.
- If the dentist is a single-handed provider/performer, no more details are required. Click **Save**.

Provider Monthly Allocation

Total Monthly Allocation	Total Monthly Net Pensionable Pay		
Amount From To	Amount	From	To

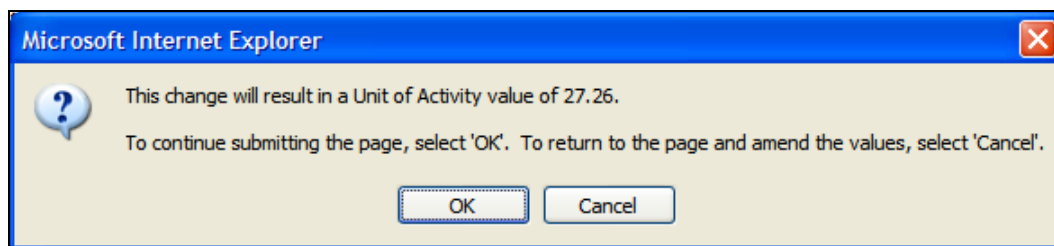
Net Pensionable Pay must be entered.

Annual Net Pensionable Pay NPP Calculator

If you do not know the NPP figure you can enter the Providers gross annual allocation in the NPP calculator and the system will calculate 43.9% of this figure to establish the NPP.

Enter Providers Annual NPP with the **actual start date** (dd/mm/yyyy) and the end date if appropriate. The system will calculate part monthly payments where the Contract starts or ends part way through the month.

NB when a Total Contract Value and/or Contracted Activity are entered for the first time or amended at a later date the system will calculate the Unit of Activity Value based on the entries made. When you click on Save the following message will be displayed.

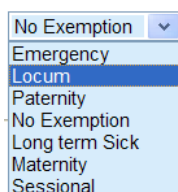


If you wish to proceed click OK otherwise select cancel and amend the entries

If the dentist is not a single-handed provider/performer, enter Net Pensionable Pay for performers. If there is a VDP associated with the contract amounts will be pre-populated. See **Section 18** for adding a VDP to a contract.

If the performer is **superannuable** a Net Pensionable amount must be entered, unless a reason for exemption has been selected from the drop down list in the contract page. See section 6.3

Reasons for exemption from NPP are listed below;



NB the superannuation status of the performer is determined by the entry on the performer details screen.

Total Monthly Allocation			Total Monthly Net Pensionable Pay		
Amount	From	To	Amount	From	To
New Annual Baseline			New Annual Net Pensionable Pay		

Start 01/04/2008 End

Eligible for Seniority No

Net Pensionable Pay must be entered.

If you do not know the NPP figure you can enter the Performers gross annual allocation in the NPP calculator and the system will calculate 43.9% of this figure to establish the NPP.

You can enter the performer's gross baseline allocation here, but it is not a mandatory field. However, once entered, this must be maintained for the life of the contract.

Enter the performer's Annual NPP with the **actual start date** (dd/mm/yyyy) and the end date if appropriate. The system will calculate part monthly payments where the contract starts or ends part way through the month.

- Click **Save**.
- Displays **Contract Details** with the message "**Updates Accepted**"
- Ask a colleague to authorise the changes.
- Any changes to the Total Contract Value or the UDA and/or UOA totals will be reflected in the Unit of Activity Value on the Contract home page.

9.1. Part month calculations

If the Contract or Provider /Performer start or end dates are part way through the month, you should enter the Annual Total Contract Value and/or Provider/Performer Annual NPP with the actual start

date (dd/mm/yyyy) and end date of applicable. The Payments Online System will automatically apportion the amounts based on the number of calendar days in the month.

- **Annual figure divided by 12 to give a monthly amount**
- **Divide the monthly amount by the number of calendar days in the month**
- **Calculate the number of days from the start to the end of the month**
- **Multiply the number of days by the day rate;**

Example;

Start date 25 September 2008

£120,000 = Annual figure

£10,000 = monthly figure

£333.33 = day rate

£2,000 = 6 days

10. How information entered affects pay schedule information

When adding financial information to a contract, if the baseline allocation is entered in left-hand column against each performer, this will result in the TCV split being shown on the relevant performers pay schedule.

If amounts are entered against the provider rather than against the dentist as a performer, they will not get an individual pay statement or superannuation statement.

If the data has been entered for retrospective periods, payment adjustments will be generated and paid in the next available schedule.

11. Amending baseline figures and superannuable amounts

11.1. Amending baseline figures and/or superannuable amounts in the current financial year.

Changes can be made to the TCV or Net Pensionable Pay (NPP) as detailed below.

- Display the contract to be amended and select '**Contract/Maintain Baselines**' from the menu at the top of the page.
- Enter the amended TCV and/or NPP as required, together with the start date from which you want the new amounts to take effect. Remember that if the start and or end dates are a part way through the month the system will calculate the part monthly payments.
- If there are figures showing in the left-hand column against 'New Annual Baseline', you must amend these figures as well.
- If the amendments relate to a retrospective period, the changes entered will override any later dated entries. You may therefore have to re-enter data relating to the later periods again.
- If the start date is in the past, the appropriate adjustment to the monies paid so far will be made on the next available pay schedule.

11.2. Amending baseline figures and/or superannuable amounts for the previous financial year

If the Health Body has received late notification of a performer starting or leaving in the previous financial year you can use Maintain Baselines to make the entries, however the following rules will apply.

- Changes to the Total Contract Value will result in an adjustment being generated to pay or deduct the variance in money.
- Changes to Provider or Performer Net Pensionable Earnings will generate the appropriate adjustments for superannuation for the **current Financial Year only**.

- No superannuation adjustments will be created for the previous financial year, any changes to the NPP should be reflected the previous years Year End Reconciliation Page.

11.3. How to interpret the baseline and superannuation figures

When you display contracts that have baseline and NPP figures added and authorised, the annual total contract value and start date (plus the end date if entered) are displayed in the top left-hand corner of the screen.

The total monthly baseline allocation shows this annual contract value divided into 12 monthly instalments.

If the TCV cannot be divided into 12 equal monthly amounts, a one-off payment will be made for the first month, followed by 11 equal payments for the remaining months. The current figures will appear as two lines of black text.

When displaying the contract without making an adjustment, the Total Monthly Net Pensionable Pay shows the provider's monthly share of the contract value on which superannuation will be based.

If the share of the contract value cannot be divided into 12 equal monthly amounts, it will be split into a one-off amount for the first month, followed by 11 equal amounts for the remaining months. The current figures will appear as two lines of black text.

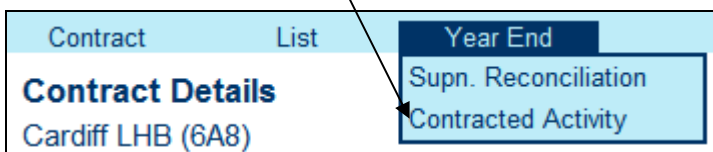
Against each of the performers listed, the total annual Net Pensionable Pay amount shows their share of the annual TCV.

When carrying out amendments to the financial information using the '**Contract/Maintain Baselines**' facility, the screen will display monthly values for 'Total Monthly Allocation' and 'Total Monthly Net Pensionable Pay', together with the annual values shown in brackets.

12. Amending Contracted Activity for the previous financial year

As the Contracted Activity entered into Maintain Baselines relates to the current financial year only, a screen is available for you to amend and update the Contracted activity relating to the previous financial year. You can use this screen to amend both UDAs and UOAs for a contract together with the number of courses of treatment including Domiciliary Visits and Sedations. You can also amend the Carry forward activity.

You can access the contracted activity screen through the Year end menu option on the contract details screen



Contracted Activity
Financial Year 08/09

Contract **020010001 - MR ONI STELL**
Start: **01/04/2006** End

	Current	New	
Dental Activity (UDA)	14350	<input type="text"/>	Last action by JOAN WILLIAMS on 18/05/2009 at 11:49:12. Confirmed by JOAN WILLIAMS on 18/05/2009 at 12:02:34.
Orthodontic Activity (UOA)	-	<input type="text"/>	
Domiciliary Visits	-	<input type="text"/>	
Sedations	-	<input type="text"/>	
Carry Forward UDA	-456	<input type="text"/>	Last action by MICHAEL SIMPSON on 30/07/2008 at 10:15:43. Confirmed by JOAN WILLIAMS on 30/07/2008 at 11:23:02.
Carry Forward UOA	-	<input type="text"/>	

You can use this screen to amend the contracted activity for the previous financial year, by entering the updated figures in the blue fields as appropriate.

13. Trust Based Contracts - Recording Contract Activity

- Select **Contract, Search** from the side bar
- Enter **contract number** and **tag number** and click **Search**
- If searching on any other criteria **unselect** the **Current** option
- Displays **Contract**
- Select **Contract, Maintain Baselines**, from the top bar (above the screen name)
- Displays Maintain Baseline Allocations
- Enter **New Total UDA Activity** and or **New Total UOA Activity**. The totals entered here should reflect the actual amount of UDAs and/or UOAs that the contract should achieve in the current Financial Year, and will be used when calculating the contracts progress towards achieving these targets.
- If appropriate you can also enter the number of courses of treatment including domiciliary visits or sedations that you expect the contract to achieve.
- There is a facility to enter a + or - carry over activity figure from the previous financial year. Enter a minus if the contract over performed and carry over figure is to be deducted from the current year, and just the enter figure if the contract underperformed, and this figure will be added to the current years activity, there is no need to enter a + before this figure
- If there is a Vocational Dental Practitioner (VDP) on the contract there is a facility to enter their contracted activity for the period of tenure

Maintain Baseline Allocations

Provider

(5) 1001230002 - WEST SUSSEX PDS

Start 01/04/2006 End

Eligible for Seniority No

VDP Obligations None

Total Contract Activity				Carry Forward	
UDA	UOA	Dom. Visits	Sedations	UDA	UOA
New Total Contract Activity				New Carry Forward	
UDA	UOA	Dom. Visits	Sedations	UDA	UOA
09/10					
10/11					

Save

Reset

Cancel

14. Record an adjustment

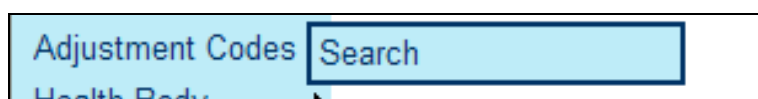
14.1. Selecting the appropriate adjustment code

To find out if additional payments are payable to the provider or the performer, reference should be made to Part 2 (Payments for Specific Purposes) of the GDS and PDS Statement of Financial Entitlements (SFE).

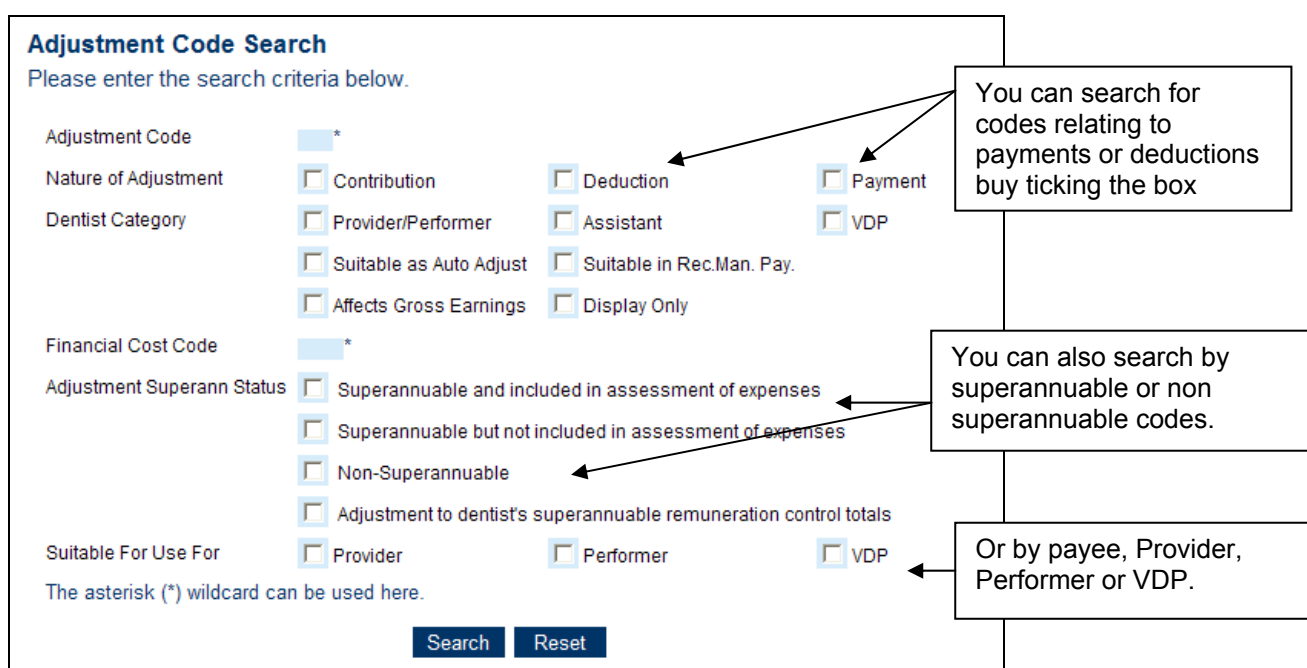
In the SFE, if a fee is quoted as being payable to 'The Contractor', the adjustment should be recorded against 'the Provider' and the monies will only be paid to them.

In circumstances where payments such as maternity, paternity, long term sickness are payable to 'a contractor in respect of a Dentist Performer, the adjustment should be recorded against the performer's personal number and the monies will be paid to the provider but included on the performer's pay statement.

If you are not sure which adjustment code is appropriate you can use the Adjustment Code Search option from the left hand navigation menu (If you cannot see this, ask your administrator to give you the permission for 'View Adjustment codes')

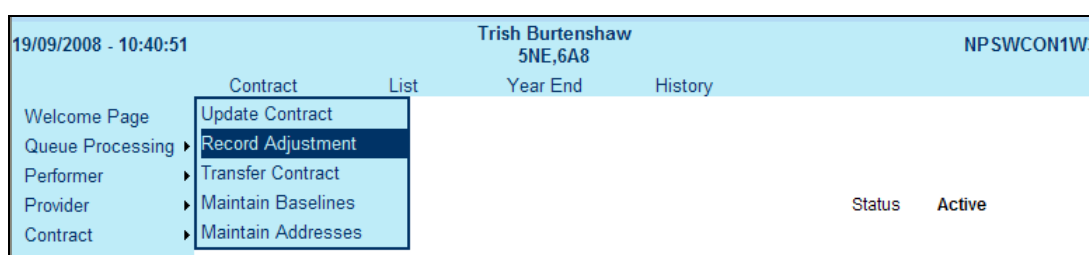


This option allows you to search for adjustment codes by type, payee, superann status etc.

A screenshot of the "Adjustment Code Search" form. The form has a title "Adjustment Code Search" and a subtitle "Please enter the search criteria below." The form contains several sections of search criteria, each with a checkbox and a label. The sections are: "Adjustment Code" (with a text input field containing an asterisk), "Nature of Adjustment" (with checkboxes for Contribution, Deduction, and Payment), "Dentist Category" (with checkboxes for Provider/Performer, Assistant, and VDP), "Suitable as Auto Adjust" (checkbox), "Suitable in Rec.Man. Pay." (checkbox), "Affects Gross Earnings" (checkbox), and "Display Only" (checkbox). Below these is "Financial Cost Code" (with a text input field containing an asterisk) and "Adjustment Superann Status" (with checkboxes for Superannuable and included in assessment of expenses, Superannuable but not included in assessment of expenses, Non-Superannuable, and Adjustment to dentist's superannuable remuneration control totals). The next section is "Suitable For Use For" (with checkboxes for Provider, Performer, and VDP). At the bottom, there is a note "The asterisk (*) wildcard can be used here." and two buttons: "Search" and "Reset". Three callout boxes with arrows point to specific parts of the form: the first points to the "Nature of Adjustment" checkboxes, the second points to the "Adjustment Superann Status" checkboxes, and the third points to the "Suitable For Use For" checkboxes.

14.2. Recording the adjustment

- Display the contract
- Select the Record adjustment option from the top navigation menu



- Select the appropriate payee, whether this be 'The Provider' or a named performer.

Only the appropriate adjustment codes for the payee type will be displayed in the adjustment drop down menu.

Record an Adjustment

Contract Number: (SNE) 5037 00 0002
The next schedule date for this contract is 12/09/2008. Start month must be on or after 09/09/2008

Payee:

Adjustment:

Nature of Adjustment:

Start Month: End Month:

Normal Reverse

Additional Information:

Buttons: Save, Reset, Cancel

Callout Boxes:

- Enter the monthly amount and the appropriate start date (and end date if applicable).
- Select the Payee type from the drop down menu and the appropriate adjustment code.
- To apply the appropriate adjustment type, you should leave the radio button set to 'Normal'. Only change this button to 'Reverse' if you wish to undo a previous adjustment entered in error. Using the 'Reverse' button will make a payment into a deduction and vice versa.
- Click on Save and get a colleague to authorise it.
- A box is provided for you to enter additional information about the adjustment. This information will not be included in the Providers schedule.

The start date for an adjustment cannot be prior to the latest processing month and details of this date will be displayed at the top of the screen for your reference. Adjustments cannot be backdated. If you attempt this an error message "Start Month cannot be prior to the current month" will be displayed.

Where appropriate for certain adjustments a mandatory end date will be enforced.

NB Adjustments for Maternity, Paternity Pay, Adoption Leave or Long Term Sickness

When a Provider or Performer takes leave for any of the reasons above and their payment is recorded as an adjustment, they cannot also receive Net Pensionable Earnings (NPP) on the contract, as the adjustment is superannuable. You will therefore need to enter £00.00 for the persons NPP within maintain baselines for the period of leave, and restart the NPP on their return date. If they take their leave mid month, the system will automatically apportion the NPP amounts based on the number of calendar days in the month.

The system will remind you to remove the NPP when you record the adjustment and will also warn you if the performer is already receiving a payment under another contract.

14.3. Backdating of adjustments

To make a backdated payment users should record an additional adjustment for the missed month(s), entering the start and end date as the Current month. Alternatively users can recalculate the monies owed for the remaining period.

14.4. Checking for adjustments

There are two options for checking the adjustments made on a contract.

14.4.1. Current adjustments

- Display the relevant contract and select '**List/Current adjustments**' from the menu at the top of the screen. This screen shows all adjustments that have been authorised and are either still to be paid or are in the progress of being paid.
- If payment of the adjustment has yet to start then update and delete functions will be available from the drop down menu.
- If payment of the adjustment has already started then only the update function will be available.
- Selecting the update function will present you with the Adjustment Update page.
- Selecting the delete function will present you with a confirmation box. If you confirm this then the adjustment will be marked as cancelled.

NB. Deletions do not go into a queue to be authorised. If you cancel the confirmation you will be returned to the Adjustment Details page and the adjustment will not have been deleted.

14.4.2. All adjustments for a contract/performer

- Select 'Adjustments/Search' from the menu at the left-hand side of the screen.
- Enter the appropriate contract number and tag number and/or performer number.
- De-Select the 'Current' box and click on Search. This screen shows all adjustments that have been made and completed or are still in progress.
- Leaving the tick in the 'Current' box and clicking on Search will only display those adjustments that are still in progress.

14.5. Updating an adjustment

If you have created an adjustment and realise that there is an error or something has changed you have the facility to update the adjustment.

- Display the relevant contract and select '**List/Current adjustments**' from the menu at the top of the screen. This screen shows all adjustments that have been authorised and are either still to be paid or are in the progress of being paid.
- **Click** on the adjustment that you wish to update
- **Select Adjustment – Update Adjustment** from the top navigation menu
- If payment of the adjustment has yet to start then you will be able to amend any of the fields within the adjustment to the correct details.
- If payment of the adjustment has already started then you can only update the end date.
- **Click** on **Save** and get a colleague to authorise the changes.

NB. When the adjustment has been updated and is awaiting queue processing an asterisk * will be displayed by the side of the adjustment code.

14.6. Correcting an adjustment

If you become aware of any adjustments that have entered onto the Payments Online system and paid in error, although you cannot delete an adjustment once it has been paid, you can make a correction in the following way.

- Display the contract concerned and select '**Contract/Record adjustment**'.
- Select the same adjustment code as entered before, together with the same payee details.
- Change the radio button from Normal to Reverse.
- Enter the total amount of money that needs to be recovered/repaid.
- Enter a start date. The start date for an adjustment cannot be prior to the latest processing month and details will be displayed at the top of the screen for your reference.
- Enter this same date for the end date.
- Click on '**Save**' and get the adjustment authorised.

15. Recording a Repayment Plan

Where a provider has agreed a repayment plan in respect of monies owed, this can be recorded, and therefore monitored, on dedicated adjustment codes. The benefit of using this system is that full value of the adjustment can be reflected in the Health Body's financial figures.

There are three steps to recording a repayment plan:

Step 1 Record an adjustment for full amount of debt owed under the **appropriate** adjustment code. For example UP1 – "Underperformance 08/09", with a start and end month of the same month. (e.g. October)

Step 2 Establish the total amount of the instalments to be paid to recover the debt and select adjustment code PXX - "Debt Repayments Deferred".

The value entered on this code is total amount of the debt to be repaid in instalments, which is not necessarily the same as the amount of the adjustment. For example, you may want to recover £80,000 but only agree a repayment plan for £70,000, the balance of £10,000 therefore being repayable immediately.

This code requires an end date, which should be the same as the start month for this adjustment.

Step 3 creating the repayment schedule to repay the debt, select adjustment code DXX – "Debt Repayment Plan".

This adjustment requires a start and end date, and the value is the amount to be repaid each month. The start month is the month in which the repayments are to commence, typically the month following the original adjustment (e.g. UP1).

The total number of months times the monthly repayment amount **MUST** agree with the total of the loan recorded on adjustment code PXX.

For example: a dentist has agreed a recovery of £80,000 to be paid in 8 instalments of £10,000.
Repayment Plan Example

	Adjustment Code	POL Transaction	Month	Effect
Step 1	UP2 Under performance 09/10	+80,000	October	Immediate recovery
Step 2	PXX Debt Payments Deferred	+70,000	October	Deferred debt
Step 3	DXX Debt Repayment Plan	+10,000	Nov - May	Debt Repayment

The effect is that the dentist repays £10,000 immediately in October under code UP1 (the deferred debt under that UP1 of £70,000 is within the agreed repayment plan for £70,000 under code PXX) and then £10,000 per month from November to May is repaid under code DXX.

16. Making an Advance Payment

If a health body wishes a payment to be made to a provider, outside the normal processes for the monthly contract payment on the standard pay date of the 1st working day of the month they will need to follow the steps outlined below

Health body agrees the payment details with the dental contract provider.

Health body enters and authorises the payment on the Payments Online (POL) system using the adjustment code P09 advance payment.

At the same time the health body will need to enter and authorise the recovery of the payment on POL using adjustment code D09 advance recovery. The P09 and D09 must both be recorded for the same month.

The health body will then need to send an email to dentalservices@ppa.nhs.uk to advise NHS Dental Services that the appropriate information has been entered and authorised on POL and requesting an immediate payment. This email should contain the following information as a minimum

- Health body code
- Contract number and amount of payment requested
- Health body contact details including telephone number
- Brief description of why the payment is required e.g. new contract, expenditure not yet entered on POL.

You will receive an automated response to your email that says NHS Dental Services aims to respond to all email requirements in 2 working days. This mailbox is checked regularly and is checked at 12 noon each working day (see 6 below). It is recommended that the subject of your email is 'Request for Payment – Urgent'. If you wish to check your email has been received you can telephone the Helpdesk on 0845 1268000.

NHS Dental Services will check POL (updates are immediate) against the information contained in your email and also check to see whether there is a negative value i.e. debtor amount due, and check with the health body if a material negative value exists.

If the information entered and authorised on POL agrees with the email a BACS payment will be made to the bank account normally used for that provider. The BACS payment will normally be made the same working day for emails that are received before 12 noon. A request processed by NHS Dental Services (working day 1) will be processed by bank the following working day (working day 2) and received in the Providers bank account the next working day (working day 3).

NHS Dental Services will email the health body to confirm the payment has been made.

17. Queue Processing

When a user creates or updates a contract, confirmation of the action is required by another user to control this process.

To access the queues select Queue Processing from the side menu and select the queue you wish to enter, this will display the queue search screen. Enter the criteria you wish to search by or just click search to bring up all the results

The screenshot shows the 'Payments Online' interface. At the top, it displays the NHS Business Services Authority logo and 'Dental Services Division'. The user is identified as 'trish burtenshaw DSD User' with session ID 'NPSWQUE1WD' and a timestamp of '30/11/2007 - 12:15:55'. A left-hand navigation menu lists various options like 'Welcome Page', 'Queue Processing', 'Performer', etc. The main content area is titled 'Queue Search' and shows search criteria for 'Contracts': 'Health Body', 'Contract Number', and 'Change Date (on or after)'. There are 'Search' and 'Reset' buttons at the bottom of the search area.

17.1. Queue processing - Contracts

- **Click** on the relevant queue entry

The screenshot shows the 'Payments Online' interface displaying a 'Queue List' for 'Contracts'. The user is 'Heather Deacon' with session ID 'NPSWQUE1WA' and a timestamp of '17/08/2007 - 07:38:37'. The list shows '1 result found.' with a table containing one entry. The entry number '257478 0003' is highlighted in purple. A callout box with an arrow points to this number, containing the text 'Click on relevant number to select'.

Entry	Details	Action	User	Time
257478 0003	MRS	Create	(PCT) Heather Deacon	16/08/2007 12:03:47

- This will bring up the contract details, with those changes to be authorised shown in purple and the name of the user who last made changes.

Payments Online
Business Services Authority
Dental Services Division

17/08/2007 - 07:40:51 Heather Deacon 5AW,5M5,6A4,6A8 NPSWQUE1W3

Queue Action

Welcome Page
Queue Processing ▶
Performer ▶
Provider ▶
Contract ▶
Bulk Term/Trans ▶
Levies ▶
Adjustments ▶
Health Body ▶
Address ▶
Help
Exit

Contract Details Contracts Queue

South Sefton RCT (5M5)
Last action by Heather Deacon on 16/08/2007 at 12:03:47.

Contract Number (5M5) Status Active
Company Name
Eligible for Seniority No Superan. Status
Schedule Group 18
Start 01/07/2007
Type GDS
Purpose General
Print Requirements Pay Statements & Schedule
Prison No

Go to Queue Action and then select Confirm Action

- The new entries will be identified in Purple, those to be deleted will be red and those entries that remain unchanged will be shown in black.
- Go to **Queue Action** from the menu in the top bar and select **Confirm Action**
- A message '**Confirmation Processed**' will be displayed. If there are no further entries in the queue it will also say 'This queue is empty'.
- If there are further entries in the queue go back to the **Queue Processing, Contracts** option from the side menu and repeat the above steps until the queue is empty

17.2. Queue processing - Performer

- Click on the relevant queue entry
- This will bring up the details, the new entries will be identified in Purple, those to be deleted will be red and those entries that remain unchanged will be shown in black.
-

Payments Online
Business Services Authority
Dental Services Division

17/08/2007 - 07:44:50 Heather Deacon 5AW,5M5,6A4,6A8 NPSWQUE1W6

Queue Action

Welcome Page
Queue Processing ▶
Performer ▶
Provider ▶
Contract ▶
Bulk Term/Trans ▶
Levies ▶
Adjustments ▶
Health Body ▶
Address ▶
Help
Exit

Performer Details Performer Queue

Last action by Heather Deacon on 17/08/2007 at 06:44:31.

Health Body 5M5
Personal Number 210897
Description Performer
Title Mr. Initials PN
Forename
Surname Previous Surname
Gender Male
Date of Birth 01/01/1980 Consent Give
Date of Birth Confirmed No
GDC Number
Superan. Status Superannuable
Eligible for Seniority No
Vocational Trainer No VDP No
Yes

Go to Queue Action and select confirm action

Select **Queue Action** from the menu in the top bar and select **Confirm Action**

- A message '**Confirmation Processed**' will be displayed. If there are no further entries in the queue it will also say, 'This queue is empty'.
- If there are further entries in the queue go back to the **Queue Processing, Performer** option from the side menu and repeat the above steps until the queue is empty

17.3. Queue processing - Provider

- Click on the relevant queue entry

- This will bring up the details, the new entries will be identified in Purple, those to be deleted will be red and those entries that remain unchanged will be shown in black.

- Go to **Queue Action** from the menu in the top bar and select **Confirm Action**

A message '**Confirmation Processed**' will be displayed. If there are no further entries in the queue it will also display, '**This queue is empty**'.

If there are further entries in the queue go back to the **Queue Processing, Provider** option from the side menu and repeat the above steps until the queue is empty

17.4. Queue processing – Payments

- Click on the relevant queue entry
- This will bring up the details, the new entries will be identified in Purple, those to be deleted will be red and those entries that remain unchanged will be shown in black.
- Below amendments made to Total Contract Value (TCV), Total Monthly Baseline Allocation will be displayed. This represents the TCV divided by 12. If the TCV does not divide exactly by 12 then this will be split over two entries with the larger proportion on the first entry. If the start and/or end dates are mid month the relevant part month calculations will be shown with the appropriate fraction i.e. 17/31 = 17 days out of 31.

NB Retrospective changes to TCV or NPP will generate adjustments for the difference between the amounts paid and that which should now be paid as a result of the amendment.

If the retrospective changes go back into a previous financial year the changes to the TCV will generate adjustments for the previous and current financial year, however changes to the Provider/Performer NPP will generate adjustments for the current financial year only.

Any changes to Provider/Performer NPP in a previous financial year should be reflected in the Year End Superannuation Reconciliation pages (See section 30.3)

Any retrospective adjustments generated as a result of confirmation can be viewed via the contract details page 'List /Current Adjustments'.

Total Contract Activity						Carry Forward Activity					
UDA	FY	UOA	FY	Dom. Visits	FY	Sedations	FY	UDA	FY	UOA	FY
20,917	09/10	308	09/10	25	09/10	30	09/10				
30,000	09/10	350	09/10								
19,917	08/09	308	08/09								

Total Contract Value		
Amount	From	To
425,750.00	15/04/2009	
419,695.21	01/04/2009	
419,695.21	01/04/2009	14/04/2009
395,325.35	01/04/2008	31/03/2009

Total Monthly Baseline Allocation			Total Monthly Net Pensionable Pay		
Amount	From	To	Amount	From	To
34,974.60			6,012.50	01/05/2009	
(419,695.21)	01/05/2009		(72,150.00)		
35,479.16	01/05/2009		3,206.67	15/04/2009	30/04/2009 ¹⁶ / ₃₀
(425,750.00)			(72,150.00)		
18,922.30	15/04/2009	30/04/2009 ¹⁶ / ₃₀	2,729.01	01/04/2009	14/04/2009 ¹⁴ / ₃₀
(425,750.00)			(70,174.62)		
34,974.61	01/04/2009	30/04/2009	5,847.88	01/06/2008	31/03/2009
(419,695.21)			(70,174.62)		
16,321.49	01/04/2009	14/04/2009 ¹⁴ / ₃₀	5,847.88	01/05/2008	
(419,695.21)			(70,174.62)		
32,943.77	01/06/2008	31/03/2009	5,847.94	01/05/2008	31/05/2008
(395,325.35)			(70,174.62)		
32,943.88	01/05/2008	31/05/2008	5,847.94	01/04/2008	30/04/2008
(395,325.35)			(70,174.62)		
32,943.88	01/04/2008	30/04/2008			
(395,325.35)					

17.5. Queue processing – Adjustments

- Click on the relevant queue entry
- The new entries will be identified in Purple, those to be deleted will be red and those entries that remain unchanged will be shown in black.
- Go to **Queue Action** from the menu in the top bar and select **Confirm Action**

A message '**Confirmation Processed**' will be displayed. If there are no further entries in the queue it will also display, '**This queue is empty**'.

If there are further entries in the queue go back to the **Queue Processing, Provider** option from the side menu and repeat the above steps until the queue is empty

NB. If the processing cycle for the start month of the adjustment has passed, then you will only be able to 'reject' the entry and the adjustment will have to be re-entered with a start date of the following month.

17.6. Queue processing – Rejecting an entry

- Select the **Queue Action** option

The screenshot shows the 'Payments Online' interface. At the top, it displays the user's name 'Heather Deacon' and their ID '5AW,5M5,6A4,6A8'. The date and time are '17/08/2007 - 07:44:50'. The user is logged in as 'NPSWQUE1W6'. The left-hand navigation menu includes options like 'Welcome Page', 'Queue Processing', 'Performer', 'Provider', 'Contract', 'Bulk Term/Trans', 'Levies', 'Adjustments', 'Health Body', 'Address', 'Help', and 'Exit'. The 'Queue Action' menu is open, showing 'Queue Action' and 'Reject Action'. A red arrow points from the 'Reject Action' menu item to a 'Reject Action' button in the 'Performer Queue' section. A red message above the button reads: 'Last action by Heather Deacon on 17/08/2007 at 06:44:31.' The 'Performer Queue' section displays a table of performer details.

Health Body	5M5			
Personal Number	210897			
Description	Performer			
Title	Mr.	Initials	PN	
Forename		Previous Surname		
Surname				
Gender	Male			
Date of Birth	01/01/1980	Consent Given	No	
Date of Birth Confirmed	No			
GDC Number				
Superan. Status	Superannuable			
Eligible for Seniority	No			
Vocational Trainer	No	VDP	No	

- Click on **Reject Action**
- A message '**Rejection processed**' will be displayed. If there is no further entry in this particular queue it will also tell you that the queue is empty.
- Please note that the system does not notify the user who set up the change that it has been rejected.

18. Vocational Dental Practitioners (VDPs)

This section details the process of:

- Checking for and creating a personal number for a VDP
- Adding them to a contract
- Entering in the relevant financial information

18.1. Check / Create VDP as a performer

If a dentist has a current contract, their details will already be on the system as a performer. This means you can attach them to another contract as a performer.

If you want to check whether a VDP is on the system and whether they have been set up as a performer:

- Select **Performer, Search** from the side bar
- Enter search details i.e. forename, surname or GDC number etc and click **Search**
- If the search finds more than one match, displays **Performer List**. Select personal number required.

The screenshot shows the 'Payments Online' interface. At the top, it displays the user's name 'Heather Deacon' and contract details '5AW,5M5,6A4,6A8'. The main content area is titled 'Performer List' and shows '3 results found'. A table lists the performers with columns for Personal Number, GDC Number, Name, Health Body, and Status. The personal number '200107' is highlighted in blue, and a callout box with an arrow points to it, containing the text 'Click on personal number to select'. A 'Back' button is visible below the table.

Personal Number	GDC Number	Name	Health Body	Status
200018	462531	Mr Nicholas DE MIMSEY	5J4	Active
200027	465231	Mr Vernon DURSLLEY	5JA	Active
200107	659253	Mrs Petunia DURSLLEY	5Q2	Inactive

- This will display the VDPs details

If a VDP is not on the system, you will need to create a personal number for them.

- Select **Performer, Create** from the side bar
- Displays **Retrieve GDC Details** screen

The screenshot shows the 'Payments Online' interface. The main content area is titled 'Retrieve GDC Details' and contains the text 'Please enter the GDC Number for the Performer you wish to create.' Below this text is a text input field labeled 'GDC Number' and a 'Retrieve' button.

- Enter the dentist's **GDC number** and click **Retrieve**
- (If you get a message saying the GDC number is not available for use please contact NHSDS)
- Displays **Create Performer** screen

The screenshot shows the 'Create Performer' form with the following fields and callouts:

- Add location ID:** Points to the 'Location Id. For New Preferred Address' field.
- Select performer:** Points to the 'Performer Provider' dropdown menu.
- Enter Date of birth:** Points to the 'Date of Birth' field.
- If the performer is a VDP click in this box:** Points to the 'VDP' checkbox.

Other visible fields include: Health Body, Description, Title (Miss.), Forename, Surname, Gender (Male/Female), Date of Birth, Date of Birth Confirmed, Date of Retirement, GDC Number (85365), NI Number, Superannuable (Yes/No), Eligible for Seniority (No), Vocational Trainer, Address Title, and Consent Given.

- Add the contact **telephone number** for the performer
- Click **Save**

Before you can enter other associated details, the performer creation has to be confirmed by another user.

18.2. Indicating VDP status

If the performer is already on the Payments Online System with a personal number, but not shown as a VDP you will need to update the record to indicate their VDP status.

Use **'Performer/Search'** to display the details.

Select **'Performer/Update Performer'** from the menu at the top of the screen.

The screenshot shows the 'Update Performer' form with the following fields and callouts:

- Use the tick box facility to set the VDP status:** Points to the 'VDP' checkbox.
- Save the change and get it authorised by a colleague:** Points to the 'Save' button.

Other visible fields include: Surname, Gender (Female), Date of Birth (16/07/1965), Date of Birth Confirmed (checked), Date of Retirement, GDC Number, NI Number, Superannuable (Yes/No), Eligible for Seniority (No), Vocational Trainer (checked), Address Title, Preferred Address, Location Id. For New Preferred Address, Telephone, Fax, Email, Create Date (07/01/2006), End Date, Status (Current), Status Date (07/01/2006), and Last action by DPB, System Application on 31/03/2006 at 19:43:55.

- At the end of the VDP Year the VDP Indicator will need to be removed, to do this you just untick the box and save the changes.

18.3. Adding a VDP to a Contract

Search for and display the contract to which the VDP is to be added

Select **Contract/Update Contract** from the top bar (above the screen name 'Contract Details') to display the **Update Contract** screen

The screenshot shows the 'Update Contract' interface. The 'New Performers' section is highlighted with three callout boxes:

- Click on the twisty arrow next to New Performers**: Points to the downward arrow next to the 'New Performers' label.
- Enter the VDP's personal number, Start date and end date and select print requirements.**: Points to the input fields for Personal Number, Start Date, End Date, and Print Requirements.
- Enter the trainer's personal number.** The trainer must also be set up as a performer on the contract. When you click on save you will get the option to enter a full or part time indicator.: Points to the 'Trainer' input field.

Save the change and get it authorised by a colleague

18.4. VDP working part-time at different practices

If a VDP works part-time at two different practices, you can add the VDP as a part-time performer to the first contract but will need to contact the NHSDS to add the VDP to the second contract.

18.5. VDP payments – ENGLAND and WALES

Payments in respect of VDPs are made up of four elements – a) Trainer's Grant, b) Service costs, c) Superannuable pay and d) Earnings Related National Insurance Contribution (ERNIC).

Within the Maintain Baselines screen there are specific fields to record these amounts.

- Search for and display the contract to which the VDP has been added
- Select **Contract/Maintain Baselines** from the top bar (above the screen name 'Contract Details') to display the **Maintain Baselines** screen

Scroll down the page to where the VDP is listed as a performer, the annual amounts for Salary, Ernic, Trainer Grant and Service Costs will be pre populated with and start and end date that corresponds with the dates entered for the VDP.

NB. If the start and end dates are part way through a month the system will automatically apportion the amounts based on the number of days in the month.

312155 - NHS 50 ADMINSTRON		Start 01/08/2008 End 31/07/2009					
Full Time VDP							
Salary	ERNIC	Grant	Serv. Costs	UDA	UOA	From	To
Department advised maximum allowances are :-							
Salary 28608.00, ERNIC 2170.56, Grant 8586.00, Service Costs 60324.00, UDA 1875							
28608.00	2170.56	8586.00	60324.00	1875	0	01/08/2008	31/07/2009

Please note the amounts entered in this screenshot are for demonstration purposes only

- You will be prompted to **SAVE** the VDP figures to activate them

18.6. The end of the VDP year

If the VDP is to stay on at the same practice once they have qualified, the VDP will need to be added again to the provider's contract as a performer without VDP status.

18.6.1. Ending the VDP Contract

- Check that the existing entry for the VDP has an end date against the costs entered. If the End Date is missing select '**Contract/Maintain Baselines**' from the top menu.
- Re-enter the original costs for the VDP together with the original start date plus the end date.
- Save this change and get it authorised by a colleague. Redisplay the contract and select '**Contract/Update Contract**' from the top menu.

18.7. Adding the dentist as a Performer after VDP qualification

The following process cannot be carried out until the period of VDP training has ended.

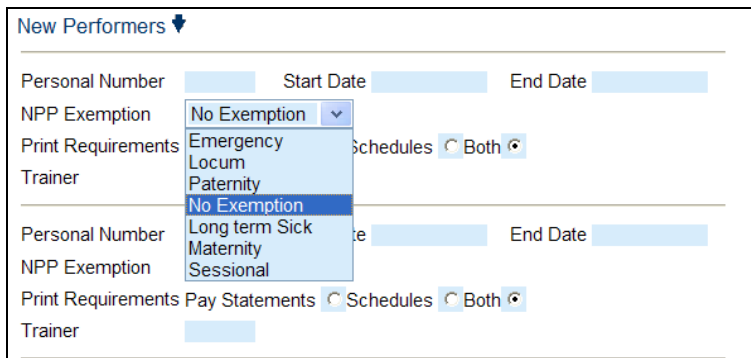
Refer to section 18.2 above to remove the VDP status indicator.

- Display the contract using '**Contract/Search**'.
- Select '**Contract/Update Contract**' to add the dentist as a performer from the day they are starting (this cannot be before the date that they completed their training.)
- Save this change and get it authorised by a colleague.
- Re-display the contract using '**Contract/Search**'.
- Amend the Total Contract Value if required and add the NPP for the performer, showing the appropriate Start Date.

19. Adding a performer to an existing contract

If the performer has not yet been created then follow the procedure in section 4 to create them as a performer first. Once they have been created or if it is an existing performer then use the following process;

- Display the contract using **'Contract/Search'**.
- Select **'Contract/Update Contract'**
- Click on the **Twisty Arrow** next to **'New Performers'**



The screenshot shows a software interface with a dropdown menu titled 'New Performers'. The menu is open, displaying several options: 'No Exemption', 'Emergency', 'Locum', and 'Paternity'. The 'No Exemption' option is currently selected and highlighted. In the background, there is a form with fields for 'Personal Number', 'Start Date', 'End Date', 'NPP Exemption', 'Print Requirements', and 'Trainer'. The 'NPP Exemption' field is currently set to 'No Exemption'. The 'Print Requirements' field has a dropdown menu with 'Emergency', 'Locum', and 'Paternity' options. The 'Trainer' field is currently empty.

- Enter the Performer number and the date on which they are starting on the contract in the appropriate fields.
- Enter the **performer's personal number, start date, and end date if appropriate.**
- If the performer will not be allocated any Net Pensionable Pay (NPP) on the contract, select the appropriate exemption reason, for example they are only working as a locum in the practice or are in receipt of maternity pay.
- If the performer is a VDP, enter the **trainer's personal number**. The trainer must also be set up as a performer on the contract.
- Save this change and get it authorised by a colleague.
- Re-display the contract using **'Contract/Search'**.
- Amend the Total Contract Value if required and add the NPP for the performer, showing the appropriate Start Date.

20. Closing a contract

In a simple practice sale where one Provider sells his practice to a new provider the Health Body will need to close the old contract and create the new one as two separate transactions.

If the provider or performer is taking a retirement benefit then there is no alternative at the moment but to manually close down the existing contract and set up a new contract re-entering the Providers, Performers, associated finance and UDA targets. This is necessitated because the Pensions regulations require a non-superannuable period of service to be opened for practitioners who take a Pensions benefit and return to work. All adjustments entered against the old contract must also be closed and new ones entered if they are to continue under the new contract.

In relation to the FP17's/EDI for closed contracts the Regulations state that the contract between the patient and the provider ends with the closure of the contract. As long as the provider gives the PCT the minimum three months notice of contract closure they should be able to complete their responsibilities to their patients. Most courses of treatment should be able to be completed prior to the practice sale, but those that span the transition will not be subject to a two form procedure as with previous dental contracts. Any treatment provided after the practice sale by the new provider or one of his performers would be subject to a fresh patient charge.

It is inevitable that the outgoing Provider or his Performer(s) will collect amounts of patient charges prior to the contract close but the relevant FP17s/EDI will not have been processed until after the contract closure. In some cases the processing of these FP17s/EDI will result in negative schedules. Historically, the negative amounts would have to be recovered from another of the outgoing Provider's open contracts or where he has retired and there are no other contracts, this amount would be in suspense and reported to the PCT at a later date and the PCT will need to chase this as a civil debt. However, under the new Regulations it states that the contract between PCT and practitioner '*shall make suitable provision for arrangements on termination of a contract including the consequences (whether financial or otherwise) of the contract ending*', so the above is a contracting and/or seller/buyer issue and not a processing issue. We would advise that Health Bodies should hold back monies until the final forms have been processed and a final payment made after the amount of patient charge revenue is known.

Retaining Payment prior to contract closure

Use of the new **WH1** adjustment code in POL enables Health Bodies to retain payments prior to a contract closing as a way of reducing the risk of 'Negatives' on closed contracts.

Negatives can occur due to receipt of the FP17s submitted for work that was performed under the contract before it closed and the associated patient charges need to be recovered. It could also be as a result of any "claw backs" for under-performance once the performance information for the contract has been finalised.

Retaining Payments - To retain all or part of the payments due in the last few months of a contract, the adjustment code **WH1** may be used. This has the benefit of not changing the recorded base line or any net pensionable pay as any retained funds will not affect pensionable pay.

Record the adjustment against 'The Provider' for the amount of money you wish to retain in the month or range of months preceding the contract closure.

Releasing Retained Payments - once the Health Body is assured that the final PCR and any underperformance repayments have been processed, any retained final payments can be released. The effect of this will be to either pay the final net sum due to the Provider or generate a residual debt. The Health Body will need to make arrangements for this debt to be collected.

To release retained payments, record a further **WH1** adjustment in POL for the same amount as that which was originally retained with a start and end month of the month in which the payment should be released. Select the '**reverse**' radio button which will release the payment.

Paragraphs 38 and 39 of the GDS and PDS Regulations states that FP17s should be submitted within 2 months of the date of completion of treatment, we would therefore recommend that you hold the final payment for at least 2 months unless you have confirmation from the provider that all claims have been submitted sooner.

20.1. Closing a contract

- Display the contract and select **Contract/Maintain Baselines**.

NB Remember if you are closing a contract part way through a month the system will automatically apportion the amounts based on the number of days in the month.

If the contract has only been open for part of a financial year, the **Contracted Activity** will need to be pro-rated to reflect this.

Total Contract Activity				Carry Forward	
UDA	UOA	Dom. Visits	Sedations	UDA	UOA
10/11	3899				
09/10	3899				
08/09	3899				228
New Total Contract Activity				New Carry Forward	
UDA	UOA	Dom. Visits	Sedations	UDA	UOA
09/10					
10/11					

Total Contract Value		
Amount	From	To
235,911.61	01/04/2009	
235,417.23	01/04/2008	31/03/2009
New Annual Contract Value		
0	26/10/2008	26/10/2008

Enter a zero value, together with a start and end date the day after the contract is closing

- Then you need to close the Providers Net Pensionable Earnings if appropriate

Provider Monthly Allocation			Total Monthly Net Pensionable Pay		
Amount	From	To	Amount	From	To
11,666.66 (140,000.00)	01/07/2008	31/03/2009	2,083.33 (25,000.00)	01/07/2008	31/03/2009
1,944.52 (140,000.00)	26/06/2008	30/06/2008 ^{5/30}	347.26 (25,000.00)	26/06/2008	30/06/2008 ^{5/30}
8,062.76 (116,103.74)	01/06/2008	25/06/2008 ^{25/30}	1,444.91 (20,806.76)	01/06/2008	25/06/2008 ^{25/30}
9,675.33 (116,103.74)	01/05/2008	31/05/2008	1,733.89 (20,806.76)	01/01/2008	31/05/2008
9,675.33 (116,103.74)	01/04/2008	30/04/2008	1,733.97 (20,806.76)	01/12/2007	31/12/2007
9,357.16 (112,286.02)	01/12/2007	31/03/2008	1,733.97 (20,806.76)	01/11/2007	30/11/2007
9,357.26 (112,286.02)	01/11/2007	30/11/2007	1,729.93 (20,759.22)	01/05/2007	31/10/2007
9,335.78 (112,029.47)	01/05/2007	31/10/2007	1,729.99 (20,759.22)	01/04/2007	30/04/2007
9,335.89 (112,029.47)	01/04/2007	30/04/2007			
			Annual Net Pensionable Pay		NPP Calculator
			0	26/10/2008	26/10/2008

Enter a zero value, together with a start and end date the day after the contract is closing

- Then close all performer allocations as appropriate

Total Monthly Allocation			Total Monthly Net Pensionable Pay		
Amount	From	To	Amount	From	To
2,244.78 (26,937.40)	01/12/2007		985.46 (11,825.52)	01/11/2007	
2,244.82 (26,937.40)	01/11/2007	30/11/2007	983.20 (11,798.50)	01/05/2007	31/10/2007
2,239.65 (26,875.85)	01/05/2007	31/10/2007	983.30 (11,798.50)	01/04/2007	30/04/2007
2,239.70 (26,875.85)	01/04/2007	30/04/2007			
New Annual Baseline			New Annual Net Pensionable Pay		
0	26/10/2008	26/10/2008	0	26/10/2008	26/10/2008

Enter a zero value, together with a start and end date the day after the contract is closing

If figures appear in the left-hand column, enter the same information in that column too

- Save the changes and get it authorised by a colleague.
- Re-display the contract, select **Update Contract**.

Contract Number: 442010001 - MR A D MORGAN

Company Name: []

NPP Exemption: No Exemption

Notes: []

Eligible for Seniority: No

Superannuable: Yes

Start: 01/04/2006 End: []

Reason for Closure: []

Previous Health Body: GDC Exclusion (DD)

Type: [] PDS Plus [] PDS Steele []

Purpose: []

Print Requirements: []

Prison: []

Unit of Activity Value: 23.40

	Total Contract Activity		Carry Forward	
	UDA	UOA	UDA	UOA
10/11	3200			
09/10	3200			-46
08/09	3600			18

Total Contract Value

Amount	From	To
74,880.00	01/04/2009	
84,061.03	01/04/2008	31/03/2009

Performers

442010 - MR A D MORGAN

NPP Exemption: No Exemption

Eligible for Seniority: No

Superannuable: Yes

Start: 01/04/2006 Annual Baseline Allocation: 0.00

End: [] Annual Superannuation Amount: 0.00

Enter end date for the contract and select the reason for closure from the drop down list.

Enter the end date for all of the performers

- Save the change and get it authorised by a colleague. DO NOT make the contract Inactive

21. 24 hour retirement

We have received guidance from the NHSBSA Pensions Division in respect of retirement and have been informed that the one months' break is no longer applicable. The guidance issued by the Pensions Division is as follows:-

"From time to time there is a need for the Pensions Division to update NHS Pension Scheme literature such as the Practitioner Booklet and 'Booklet R' (the post-retirement booklet).

The Pensions Division has recently updated its literature to take account of tax A-day etc however whilst doing so they sought guidance from the Department of Health in respect of the one months' post-retirement break and its effect upon Practitioners. The Department of Health confirmed that subject to the Practitioner remaining under an aggregate of 16 hours a week in NHS employment in the first month of retirement their annual pension will not be affected.

Previously we had advised that, in their own interests, Dental and Medical Practitioners should make a clear commitment that they are reducing their hours in the first month by taking a break in NHS employment. This action would avoid the risk of their annual pension being suspended by our paying agents. The main reason for this advice was that the majority of Practitioners were self-employed contractors who worked fluctuating hours and were directly contracted under a fee based arrangement (and not formally employed) by the Primary Care Trust (in England) or Local Health Board (in Wales).

However with the introduction of the new GP Contract, where the PCT/LHB enters into a contract with the Practice and not specific GPs and with the growing number of salaried GPs who do work fixed hours, we believed it is appropriate, and fair to the GP profession, that for as long as they can prove that they remain under an aggregate of 16 hours a week in the first month, their NHS annual pension would not be affected. As the term 'Practitioner' cover GDPs as well as GPs then GDPs are also covered by this rule.

It should be noted that the 16 hours a week rule only applies to NHS work that a GDP may perform in the first month. Private work is disregarded and Dental Locum work is not pensionable so therefore does not count towards the 16 hours. However, a dentist who is formally employed as a Locum by a NHS body is subject to the 16 hour rule.

The 'one day' retirement still applies for now but the Pensions Division are also seeking guidance in respect of this. They do intend to issue a Newsletter in the future to clarify this and other general retirement-related issues.

21.1. Single-handed Provider/Performer retiring

Close the existing Provider contract (refer to section 2) and then open a new contract showing a Start Date of 2 days later.

21.2. Performer only retiring

Close the Performer's part of the existing contract (refer to section 2) and then add them again to the same contract with a Start Date of 2 days later

21.3. Provider retiring with other Performers attached to the contract

Where there is a Provider retiring with Performers attached to their contract, there is no option but to close the contract and re-open a new one 2 days later. This means that the Performers cannot work either during the period in-between closing one contract and opening the next, so the practice will have to consider this when making the arrangements.

21.4. New contract number/stamp

Where the retirement comes under paragraph 21.1 or 21.3, a new contract number/stamp will be issued to the Provider. The practice should stop using the existing Provider contract number/stamp to prevent their claims having processing problems.

21.5. Patient Charges

When a contract changes, regardless of whether it is the same Provider the contract number changes to show a new contract tag. The patient's contract is with the provider so if the contract terminates so does the patient's contract. If the patient's treatment spans the transition it will effectively be two courses of treatment with two separate patient charges.

When a change like this takes place, the practice should give the Health Body at least 3 months notice of their intention to take 24 hour retirement and complete all open courses of treatment before the original contract closes.

21.6. Contracted Activity

If the Provider is taking 24 hour retirement part way through a financial year, the contracted activity on the closing contract and the new contract will need to be pro-rated to reflect the part year.

22. Contract is becoming a Partnership, Ltd Company or Dental Body Corporate

When a contract changes regardless of whether it is ultimately the same dental practice the contract has to close and the Provider number has to change. If you agree to contract with the new Partnership, Ltd Company or Body Corporate, you will need to e-mail dentalservices@ppa.nhs.uk for a new Provider number (unless it already exists), the Helpdesk will require the Company or Partnership name, the date on which it will start and the location id of the practice to do this, together with the following information;

Provider's Legal Status – 'Limited Liability Partnership' (LLP), 'Limited Company' (LC) and 'Other'.

If the company type is an **LLP** or **LC** then the company's name and number (plus the parent company if appropriate), should also be provided.

If the company type is '**Other**' then a full description of the company must be provided (max 25 rows of 80 characters).

All company types require at least one dentist to be present on their board: the personal numbers of up to 5 of these 'responsible dentists' will be need to be recorded.

The Helpdesk will then create the Provider number for you which will always start with a number 1 (to identify that it is an organisation rather than an individual) and e-mail it to you. Use this 1 series number to create a provider contract and attach all dentists to the contract as performers.

The patient's contract is with the provider so if the contract terminates so does the patient's contract. If the patient's treatment spans the transition it will effectively be 2 courses of treatment with 2 separate patient charges.

When a change like this takes place the practice should give you notice of their intention to change and complete all open courses of treatment before the original contract closes, but it is appreciated that this is not always possible

The only way around this is to submit any courses of treatment started under the old contract number regardless of whether the treatment was completed after the old contract closed, our validation process will allow the claim to be processed as long as the date of acceptance is prior to the contract closure. Any courses of treatment started on or after the start of the new contract should be submitted under the new contract number.

Obviously any cases submitted under the old number will need PCR to be deducted, so you will need to e-mail dentalservices@ppa.nhs.uk and request that the PCR is netted off of the new contract number.

It is also worth noting that the patients entitlement to free repairs/replacements and continuation (further treatment within two months) are also lost when the contract changes, however if the Health Body and Provider agree to honour this, please contact your Customer Liaison Manager at the Dental Service Division or e-mail pctliaisonteam@dpb.nhs.uk

22.1. Contracted Activity

If the contract is changing part way through a financial year, the contracted activity on the closing contract and the new contract will need to be pro-rated to reflect the part year.

If this change takes place at the end of a financial year, and the original contract has underperformed, you cannot enter carry forward activity on the new contract if it was not open in the previous financial year, therefore any carry forward activity will need to be included in the contracted activity for the new contract.

23. Contract transferring from PDS to GDS

The PDS Regulations make provision for any contractor who is providing mandatory services to be able to transfer to a GDS contract, subject to giving the Health Body at least 3 months' notice in writing of the date on which s/he wishes the transfer to take effect (see Regulation 21 (2) for details of the information the notice must contain).

The Health Body must acknowledge receipt of the notice requesting the transfer within 7 days. It must also agree the transfer, provided the contractor is eligible, and issue a new GDS contract. The new GDS contract must :

- commence immediately after the termination of the PDS agreement
- be for the same services
- be open ended
- be at a contract value agreed by both parties
- unless both parties agree otherwise.

In terms of the practicalities of accomplishing the transfer, this is not a variation - the PCT must terminate the old PDS agreement and open a new GDS contract. This should be done "back to back" on a mutually agreed date to ensure continuity of patient care (see paragraph 5 below).

23.1. Action by PCT in Payments Online

Although the you must close the old agreement and start a new contract, NHS Dental Services need to handle the transfer differently. This is because, under the Regulations, a contractor must ensure that no patient pays twice for the same course of treatment. Therefore, you will simply need to amend the details on POL to record the changeover from PDS to GDS and the new contract value (if appropriate).

To make this change use the 'Update Contract' facility to change the radio button from PDS to GDS and Save the change.

This will then need to be authorised by a second user through 'Queue Processing'.

This change cannot take place in the middle of a processing cycle so will therefore need to take place before the 11th or after the 23rd of the month.

24. Closing a performer record

When a performer leaves a practice, you need to adjust the baseline/superannuation amount first and get this authorised before updating the contract to show the full end date for the performer

- Display the contract and select **Contract/Maintain Baselines**.

Performers

Start 01/04/2006 End

Eligible for Seniority No

Total Monthly Allocation			Total Monthly Net Pensionable Pay			
Amount	From	To	Amount	From	To	
2,244.78 (26,937.40)	01/12/2007		985.46 (11,825.52)	01/11/2007		
2,244.82 (26,937.40)	01/11/2007	30/11/2007	983.20 (11,798.50)	01/05/2007	31/10/2007	
2,239.65 (26,875.85)	01/05/2007	31/10/2007	983.30 (11,798.50)	01/04/2007	30/04/2007	
2,239.70 (26,875.85)	01/04/2007	30/04/2007				
New Annual Baseline			New Annual Net Pensionable Pay			NPP Calculator
0	26/10/2008	26/10/2008	0	26/10/2008	26/10/2008	

Enter zero with a start and end date the day after the performer is leaving.

If figures appear in the left-hand column, enter a the same information in that column too

- Save the change and get it authorised by a colleague.

Total Contract Value			Total Contract Activity				Carry Forward Activity			
Amount	From	To	UDA	FY	UOA	FY	UDA	FY	UOA	FY
275,469.00	04/08/2008		11658	08/09			19	07/08		
262,490.81	01/04/2008	03/08/2008								
253,859.58	01/04/2007	31/03/2008								

Performers

1430 - MIK S GUNNING
15020 - MIK J KOLL

Eligible for Seniority No

01/04/2006 Annual Baseline Allocation

Annual Superannuation Amount

Requirements Pay Statements Schedules Both

Last action by robert baker on 31/03/2006 at 16:52:44.
Confirmed by amanda crocker on 05/04/2006 at 16:16:42.

New Performers ▶

Notes ▶

Save Reset Cancel

Re-display the contract, select **Update Contract** and enter the full end date for the performer.

Save the change and get it authorised by a colleague

24.1. Performer details screen

The setting of a Performer's Status is automated within the POL System . No manual updates will be allowed.

The range of status are as follows ;

- New Performer – Newly created performer not yet added to a GDS or PDS contract
- Current GDS/PDS – Performer currently working on a GDS and/or PDS Contract
- Retired – Performer has taken retirement and is no longer active on any contracts. "Retired" performers can be added to a later contract provided there is gap of at least 24 hours, the status will then automatically change to "Current GDS/PDS"
- Deceased - Performer has died
- Ceased Practicing GDS/PDS – Performer is no longer active on any GDS or PDS Contracts. This will not prevent the performer being added to a contract, when this happens the status will automatically change to "Current GDS/PDS".

On creation of a new performer, the status will be set to "New Performer", unless a Date of Retirement is entered when it will be set to "Retired" from day after Date of Retirement, or a Date of Death is entered when it will be set to "Deceased" from day after Date of Death.

If a performer has only worked on a trust contract their Practitioner Status will not be updated to "Current GDS/PDS" or "Ceased Practicing" GDS/PDS but will remain as New Performer.

If the practitioner's status is "Ceased Practicing GDS/PDS" or "Retired", the Performer Update page will allow NHS Dental Services and/or the Performer's home Health Body users to optionally apply one of the following:

- Removed – NHS Erasure
- Removed – GDC Erasure
- Removed – National Disqualification
- Suspended – from GDC Register
- Suspended – from Performer List

If one of these is selected, the user will also have to enter the date on which the removal or suspension took effect. When one of these situations no longer applies, the user will be able to remove it and enter the date the dentist was re-instated. While the additional status is present, it is not possible to add the performer to a contract.

The performers status history will be removed from the Performer Details page, only the current status will be displayed on this page. All status history can be viewed via Performer History page.

NB. Performer Status does not represent a performer on 'The Performer List' as POL has no concept of 'The Performer List'.

25. Levies

There are two types of levies – percentage and fixed levy:- Unless all your GDS and/or PDS performers have agreed to pay the levy, you cannot use this function and will have to record individual D72 adjustments for a fixed levy and D73 for a percentage levy, however if you choose to record the adjustments for the percentage levy you will need to calculate the monthly amount to be deducted as the record adjustment levy will not calculate the percentage for you.

Details of how to record and adjustment are in Section 14 above

- Choose the levies option from the left hand menu and select the create option.

25.1. Percentage Levy

The screenshot shows the 'Create Levy' form in the 'Payments Online' system. The user is identified as 'trish burtenshaw NHS DS User'. The form has the following fields and options:

- Health Body:** A text input field with a callout box: "Enter the Health Body code".
- Levy Type:** Radio buttons for 'Fixed Amount' and 'Percentage'. A callout box points to 'Percentage' with the text: "Select Percentage".
- Contract Type:** Radio buttons for 'GDS', 'PDS', and 'GDS and PDS'. A callout box points to 'GDS and PDS' with the text: "The Levy will default to apply to both GDS and PDS performers, but you can select GDS or PDS only if you wish".
- Monthly Amount:** A text input field with a callout box: "Enter the appropriate percentage in the monthly amount and enter the start date and optional end date." (Note: This callout also points to the Start Month field).
- Start Month:** A date input field.
- End Month:** A date input field.
- Buttons:** 'Save', 'Reset', and 'Cancel'.

This levy will then be recorded against all GDS and/or PDS performers and deducted from all GDS and/or PDS providers with an open contract.

These cannot be taken retrospectively

25.2. Fixed Levy

The screenshot shows the 'Create Levy' form in the 'Payments Online' system. The user is identified as 'trish burtenshaw NHS DS User'. The form has the following fields and options:

- Health Body:** A text input field with a callout box: "Enter Health Body code".
- Levy Type:** Radio buttons for 'Fixed Amount' and 'Percentage'. A callout box points to 'Fixed Amount' with the text: "Select Fixed".
- Contract Type:** Radio buttons for 'GDS', 'PDS', and 'GDS and PDS'. A callout box points to 'GDS and PDS' with the text: "The Levy will default to apply to both GDS and PDS performers, but you can select GDS or PDS only if you wish".
- Monthly Amount:** A text input field with a callout box: "Enter the total monthly amount to be collected in respect of the Health Body from GDS and/or PDS performers. This amount is then used to apportion the fixed levy amount across all the GDS and/or PDS performers within the health body. This can mean some of the performers will not receive a fixed levy because they have not earned sufficient amount or there is a high earning contract within the PCT/LHB." (Note: This callout also points to the Start Month field).
- Start Month:** A date input field.
- End Month:** A date input field.
- Buttons:** 'Save', 'Reset', and 'Cancel'.

25.3. Searching for a Levy

- Select **Levy/Search** from the menu at the left hand side of the screen.

25.4. Options for Amending/Updating a Levy

If payment of the levy has yet to start then both update and delete functions will be available.

If payment of the levy has already started then only the update function will be available.

If payment of the levy has finished then no function menu will be available.

Selecting the update function will take you to the levy update page.

Selecting the delete function will present you with a confirmation box. If you confirm this then the levy will be permanently deleted then and there.

Please note that deletions do not go into a queue to be authorised.

If you cancel the confirmation you will be returned to the Levy Details page and the levy will not have been deleted.

25.4.1. Amending/Updating Levies

If payment of the levy has yet to start, type of levy, monthly amount, contract type, start month and end month will be available for update.

If payment of the levy has already started then only the end month will be available for update.

Click on 'Save' and get the adjustment authorised.

26. Seniority payments

The details of all practitioners who were receiving seniority before 1 April 2006 will have automatically been transferred to the Payments Online system with the 'Eligible for Seniority' indicator set to Yes on the Performer Search screen. This means they will automatically continue to receive their seniority pay on a monthly basis (paid one month in arrears), split evenly between all the new contracts they have.

If a dentist becomes eligible for seniority after 1 April 2006 you need to display the relevant performer details, go to '**Contract/Update Performer**' and change the 'Eligible for Seniority' indicator to 'Yes'. Their seniority pay will be paid on a monthly basis (paid one month in arrears) and split evenly between all the new contracts they have.

The criteria for eligibility to Seniority Payments is defined in Section 7 of the GDS Statement of Financial Entitlements (SFE) and Section 6 of the PDS SFE.

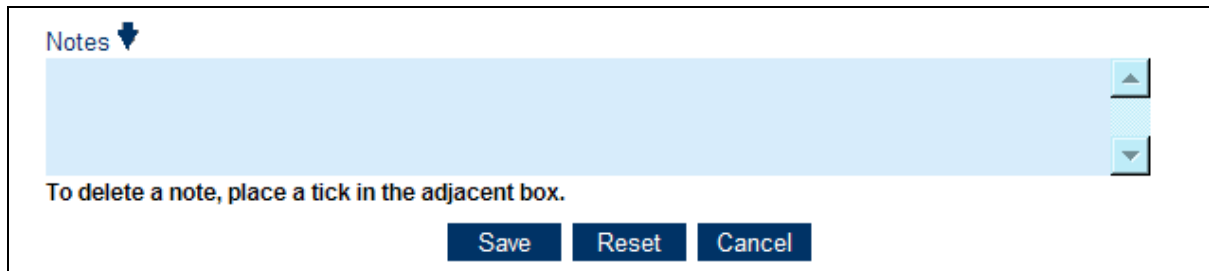
Do not enter a separate adjustment for seniority as this will pay another amount of money on top of the automatically calculated monthly payment.

The performers eligibility for seniority will also be displayed on the Contracts page as well as in the performer details screen.

27. Notes Facility

There is the facility to record notes within the contract details and performer details screens. These entries do not have any function other than a place to record information. To enter notes select the contract or performer details screen.

- Select Update Contract or Update Performer and the notes option will be displayed.
- Click on the Twisty Arrow and the data entry box will appear



Notes ↓

To delete a note, place a tick in the adjacent box.

Save Reset Cancel

- Enter the relevant notes and click on Save

Adding or amending note entries does not go through queue processing, so it does not need to be authorised by a second user.

Once notes have been entered, each time a contract or performer details are displayed the text box will be open to show the information entered.

28. Activity Actuals

There is a facility to view the activity processed for each contract within Payments Online since the last monthly report and schedules were produced.

- Search for and display the contract
- Select the 'Activity Actuals' option from the top navigation menu

The screenshot shows the top navigation menu with 'Activity Actuals' selected. The main content area displays contract details for 'Cumbria PCT'.

Contract	List	Year End	History
Contract D	Address Summary		
Cumbria PCT	Current Adjustments		
	Statement & Schedules		
Contract Num	Activity Actuals	RI MILTON	Status Active
Company Name			
Additional Pension	Eligible for Seniority	No	
Levies	Start	01/04/2006	End
GDC Register	DSD Maintained	No	
Adjustments	Schedule Group	10	

This will display the following page;

The screenshot shows the 'Activity Actuals' page with three callout boxes explaining the data:

- Contracted activity:** The contracted activity for the previous, current and next financial year is displayed here.
- Current month activity:** The activity for the current month is displayed here, this will update daily. The reported activity for the previous months is also shown.
- Previous year activity:** The reported activity for the previous year is displayed here. There is a total after June as this is the cut off date for claims for the previous year.

Activity Actuals							
Contract		Start	End				
Cumbria PCT		01/04/2006					
Current TCV		65,523.55	Unit Of Activity Value	19.25			
Total Contract Activity							
	UDA	UOA	Dom. Visits	Sedations	Carry Forward UDA	Carry Forward UOA	
10/11	3404						
09/10	3404						
08/09	3404				145		
Current Financial Year Actual Activity (09/10)							
Schedule	UDA	UOA	Dom. Visits	Sedations	Pat. Chge.	Remissions	
Apr 09 (to date)	150.95						
May 09							
Jun 09							
Jul 09							
Aug 09							
Sep 09							
Oct 09							
Nov 09							
Dec 09							
Jan 10							
Feb 10							
Mar 10							
Total	150.95						
Last Financial Year Actual Activity (08/09)							
Schedule	UDA	UOA	Dom. Visits	Sedations	Pat. Chge.	Remissions	
Apr 08							
May 08							
Jun 08							
Jul 08							
Aug 08							
Sep 08							
Oct 08							
Nov 08							
Dec 08							
Jan 09							
Feb 09		434.75	4.00				
Mar 09		265.50					
Apr 09 (to date)	155.00						
May 09							
Jun 09							
Total	855.25	4.00					
Jul 09							
Aug 09							
Sep 09							
Oct 09							
Nov 09							
Dec 09							
Jan 10							
Feb 10							
Mar 10							
Total							

29. Maintain Address Facility

The maintain addresses facility is used to add a number of separate practice addresses/location IDs for one provider contract. You can also use this feature to remove an old location ID, transfer a contract to a new location ID, add a performer copy correspondence address or indicate the practice name. The type of address(es) can be chosen from the following five choices:-

- Principal practice and correspondence address
- Principal practice address
- Practice address
- Correspondence address
- Copy Correspondence

29.1. Adding extra addresses/location IDs to a contract.

Display the relevant provider contract.

Select '**Contract/ Maintain addresses**' facility to add the contract name and various location IDs. There is no limit to the number of location IDs that can be added to a contract.

24/07/2006 - 14:17:54 Heather Deacon DPB 1WB

Welcome Page
Queue Processing
Performer
Provider
Contract
Levies
GDC Register
Adjustments
Adjustment Codes
Health Body
Bulk Adjustments
Address
User
System
Help
Exit

Maintain Addresses
Contract Number: (5M5) 700000 0001

Process Code: N/A
Remove Address:

Address Title: [Text Field]
Telephone: [Text Field] Fax: [Text Field]
Email: [Text Field]
Type: Principal Practice and Correspondence Address Location Id: 7504
Dispatch Ind. PO Ind.

To add a new address, enter its Location Id. below and click 'Save'. The page will then be re-displayed for the remaining criteria.

Location Id. For New Address: [Text Field]

Save Reset Cancel

You can add the practice/surgery name in the Address title field.

Enter the new location ID in the box at the foot of the page.

29.2. Transferring a contract to a new location ID

Use the '**Address Create**' facility to generate a location ID for the new address.

Select '**Contract/ Maintain addresses**' and enter the new location ID in the box at the foot of the page.

This will display a new screen that allows you to specify the type of each location ID so that a particular location can receive all the correspondence, copy correspondence, for example, whilst other location IDs can be shown as practice addresses (see list above).

Put a tick in the box marked 'Remove Address' against the old practice address.

Once you have added all the location IDs for the new addresses/clinics involved and indicated the type of address, save the changes which do not require to be authorised.

29.3. New practice stamp

Each location ID entered as a principal practice or practice address will receive a stamp with the practice address and provider contract number; only one stamp is issued per location ID.

29.4. Adding a copy correspondence address for a performer

Firstly you need to create a Location ID for the performer's home address. (See section 3)

Display the relevant provider contract.

Select '**List – Address Summary**' facility from the top navigation bar

Select the appropriate performer

Select '**Update Performer addresses**'

Enter the new Location Id in the appropriate field and select '**Save**'

You can then select the address type as '**Copy Correspondence**'

Save the changes.

29.5. Address database

The Royal Mail address file used by the Payments Online system is periodically updated however if you become aware that a surgery postcode has changed, you must use the '**Address Create**' and the '**Maintain Addresses**' facility to create a new location ID for the changed postcode.

The Maintain address facility can also be used to enter details of telephone numbers and e-mail addresses.

30. Superannuation and the NHS Pension

The NHS Pension Scheme changed with effect from 01 April 2008 and Provider/Performer contributions rates vary according to their Pensionable Earnings in the financial year 2 years previous. The tiers for 2009/10 are as follows;

New Contribution rates

Annual Pensionable Pay 07/08	Pre April 08	From April 2009
Up to £20,709	6%	5%
£20,710 - £68,392	6%	6.5%
£68,393 - £107,846	6%	7.5%
£107,847 plus	6%	8.5%

NHS Dental Services will calculate the appropriate tier from the information held in Payments Online, the earnings from 07/08 financial year and any additional earnings supplied by Health Bodies, NHS Dental Services then deduct contributions accordingly.

If there are no earnings for 07/08 then the system will use the earnings in 08/09 pro-rated if only a part year was worked.

Current active members of the NHS Pension Scheme will automatically be in the 'Updated NHS Pension Scheme' and new performers joining from 01 April 2008 will be in the 'New NHS Pension Scheme'

The performer details screen will show whether the performer is in the Updated Scheme or the New Scheme and which contribution tier the performer is in. If you hover over the tier it will expand to show the earnings band and superannuation contribution rate.

The screenshot shows the 'Payments Online' interface. At the top, it says 'Business Services Authority NHS Dental Services Division'. The user is 'trish burtenshaw' (DSD User) with ID 'NPSWPER1W3'. The date is '27/03/2008 - 11:08:02'. The 'Performer Details' section includes:

- Health Body: PCT
- Personal Number: [redacted]
- Description: Performer/Provider
- Title: Mr.
- Initials: RA
- Forename: [redacted]
- Surname: [redacted]
- Previous Surname: [redacted]
- Gender: Male
- Date of Birth: 23/11/1974
- Consent Given: No
- Date of Birth Confirmed: Yes
- Date of Retirement: [redacted]
- Date of Death: [redacted]
- GDC Number: [redacted]
- SD Number: [redacted]
- NI Number: [redacted]
- Superannuation: Updated Scheme
- Tier: 1
- Eligible for Seniority: No
- VDP: No
- Vocational Trainer: No
- Preferred Address: [redacted]

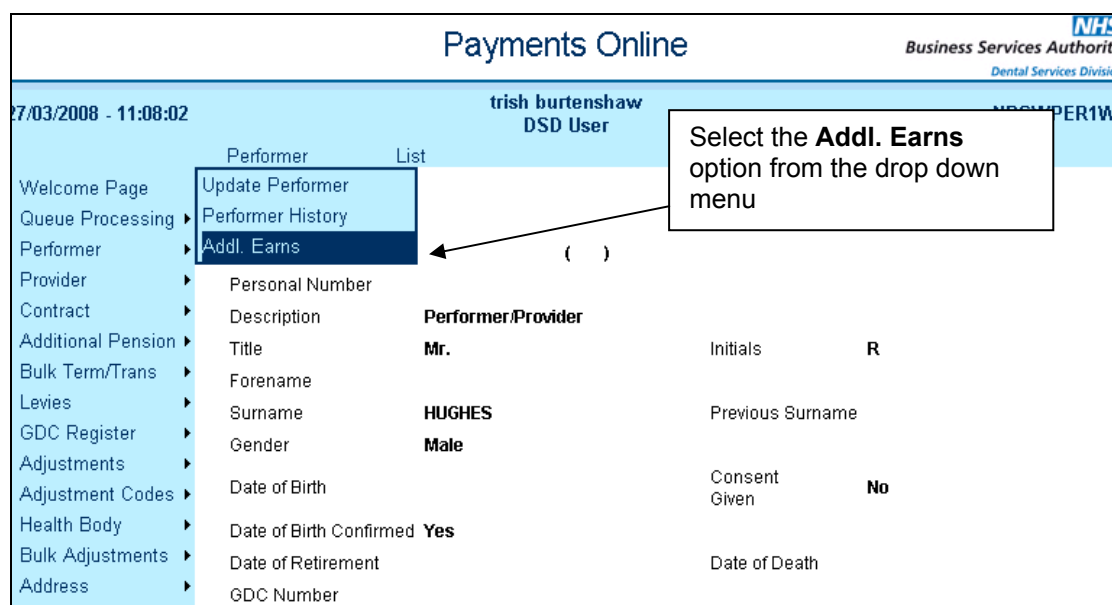
If a performer is newly added to Payments Online and therefore entered into the 'New Pension Scheme' but they have previously been making contributions into the old scheme you can use the **Update Performer** option to amend the scheme details to show '**Updated Scheme**'. You cannot, however, change performers from the Updated Scheme to the New Scheme.

30.1. Additional Pensionable Earnings

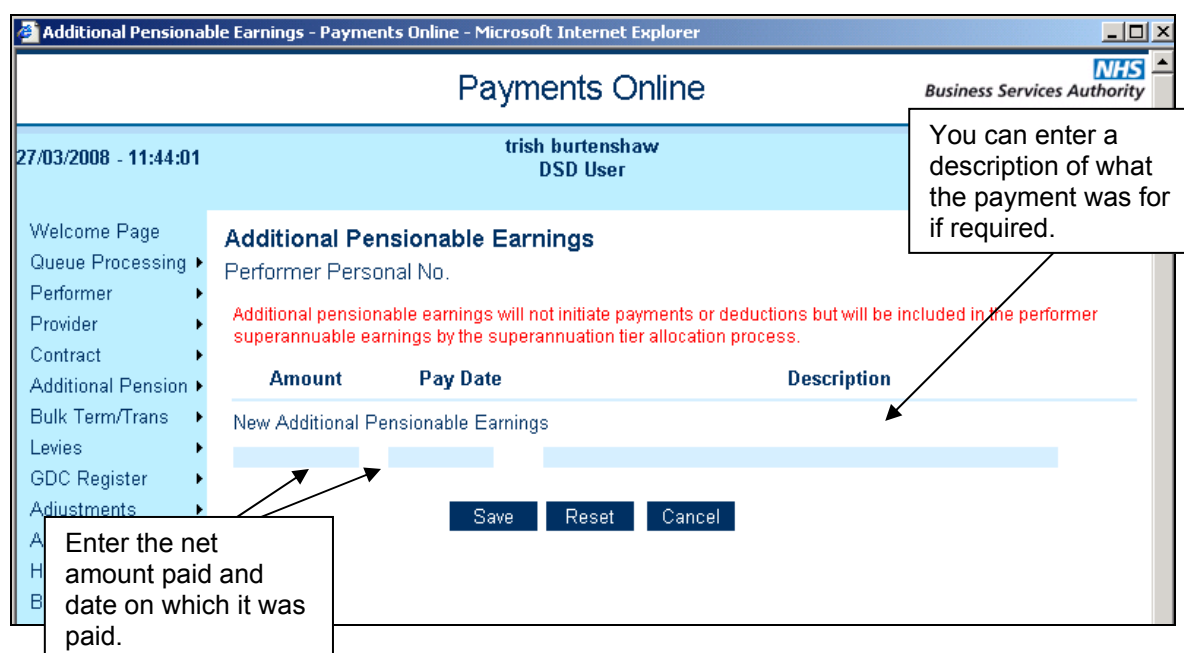
The contribution tier is based on pensionable earnings, it may be that your performers have additional pensionable earnings that are currently being paid to them outside of the Payments Online System. You can record these earnings in order that they are taken into account when calculating the tier each year.

Select the performer details screen and then the **Addl. Earns** option.

NB. You can only enter Additional Pensionable Earnings if you have the correct User Access rights 'Work with money', 'work with performer' and 'work with provider'.



A new page will be displayed in which you can enter the additional Net Pensionable Earnings. These entries will **NOT** initiate payments.



30.2. Additional Pension Payments

Performers can purchase additional pension payments and this process will be administered by NHS Dental Services, however Health Bodies can view details of additional pensions via Payments Online.

Additional pensions can be purchased and the costs deducted from the monthly payment or they can be paid for by cheque, BACS, credit/debit card or standing order.

To view the details **Select** the performer details screen and then select the '**List**' – '**Addl. Pension**' Option

NB. You can only view these details if the performer's 'home' Health body is the one in which you work and you have the appropriate user access rights 'Work with additional pensions'.

Payments Online **NHS**
Business Services Authority
Dental Services Division

27/03/2008 - 12:18:44 trish burtenshaw
DSD User NPSWPER1W

<ul style="list-style-type: none"> Welcome Page Queue Processing ▶ Performer ▶ Provider ▶ Contract ▶ Additional Pension ▶ Bulk Term/Trans ▶ Levies ▶ GDC Register ▶ Adjustments ▶ 	Performer	List		
	Performer	Contracts		
		Addresses		
		Addl. Pension		
		Health Body		
		Personal Number		
		Description	Performer/Provider	
		Title	Mr.	Initials DM
		Forename		
		Surname	Previous Surname	
	Gender	Male		
	Date of Birth	Consent No		

Select the Addl. Pension option

The page will be displayed as follows; please note you can only view the information available no changes can be recorded by Health Body users.

Payments Online **NHS**
Business Services Authority
Dental Services Division

27/03/2008 - 12:05:45 trish burtenshaw
DSD User NPSWAPC1W3

<ul style="list-style-type: none"> Welcome Page Queue Processing ▶ Performer ▶ Provider ▶ Contract ▶ Additional Pension ▶ Bulk Term/Trans ▶ Levies ▶ GDC Register ▶ Adjustments ▶ Adjustment Codes ▶ Health Body ▶ Bulk Adjustments ▶ 	Addl. Pension			
	Additional Pension Details			
	(5KM) 004170 - MISS			
	Reference No.	8		
	Contract	(5KM) 1012010000 - 004170		
	Amount	10,000.00		
	Method	Deduct From Contract		
	Start Month	04/2008		
	End Month	04/2008		
	Status	Payment Not Started		
Last action by (DSD) DPBDPB00023 Elliott on 25/03/2008 at 07:56:20.				
Back				

This amount is to be deducted from the performer's contract.

Payments Online **NHS**
Business Services Authority
Dental Services Division

27/03/2008 - 12:07:32 trish burtenshaw
DSD User NPSWAPC1W3

<ul style="list-style-type: none"> Welcome Page Queue Processing ▶ Performer ▶ Provider ▶ Contract ▶ Additional Pension ▶ Bulk Term/Trans ▶ Levies ▶ GDC Register ▶ Adjustments ▶ Adjustment Codes ▶ Health Body ▶ Bulk Adjustments ▶ 	Addl. Pension			
	Additional Pension Details			
	(5KM) MR			
	Reference No.	71		
	Contract	(5KM) 202800001		
	Amount	18,950.00		
	Method	Cheque		
	Payment Date	01/04/2008		
	Status	Payment Not Started		
	Last action by (DSD) DPBDPB00024 ELLIOTT on 25/03/2008 at 08:03:00.			
Back				

This amount has been paid for by cheque.

30.3. Year End Superannuation Reconciliation

At the end of each financial year it is necessary to carry out a reconciliation exercise to ensure that the actual Net Pensionable earnings for each performer is recorded. NHS Dental Services will send a declaration to each Provider by the end of June for him/her to complete on behalf of themselves and all of the performers working on the contract. The completed declarations will be sent back to NHS Dental Services for scanning and then sent to each Health Body to enter the details onto Payments Online.

On receipt of the Providers Superannuation Declaration, if any changes are identified you will need to enter these in the 'Superannuation Reconciliation' page in Payments Online.

To access this page use the Search Contract facility to call up the appropriate contract.

Click on the 'Year End' option from the top navigation bar and select 'Superannuation Reconciliation' from the drop down options.

The screenshot shows the 'Payments Online' interface. At the top right, there is the NHS Business Services Authority logo and 'Dental Services Division'. The user is identified as 'trish burtenshaw DSD User' with session ID 'NPSWCON1W3'. The date and time are '27/03/2008 - 14:17:26'. A navigation bar contains 'Contract', 'List', 'Year End', and 'History'. The 'Year End' dropdown menu is open, showing 'Supn. Reconciliation' as the selected option, with 'Contracted Activity' below it. On the left, a sidebar menu includes 'Welcome Page', 'Queue Processing', 'Performer', 'Provider', 'Contract', 'Additional Pension', 'Bulk Term/Trans', 'Levies', and 'CDC Register'. The main content area shows 'Contract Details' for 'PCT (5QE)'. Fields include 'Contract Number' (with value '- MR'), 'Company Name', 'Eligible for Seniority' (No), 'Start' (01/04/2006), 'End', and 'DSD Maintained' (No). The status is 'Active'.

The page will be displayed as follows;

The screenshot shows the 'Annual Superannuation Reconciliation' form for 'Financial Year 08/09'. At the top, there is a checkbox for 'Accept Actual NPE Processed'. Below this, the 'Contract Number' is '(ONE) 563730 0002 - MR JF...'. A note states: 'Please note: this practitioner is active at more than one contract'. The 'Company Name' is listed. The 'Start' date is '01/04/2006' and the 'End' date is '31/03/2014'. The 'Pensionable Earnings Ceiling' is '41,493.18'. Under the 'Provider' section, 'POL Estimated NPE' is '20,567.76', 'Actual NPE Processed' is '20,567.76', and 'Provider Supplied NPE' is shown as a progress bar. A note indicates 'Last action by System Application on 23/04/2009 at 07:27:36.'. The 'Performers' section lists three performers: 'MISS AM HUG...', 'MR G... STENN...', and 'MISS R... HOLL...'. Each performer has their own 'Start', 'End', 'POL Estimated NPE', 'Actual NPE Processed', and 'Provider Supplied NPE' fields. Notes for each performer state they are active at more than one contract. The last action for each performer is recorded as '23/04/2009'. At the bottom, there are 'Save', 'Reset', and 'Cancel' buttons.

If the Provider confirms all the amounts already entered to be correct then just check the 'Accept Actual NPE Processed' box and Save.

If there are amended entries then enter the revised amounts in the blue fields provided, but remember that the total of the performers Net Pensionable Earnings (NPE) cannot exceed 43.9% of the Total Contract Value

Click on **Save**.

If necessary the fields can be updated several times, but you must ensure that the final figures are entered by the deadline set by the Secretary of State. After the deadline the changes will be processed and any amended pension contributions or deductions will be effected in the next available Pay Statement. The SD86C Pension statement will then be distributed to each performer.

NB. Please note that the SD86C includes the pensionable earnings from all contracts that a performer works on which may even be in a different Health Body area.

30.4. Retirement & Opting out of the NHS Pension Scheme

All Performers are automatically entered into the NHS Pension Scheme when they are entered onto the performer list and will therefore be superannuable.

Paragraph 2 (2) of Schedule 2 of the NHS Pensions Regulations states that...

“a practitioner who wishes to contribute to the scheme he/she must do so in respect of all his/her work as a practitioner”

Therefore if a Provider/Performer is in the NHS Pension Scheme they must have Net Pensionable Pay recorded on each contract that they work on with the exception of Trust based contracts where the Dental Service Division is not responsible for making payments to the performers.

If a new performer wishes to they can opt out of the scheme, if they do so within the first 2 years they can also receive all of their contributions back. Any Performer wishing to opt out should notify NHS Dental Services in writing.

When a performer retires they should also notify NHS Dental Services in writing of their intention to retire and the date of retirement.

In both circumstances NHS Dental Services needs to change the performers status within the performer details screen in Payments Online to 'Non Superannuable', we are unable to do this if there is Net Pensionable Earnings present for the performer in the current month or there are any current superannuable adjustments recorded against the performer. Please therefore ensure that these are ended if you are aware of the performer's intention to opt out of the scheme or take retirement. If this is not done prior to our notification NHS Dental Services may need to contact you to request that these changes are made.

NHS dental Services also needs the performers National Insurance number when a performer retires so it would be useful if you could ensure that this information is available in Payments Online.

31. History Pages

This part of the guidance is designed to help you to access the Payments Online History Pages within the system, so that you can identify when changes have been made and by whom.

To access this information, display the contract and choose the 'History' option from the top navigation menu and then the appropriate option from the drop down menu

The screenshot shows the 'Payments Online' interface for a user named 'trish burtenshaw'. The 'History' dropdown menu is open, showing options: 'Baseline', 'Contract', 'Address', and 'Supn. Reconciliation'. A callout box with arrows pointing to the dropdown items contains the text: 'By clicking on the arrows you can choose which Financial Year you wish to view or enter a selected date range'.

31.1. Contract History

This area shows any changes that have been made to a contract, from changing of dates to adding and removing performers.

Any changes that have been made to the contract will be highlighted in purple. Details of the user that made the change and confirmed it will also be present.

The screenshot shows the 'Contract History' page for 'Contract (5C1)'. The table below displays contract details, with changes highlighted in purple.

Status	Active	Status Date	13/03/2006	DSD Maintained	No	Prison	No
Start Date	01/04/2006	End Date		DSD Maintained	No	Prison	No
Prev. HB		Type	GDS	Purpose	General		
Superannuable	No	Print Reqts.	Pay Statements & Schedules				
Changed by	on 30/03/2006 at 15:56:52.						
Confirmed by	on 30/03/2006 at 15:56:52.						
Status	Active	Status Date	13/03/2006	DSD Maintained	No	Prison	No
Start Date	01/04/2006	End Date		DSD Maintained	No	Prison	No
Prev. HB		Type	GDS	Purpose	General		
Superannuable	PER	Print Reqts.	Pay Statements & Schedules				
Changed by	on 13/03/2006 at 14:33:14.						
Confirmed by	on 14/03/2006 at 08:56:13.						

31.2. Performer History

By clicking on the 'Performer' twisty arrow you will be able to view the Performer History, this will provide you with details of any changes made to Performer details

03/09/2007 - 15:16:10 Tom Harmer
DSD User NPSWPER1W7

Welcome Page

Queue Processing ▶

Performer ▶ **Performer History**

Provider ▶ Performer Personal No.

Contract ▶ Details

Bulk Term/Trans ▶

Levies ▶

GDC Register ▶

Adjustments ▶

Adjustment Codes ▶

Health Body ▶

Bulk Adjustments ▶

Address ▶

System ▶

Help

Exit

Health Body	QW2	Description	Provider/Performer		
Title	MISS	Initials	J	Forename	JANE
Surname	BC			Prev Surname	MA
Gender	Female	Date of Birth		Date of Birth Confirmed	No Consent given No
NI No.		SD No.		Date of Retirement	Date of Death
Superannuable	Yes	Seniority	Yes	Vocational Trainer	No VDP No
Create Date	01/12/1992	End Date			
Changed By	SYSTEM PROCESS on 21/08/2007 at 10:14:06.				
Confirmed By	SYSTEM PROCESS on 29/08/2007 at 09:44:51.				

Health Body	QW2	Description	Provider/Performer		
Title		Initials	J	Forename	JANE
Surname				Prev Surname	MA
Gender	Female	Date of Birth		Date of Birth Confirmed	No Consent given No
NI No.		SD No.		Date of Retirement	Date of Death
Superannuable	Yes	Seniority	No	Vocational Trainer	No VDP No
Create Date	01/12/1992	End Date			
Changed By	SYSTEM PROCESS on 21/08/2007 at 10:14:06.				
Confirmed By	SYSTEM PROCESS on 21/08/2007 at 10:14:06.				

31.3. Baseline History

This area provides details of when changes have been made in Maintain Baselines or when adjustments have been recorded.

The Total Contract Value and Contracted Activity are shown at the top of the page. Current values will be shown in black and deleted values in red. Each change will identify the users who made the change and the date and time when the change was made. All changes made on the same date will be grouped together by a blue or white bar.

Baseline History
All data has been retrieved.

PCT (VINE)

Deleted entries are shown in red.

Contract Baselines

Schedule Group 1 Start 01/08/2008 End

Total Contract Value

Amount	From	To	Changed By	Confirmed By
200,000.00	05/10/2008		Trish Burtenshaw - 09/09/2008 11:52:04	Trish Burtenshaw - 10/09/2008 07:34:52
240,000.00	01/08/2008	04/10/2008	Trish Burtenshaw - 09/09/2008 11:52:04	Trish Burtenshaw - 10/09/2008 07:34:52
240,000.00	01/08/2008		Trish Burtenshaw - 05/09/2008 10:07:21	Trish Burtenshaw - 05/09/2008 11:26:52

Units of Orthodontic Activity

Amount	From	To	Changed By	Confirmed By
200	01/04/2008		Trish Burtenshaw - 05/09/2008 10:07:21	Trish Burtenshaw - 05/09/2008 11:26:52

The middle of the page shows the Provider's Baseline Allocation and Net Pensionable Pay, if there is a VDP on the contract their Baseline Allocation and Net Pensionable Pay will be shown next followed by all the performers on the contract.

Current values will be shown in black and deleted values in red. Each change will identify the users who made the change and the date and time when the change was made. All changes made on the same date will be grouped together by a blue or white bar.

NB Where the start and or end dates are part way through the month a fraction will be displayed to show the apportionment of the value. i.e. 25/31 = 25 days out of 31 days.

Provider's Baselines				
Baselines				
Amount	From	To	Changed By	Confirmed By
9,556.25 (114,675.00)	01/08/2008		Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
7,706.65 (114,675.00)	07/07/2008	31/07/2008	25/31 Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
2,218.10 (137,522.00)	01/07/2008	06/07/2008	6/31 Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
11,460.16 (137,522.00)	01/06/2008	30/06/2008	Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
11,460.24 (137,522.00)	01/05/2008	31/05/2008	Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
11,460.24 (137,522.00)	01/04/2008	30/04/2008	DDR B Uplift - 12/05/2008 09:08:13	DDR B Uplift - 12/05/2008 09:08:13
11,460.16 (137,522.00)	01/05/2008		DDR B Uplift - 12/05/2008 09:08:13	DDR B Uplift - 12/05/2008 09:08:13
11,083.33 (133,000.00)	01/05/2008		Ray Wilson - 11/03/2008 14:40:43	Ray Wilson - 11/03/2008 14:42:04
11,083.37 (133,000.00)	01/04/2008	01/04/2008	Ray Wilson - 11/03/2008 14:40:43	Ray Wilson - 11/03/2008 14:42:04
Net Pensionable Pay				
Amount	From	To	Changed By	Confirmed By
2,808.75 (33,705.00)	01/08/2008		Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
2,265.12 (33,705.00)	07/07/2008	31/07/2008	25/31 Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
672.66 (41,705.00)	01/07/2008	06/07/2008	6/31 Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
3,475.41 (41,705.00)	01/06/2008	30/06/2008	Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
3,475.49 (41,705.00)	01/05/2008	31/05/2008	Trish Burtenshaw - 10/09/2008 09:34:18	Trish Burtenshaw - 11/09/2008 08:31:40
3,475.49 (41,705.00)	01/04/2008	30/04/2008	13/03/2008 16:18:20	- 17/03/2008
3,475.41 (41,705.00)	01/05/2008		13/03/2008 16:18:21	- 17/03/2008

31.4. Adjustments History

All adjustments that have been recorded for additional payments or deductions to the contract will be shown at the bottom of the page along with any system adjustments that have been generated by changes made to the Total Contract Value or provider/performers Baseline Allocation or Net Pensionable Pay.

For each adjustment code details of the date type, status and the user who recorded it are shown.

If you hover over the adjustment code it will provide a full description of its nature.

Adjustments in italics have been cancelled before processing.

All adjustments that relate to the same change to Maintain Baselines will be grouped together by a blue or white bar.

If you click on the Adjustment code it will hyperlink to the adjustment details page for further information.

Adjustments								
Previous versions of an adjustment are shown beneath it in <i>italics</i> .								
Code	Amount	Type	Status	Performer	From	To	Changed By	Confirmed By
P90	375.88	N	Paid in Full	<i>205041</i>	08/2009	08/2009	John Williams 24/07/2009 10:39:40	24/07/2009 14:02:54
PCF	947.55	N	Paid in Full		04/2009	04/2009	John Williams 08/04/2009 10:06:02	15/04/2009 15:14:30
P67	2,206.75	N	Paid in Full		04/2009	04/2009	Lynne Smith 01/04/2009 11:43:21	01/04/2009 13:11:52
T04	30.08	N	Paid in Full	<i>205041</i>	03/2009	03/2009	Lynne Smith 23/03/2009 14:11:42	24/03/2009 12:16:28
D72	16.19	N	Payment Started		03/2009		Joan Chineka 13/02/2009 11:26:10	13/02/2009 16:35:40
D72	32.38	N	Paid in Full		02/2009	02/2009	Joan Chineka 13/02/2009 11:25:34	13/02/2009 16:35:37
Z02	0.06	N	Paid in Full		10/2008	10/2008	Michael Williams 21/10/2008 16:37:45	22/10/2008 12:21:06
T04	11.36	N	Paid in Full	<i>205041</i>	09/2008	09/2008	Lynne Smith 28/08/2008 10:31:07	28/08/2008 11:06:51
Z02	252.16	R	Paid in Full		06/2008	06/2008	DDRB Uplift 03/06/2008 12:13:39	DDRB Uplift 03/06/2008 12:13:39
Z03	252.16	N	Paid in Full		06/2008	06/2008	DDRB Uplift 03/06/2008 12:13:39	DDRB Uplift 03/06/2008 12:13:39
Z02	443.75	N	Paid in Full		05/2008	05/2008	DDRB Uplift 12/05/2008 09:08:13	DDRB Uplift 12/05/2008 09:08:13

31.5. Address History

On selecting the Address History option all current and historic addresses linked with the contract or an individual performer will be displayed

31.6. Superannuation Reconciliation History

On selecting this option you can view the estimated Net Pensionable Earnings (NPE) and the Provider Supplied NPE and any contribution adjustments that the change has generated for the provider and all of the performers on the contract.

Payments Online

NHS
Business Services Authority
Dental Services Division

27/03/2008 - 14:57:41
Tricia Burtenshaw
DSD User
NPSWCON1WX

- Welcome Page
- Queue Processing ▶
- Performer ▶
- Provider ▶
- Contract ▶
- Bulk Term/Trans ▶
- Levies ▶
- GDC Register ▶
- Adjustments ▶
- Adjustment Codes ▶
- Health Body ▶
- Bulk Adjustments ▶
- Address ▶
- Information ▶
- Help
- Exit

Annual Superannuation Reconciliation History

Financial Year 2006-04-01 to 2007-03-31

Contract Number **(5QE)**
Company Name
Start **01/04/2006** End
Superannuable Status **Superannuable**

Provider
Current
POL Estimated NPE **15,253.60** Actual NPE Processed **16,640.29** Provider Supplied NPE **16,640.29**
Difference between Actual NPE Processed and Provider Supplied NPE 0.00
Last action by System Application on 14/01/2008 at 16:22:22.

Previous
POL Estimated NPE **15,253.60** Actual NPE Processed **15,253.62** Provider Supplied NPE **16,640.29**
Difference between Actual NPE Processed and Provider Supplied NPE 1,386.67

Additional Contributions Paid
Employee contribution year 06/07 **83.20**
Employer contribution year 06/07 **194.13**
Last action by on 25/09/2007 at 09:16:56.

Performers

32. Enhanced Search Facilities

The search facilities in Contract Search and Address Search have been enhanced to provide extra criteria to search for particular information.

32.1. Contract Search

The contract search now has the facility to search by value, so you can identify contracts by minimum Total Contract Value or No Contract Value at all. You can also search by entering the previous Health Body code if the contract was affected by the boundary changes. Remember to take off the 'Current' button if you wish to include closed contract in your search.

The screenshot shows the 'Contract Search' page in the Payments Online system. The browser address bar shows 'https://9.174.202.101 - Contract Search - Payments Online - Microsoft Internet Explorer'. The page header includes 'Payments Online', 'Business Services Authority', 'Dental Services Division', and the user 'DPD User All-permissions DSD User' with session ID 'NPSWC0N1W1' and timestamp '03/09/2007 - 14:23:51'. A left-hand navigation menu lists various options like 'Welcome Page', 'Queue Processing', 'Performer', 'Provider', 'Contract', 'Bulk Term/Trans', 'Levies', 'GDC Register', 'Adjustments', 'Adjustment Codes', 'Health Body', 'Bulk Adjustments', 'Address', 'System', 'Help', and 'Exit'. The main content area is titled 'Contract Search' and contains the following fields and options:

- Health Body: [text input]
- Contract Number: [text input]
- Performer Persno.: [text input]
- Minimum TCV: [text input] No TCV:
- Company Name: [text input]
- Initials: [text input]
- Forename: [text input] Surname: [text input]
- DOB: [text input] Gender: Male Female
- GDC Number: [text input]
- SD Number: [text input] NI Number: [text input]
- Postcode: [text input]
- Previous Health Body: [text input]

Below these fields are several checkboxes for filtering:

- Role: Provider Performer
- Type: GDS PDS Trust
- Purpose: General Orthodontic Both
- Prison:
- Current:

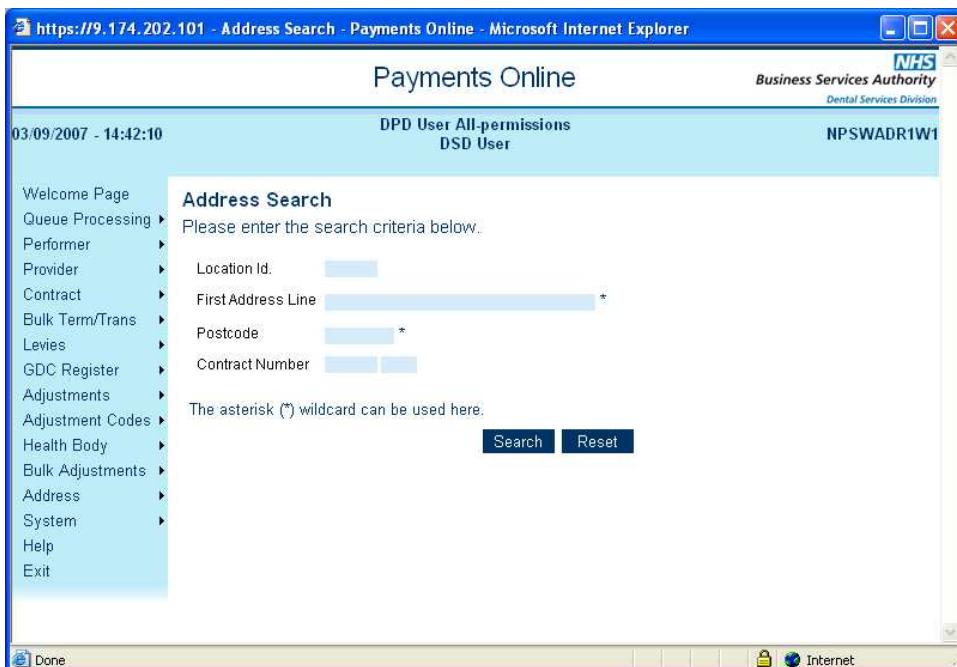
A note states: 'The asterisk (*) wildcard can be used here.' At the bottom, there are radio buttons for 'Order results by Contract Number only' (selected) or 'or descending within' (Commissioner, Start Date, End Date). 'Search' and 'Reset' buttons are at the bottom.

Two callout boxes are present:

- One pointing to the 'No TCV' checkbox with the text: 'Enter Minimum TCV amount or select No TCV'.
- Another pointing to the 'Previous Health Body' field with the text: 'Enter Previous Health Body Code here'.

32.2. Address Search

The search facility for the Address Search has been enhanced to include a 'Contract Number' field this will allow you to identify all of the Location Id's that are or have been associated with a contract.



The results screen will show each of the contract numbers and/or performers associated with the address and the appropriate dates.

Location Id.	Address	Type	Start	End	Used By
101	Emilia Maccubini Dental Surgery, TS26 0TB	Principal Practice Address	10/02/2006		0001 00 0001
101	Emilia Maccubini Dental Surgery, TS26 0TB	Principal Practice Address	10/02/2006		010000 0001
101	Emilia Maccubini Dental Surgery, TS26 0TB	Correspondence Address	31/05/2007		0001 00 0001 (000000)
101	Emilia Maccubini Dental Surgery, TS26 0TB	Correspondence Address	10/02/2006		0001 00 0001 (076700)
101	Emilia Maccubini Dental Surgery, TS26 0TB	Correspondence Address	10/02/2006		010049 0001 (076700)
101	Emilia Maccubini Dental Surgery, TS26 0TB	Correspondence Address	07/08/2007		0001 00 0001 (040100)
101	Emilia Maccubini Dental Surgery, TS26 0TB	Correspondence Address	07/08/2007		010049 0001 (040100)

- Click on the **Location ID** and this will display the full postal address
- Where the address reflects a personal address (type = 'PE'), then the personal number will be shown. (Format = pppppp.)
- Where the address is related to a contract, then the provider's personal number and contract tag will be shown. (Format = pppppp cccc.)
- Where the address is related to a performer then the provider's personal number and contract tag will be shown, followed by the performer's personal number. (Format = pppppp cccc (nnnnnn).)

32.3. View Payment Schedules

There is a facility to view and/or download PDF versions of the Provider Schedules and Performer Pay Statements for each of your contracts via Payments Online

If you wish to view the schedule and /or pay statements for the current month you can use the contract search facility to open the appropriate contract and then select the 'List – 'Statement & Schedules' option from the top navigation menu.

Contract	List	Year End	History
Contract D Wandsworth	Address Summary		
	Current Adjustments		
	Statement & Schedules		

From this page you will be able to choose which pages you wish to view or download by clicking on the hyperlink.

Pay Statements & Schedules List Page
Results for 07/2007.

4 results found. 1 - 4

Contract Number	Performer No	Schedule	Schedule Included	Pay Statement
200027/0001	200018	200707	✓	A1
200027/0001		200707		M1
200027/0001		200707		A2
200027/0001		200707	✓	A1

[Back](#)

Alternatively you can select the 'Information – 'Schedules' facility from the left hand navigation menu

Information	Schedules
Help	Reports
Exit	Transfer Contract, Levy 0.

This will provide you with data entry fields in which to enter your requirements and then click on Search. You can search by Contract Number, Performer Personal Number, or Pay Statement or Schedule reference numbers, you can also enter a specified date range if you require more than one.

Pay Statement & Schedule Search

Please enter the search criteria below:

When entering month values, the format required is MM/YYYY.
If no end month is specified, it will default to the start month.

Contract Number

Performer Persno

Start Schedule End Schedule

Pay Statement Reference Number

Schedule Reference Number

If you require a copy of the free Adobe® Acrobat® reader, click [here](#) to download it.

[Search](#) [Reset](#)

The search results will list all of the schedules/pay statements that are available for the selected period, you can click on the hyperlink to view and/or download them.

Pay Statements & Schedules List Page

Results

4 results found.

1 - 4

Contract Number	Performer No	Schedule	Schedule Included	Pay Statement
200027/0001	200018	200707	✓	A1
200027/0001		200707		M1
200027/0001		200707		A2
200027/0001		200707	✓	A1

Back

32.4. View Health Body Information Reports

There is a facility to view and/or download the Information Reports for your Health Body via Payments Online.

If you just wish to see the latest activity data then select the appropriate Health Body from the 'Health Body' - 'Search' option in the left hand navigation menu. Then select 'List' - 'Latest Summary Data'



This will bring up all the latest reports, which you can view or download by clicking on the hyperlink. There will be a message at the top of this screen to alert you to any new reports.

Summary Data List

Results for 04/2006 to 12/2008.

New report type available: Performer Report (XLS), wef 12/2007.

8 results found.

1 - 8

Month	Document
08/2006	Contract Payment Report (XLS)
08/2006	Exemption Report (XLS)
08/2006	Patient Flow Out (XLS)
08/2006	Report Notes (PDF)
07/2006	Contract Payment Report (XLS)
07/2006	Exemption Report (XLS)
07/2006	Patient Flow Out (XLS)
07/2006	Report Notes (PDF)

Back

Alternatively if you require historical reports you can select 'Information' - 'Reports' from the left hand navigation bar



This will provide you with a data entry field in which to enter your requirements.

Health Body Summary Data Search

Please enter the search criteria below.

When entering month values, the format required is MM/YYYY.
If no end month is specified, it will default to the start month.

Health Body Code

Start Month

End Month

If you require a copy of the free Adobe® Acrobat® reader, click [here](#) to download it.

Search

Reset

As you enter the Health Body code and the start month the page will list all of the files that have been produced for your Health Body, you can then use the tick box facility to select the ones that you wish to view and/or download.

Health Body Summary Data Search

Please enter the search criteria below.

When entering month values, the format required is MM/YYYY.
If no end month is specified, it will default to the start month.

Health Body Code

5NC

Start Month

04/2007

End Month

12/2007

Available Reports

- Contract Payment Report
- Exemption Report
- Health Body Guide
- Orthodontic Activity
- Report Notes
- Schedule Summary
- Summary Report
- UDA Report
- UOA Report

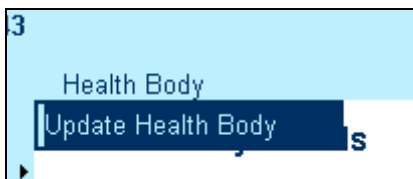
If you require a copy of the free Adobe® Acrobat® reader, click [here](#) to download it.

Search

Reset

33. Health Body Details

- Select Health Body from the left hand navigation menu and then from the menu at the top of screen select Update Health Body



- Displays Update Health Body screen

Payments Online

NHS
Business Services Authority
Dental Services Division

3/09/2007 - 14:35:45 PCT user 5d1-5c2-5c1
5C1,5C2,5D1 NPSWHBD1W4

Welcome Page

Queue Processing >

Performer >

Provider >

Contract >

Bulk Term/Trans >

Levies >

Adjustments >

Health Body >

Address >

Help

Exit

Update Health Body

Code	5C1	Commissioner	5C1
Group	6	Type	PCT
Start	28/07/2005 End		
Name	Enfield PCT		
Contact Details			
Name	Mr N. E. Body		
Email	NEBody@enfieldPCT.NHS.UK		
Telephone	01323 433666		
Additional Information			
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>You can enter anything you like here.</p> <p>:o)</p> </div>			

Last action by System Application on 07/01/2006 at 13:44:13.

- This screen should be used to enter details of the principal contact for the Health Body in the fields provided
- The Additional Information field can be used to list additional contacts and users.

34. Contacting NHS Dental Services

34.1. Which Helpdesk to contact

General helpdesk: Telephone 0845 126 8000, e-mail dentalservices@ppa.nhs.uk
Contact this Helpdesk with your enquiries about how to use the Payments Online system, or if you have enquiries about financial matters such as banking arrangements, rates payable for various types of adjustments, retrospective changes to superannuation, and transfer of patient lists.

34.2. What information we need to assist you with your enquiries

When contacting us for assistance please ensure that the following information is to hand:

- Your name and contact details
- Provider contract number/tag number
- Performer 6-digit ID number if query relates to a performer, and/or their GDC number
- Details of any error message you have received
- If you receive an NPS error message:-
 - Details of what you were attempting to do at the time the error occurred
 - e.g. Contract update, Performer update,
 - What was the contract ID/performer number,
 - What data were you adding/changing,
 - The login ID of the PCT/LHB User
 - A screen shot of the error page that appeared which can be attached to an email, faxed or posted as a hard copy.

35. Annex 1 PDS Plus Contracts

35.1. Creating a PDS Plus Contract

Create the contract following the directions in Section 6.3 and select the Contract Type as 'PDS Plus' or 'Trust Plus'. The start date for PDS Plus contracts cannot be prior to 01/01/2010 and an end date must be present.

When you select the Contract Type as PDS Plus an additional optional field will be displayed for 'Additional Patient Survey' if you select this box an additional 200 patient questionnaires will be sent for this contract at a cost of £300 to the PCT.

If you have ticked this box, when you save the contract a window will be displayed stating

“A new PDS Plus contract will be created.

You have selected 200 additional patient Questionnaires. A PZS adjustment will be generated of £300.00.

To continue submitting the page select 'OK'. To return to the page select 'Cancel'”

Save the changes and get the contract authorised by a colleague through queue proceeding.

35.2. Adding Key Performance Indicators

Your Administrator will need to give you 'Work with KPI Rules' access to be able to carry out this function.

- **Select** and **display** the contract
- Select **Contract, KPI Rules** from the Top navigation menu
- Select **Update** – Select the appropriate financial year and the following page will be displayed;

All the fields in blue can be amended

- Home Page
- Queue
- Processing
- Provider
- Contract
- KPI
- Additional Pension
- Added Benefits
- Levies
- GDC Register
- Adjustments
- Adjustment Codes
- Health Body Address
- Contribution Rates
- Information
- Help
- Exit

Update KPI Rules

(5NE) 0004 - Current Financial Year

Performance as a percentage of the contract value

1 Effective Care			Contract Weight 15.00 %			Payment Band			Performance Weighting%
Ref. No.	KPI	Applicable Pat. Grp.	Performance Band			A%	B%	C%	
			A	B	C				
<input checked="" type="checkbox"/>	1.01 Urgent Appointments	All	≥ 95.00	≥ 90.00	< 90.00	125.00	100.00	25.00	20.00
<input checked="" type="checkbox"/>	1.02 Re-Attendance Levels	Adults	< 12.00	≤ 20.00	> 20.00	125.00	100.00	25.00	40.00
<input checked="" type="checkbox"/>	1.03 Re-Attendance Levels	Adults	< 25.00	≤ 50.00	> 50.00	125.00	100.00	25.00	20.00
<input checked="" type="checkbox"/>	1.04 Antibiotic Prescribing	All	≤ 0.00	≤ 100.00	> 100.00	125.00	100.00	25.00	10.00
<input checked="" type="checkbox"/>	1.05 Practice Administration	All	≥ 98.00	≥ 95.00	< 95.00	125.00	100.00	25.00	10.00

2 Health Promotion			Contract Weight 10.00 %			Payment Band			Performance Weighting%
Ref. No.	KPI	Applicable Pat. Grp.	Performance Band			A%	B%	C%	
			A	B	C				
<input checked="" type="checkbox"/>	2.01 Dental Care Assessment	New	≥ 95.00	≥ 90.00	< 90.00	125.00	100.00	25.00	20.00
<input checked="" type="checkbox"/>	2.02 Tooth Decay Assessment	New + DCA	≥ 95.00	≥ 90.00	< 90.00	125.00	100.00	25.00	5.00
<input checked="" type="checkbox"/>	2.03 Periodontal Assessment	New + DCA	≥ 95.00	≥ 90.00	< 90.00	125.00	100.00	25.00	5.00
<input checked="" type="checkbox"/>	2.04 Soft Tissue Assessment	New + DCA	≥ 95.00	≥ 90.00	< 90.00	125.00	100.00	25.00	5.00
<input checked="" type="checkbox"/>	2.05 Continuity of Care	New + DCA	≥ 90.00	≥ 80.00	< 80.00	125.00	100.00	25.00	20.00
<input checked="" type="checkbox"/>	2.06 Delivering Better Oral Health	New	≥ 80.00	≥ 70.00	< 70.00	125.00	100.00	25.00	10.00
<input checked="" type="checkbox"/>	2.07 Delivering Better Oral Health	New	≥ 90.00	≥ 80.00	< 80.00	125.00	100.00	25.00	10.00
<input checked="" type="checkbox"/>	2.08 Delivering Better Oral Health	New + DCA	≥ 90.00	≥ 80.00	< 80.00	125.00	100.00	25.00	5.00
<input checked="" type="checkbox"/>	2.09 Delivering Better Oral Health	Children	≥ 95.00	≥ 75.00	< 75.00	125.00	100.00	25.00	20.00

3 Patient Experience			Contract Weight 5.00 %			Payment Band			Performance Weighting%
Ref. No.	KPI	Applicable Pat. Grp.	Performance Band			A%	B%	C%	
			A	B	C				
<input checked="" type="checkbox"/>	3.01 Patient Satisfaction	All	≥ 88.00	≥ 88.00	< 75.00	125.00	100.00	25.00	45.00
<input checked="" type="checkbox"/>	3.02 Patient Satisfaction	All	≥ 88.00	≥ 88.00	< 75.00	125.00	100.00	25.00	45.00
<input checked="" type="checkbox"/>	3.03 Responsive Practice	All	≥ 30.00	≥ 25.00	< 25.00	125.00	100.00	25.00	10.00

Total % of the contract value pertaining to performance, this can be amended as required.

Each section has a contract weight, which can be amended to your local requirements. The performance weighting of the selected KPIs in each section must amount to 100%.

The page has been completed with the National KPIs and the default weightings, these can be amended to reflect your local requirements.

Check the tick box to select a KPI or Uncheck it to remove it.

At the top of the page you must indicate the Total Percentage of the contract value pertaining to performance, this can be amended as required.

Each of the 3 sections below then has a contract weight, which can be amended to your local requirements, the performance weighting of the selected KPIs in each section must amount to 100%

The total of the three section's percentage contract weightings must add up to the total performance percentage of the contract value.

The payment band percentages can also be amended to show your local requirements

Remember that if you have local bespoke KPIs the 'Performance as a % of the Contract' will need to include any local KPI Contract Weightings

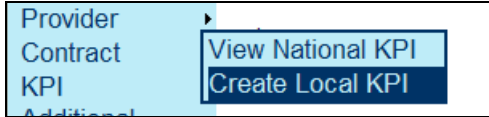
Click on **Save** to confirm the changes.

NB. Only practices with the appropriate software will be able to submit KPI Data.

35.2.1. Adding Local KPIs

There is the facility to enter details of any local KPIs that you have agreed with your contractors and add weightings to these, NHSDS cannot however collect data or report on these KPIs.

Select the KPI option from the left hand navigation menu and then select create local KPI



You will then be presented with the following page where you can enter details of the KPI and the associated performance bands, payment bands and performance weighting. Once you have entered the details select Save and the KPI will be created and given a reference number. Creating a local KPI does not go through queue processing and therefore does not need to be authorised by a second user.

14/05/2010 - 10:39:16 Trish Burtenshaw 5NE,6A8 NPSWHBD3W5

Local KPI Rule Create

Title: Access for disabled patients

Health Body: Cumbria PCT (5NE)

Description: % of patients treated that have a physical or mental disability

Applicable Patient Group: All

Performance Band			Payment Band			Performance Weighting%
A	B	C	A%	B%	C%	
≥ 50	≥ 30	≥ 20	100	75	30	5

Buttons: Save, Reset, Cancel

Once the local KPI has been created when you then update KPI rules on the contract they will be displayed at the bottom of the page under Bespoke Rules and you can apply the contract weighting for these KPIs. Remember that the **'Performance as a % of the Contract'** will now need to include any local KPI Contract Weightings

Bespoke Rules		Contract Weight 0.00 %							
Ref. No.	KPI	Applicable Pat. Grp.	Performance Band			Payment Band			Performance Weighting%
			A	B	C	A%	B%	C%	
L1030	Access for disabled patients	All	≥ 50.00	≥ 30.00	≥ 10.00	100.00	75.00	25.00	5.00

35.3. Maintain Baselines

This action cannot be completed until the KPI Rules have been entered.

With a PDS Plus contract the payment entered in Maintain Baselines reflects the Service Payment only, this cannot be less than 51% of the Total Contract Value. The Access and Quality Performance elements of the contract will be paid via adjustment codes. (See section 36.4)

14/05/2010 - 09:27:49 Trish Burtenshaw 5NE,6A8 NPSWCON1W9

Home Page
Queue
Processing
Performer
Provider
Contract
KPI
Additional Pension
Added Benefits
Levies
GDC Register
Adjustments
Adjustment Codes
Health Body
Address
Contribution Rates
Information
Help
Exit

Maintain Baseline Allocations

Para2(2) of Schedule 2 of the NHS Pensions Regulations states that "...a practitioner who wishes to contribute to the Scheme must do so in respect of all his work as a practitioner. Therefore Net Pensionable Pay must be entered for ALL contracts the performer works under.

Provider
(5NE) 0004 - MR [Name] Start 01/04/2010 End 31/03/2014
Eligible for Seniority No
VDP Obligations None

Total Contract Activity		Dom. Visits			Sedations		New Patient		Carry Forward	
UDA	UOA							UDA	UOA	
10/11										
11/12										

Service Payment		
Amount	From	To
New Annual Service Payment		

Total Monthly Net Pensionable Pay		
Amount	From	To
Annual Net Pensionable Pay		

NPP Calculator

Enter the total contracted UDA and/or UOA activity for the financial year here (pro-rated if not a full year) together with the number of courses of treatment including domiciliary visits and/or sedations that you expect the contract to achieve if appropriate. You can also enter the number of new patients that you wish the contract to treat within the financial year.

Enter the Total Annual Service Payment with the actual start date (dd/mm/yyyy) and end date if appropriate. The system will calculate part monthly payments where a contract starts or ends part way through the month.

The next area relates to Net Pensionable Pay (NPP) or superannuable earnings, the Statement of Financial Entitlements states that only 43.9% of the Total Contract Value (Service Payment + Access Payment + Quality Performance Payment) can be allocated as NPP.

- If the provider is **superannuable** . Enter the **Annual Net Pensionable Pay** with a start and end date if appropriate. NB the superannuation status of the provider is determined by the entry on the performer details screen.
- If you do not know the NPP for a provider and or performer you can enter the gross allocation in the NPP Calculator field and when you click on the Start Date field it will calculate it for you, and pre populate the NPP.

Provider Monthly Allocation

Total Monthly Allocation		Total Monthly Net Pensionable Pay		
Amount	From To	Amount	From	To
Annual Net Pensionable Pay				

NPP Calculator

If you do not know the NPP figure you can enter the Providers gross annual allocation in the NPP calculator and the system will calculate 43.9% of this figure to establish the NPP.

Enter Providers Annual NPP with the **actual start date** (dd/mm/yyyy) and the end date if appropriate. The system will calculate part monthly payments where the Contract starts or ends part way through the month.

- If the dentist is a single-handed provider/performer, no more details are required. Click **Save**.

If the dentist is not a single-handed provider/performer, enter Net Pensionable Pay for performers. If there is a VDP associated with the contract amounts will be pre-populated. See **Section 18** for adding a VDP to a contract.

If the performer is **superannuable** a Net Pensionable amount must be entered, unless a reason for exemption has been selected from the drop down list in the contract page. See section 6.3

Reasons for exemption from NPP are listed below;

No Exemption	▼
Emergency	
Locum	
Paternity	
No Exemption	
Long term Sick	
Maternity	
Sessional	

NB the superannuation status of the performer is determined by the entry on the performer details screen.

If the Performer is **not** in the NHS Pension Scheme their gross allocation must be entered in the New annual baseline field on the left.

Total Monthly Allocation			Total Monthly Net Pensionable Pay		
Amount	From	To	Amount	From	To
New Annual Baseline			New Annual Net Pensionable Pay		
					NPP Calculator

Start 01/04/2008 End

Eligible for Seniority No

Net Pensionable Pay must be entered.

If you do not know the NPP figure you can enter the Performers gross annual allocation in the NPP calculator and the system will calculate 43.9% of this figure to establish the NPP.

If the performer is **non-superannuable** their gross allocation must be entered here. If they are superannuable you can still enter their gross baseline allocation here, but it is not a mandatory field.

Enter the performer's Annual NPP with the **actual start date** (dd/mm/yyyy) and the end date if appropriate. The system will calculate part monthly payments where the contract starts or ends part way through the month.

- Click **Save**.
- Displays **Contract Details** with the message **“Updates Accepted”**
- Ask a colleague to authorise the changes.

35.4. Recording Access and Quality Performance Payments

Access and Quality Performance payment elements should be paid via adjustment codes;

PZA = PDS Plus Access Payment
PZP = PDS Plus Performance Payment

Follow the record an adjustment process detailed in section 14.

Enter the monthly amount to be paid and the appropriate date range

Save and ask a colleague to authorise the adjustment(s) from queue processing

35.5. Minimum Income Guarantee

The Health Body have the option to have a Minimum Income Guarantee (MIG) for an agreed amount on the contract if they choose to. By setting a MIG if the contract has not achieved on their Access and Quality Performance measures the contractor will still receive their guaranteed payment.

Record the MIG as an adjustment using the following code;

PZM = MIG (Minimum Income Guaranteed)

Follow the record an adjustment process detailed in section 14.

Enter the total monthly payment that you guarantee the Provider to receive over and above the service payment (Access + Quality Performance) and enter the appropriate date range.

Save and ask a colleague to authorise the adjustment(s) from queue processing.

The Providers Pay Statement will be presented as follows;

When Access and Performance Pay is being paid and the contract doesn't reach targets MIG Balance will be paid

PAY STATEMENT			
	Non Contributory Items	Credit	Debit
Monthly Pay		£7,100.00	
Service Pay	£5,100.00		
Access Pay	£ 500.00		
Performance Pay	£ 600.00		
Minimum Income Guarantee Balance	£ 900.00		
Monthly Minimum Income Guarantee	£2,000.00		

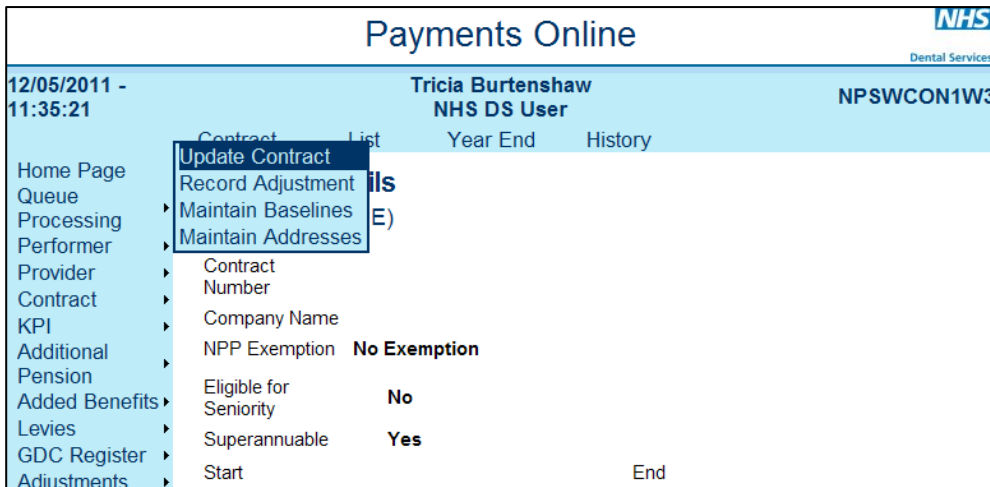
Contract has exceed targets

PAY STATEMENT			
	Non Contributory Items	Credit	Debit
Monthly Pay		£9,400.00	
Service Pay	£5,100.00		
Access Pay	£1,900.00		
Performance Pay	£2,400.00		
Monthly Minimum Income Guarantee	£3,000.00		

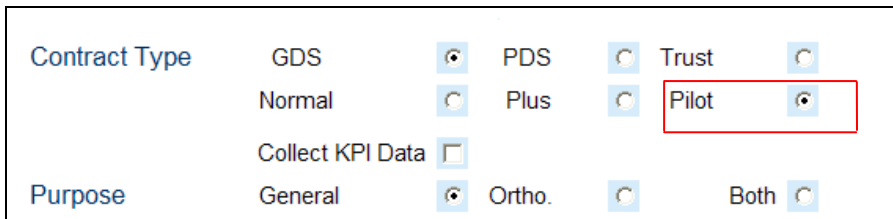
36. Annex 2 Dental Contract Pilots

If you have a Department of Health approved pilot practice you do not need to close the current contract and open a new one, you just need to update the current contract to indicate that it is a pilot.

Select the contract and the 'Update Contract' option



Do not change the current GDS or PDS indicator but now **click on the 'Pilot' Indicator**



Save the changes and get it authorised by a colleague.

36.1. Maintain Baselines

The Total Contract Value entered will be the **Actual Annual Pilot Value (AAPV)**. For Type 3 pilots this will be the sum of AAPV3 C and AAPV 3 R as detailed in the notice of variation for the pilot. The amount entered should be an annual figure as the system will pay one twelfth each month.

The screenshot shows the 'Maintain Baseline Allocations' form. It includes a table for 'Total Contract Activity' with columns for UDA, UOA, Dom. Visits, Sedations, and Carry Forward UDA/UOA for periods 12/13, 11/12, and 10/11. Below this is a section for 'Total Contract Value' with fields for 'Amount', 'From', and 'To', and a 'New Annual Contract Value' field. Two callout boxes provide additional information:

- Top Callout:** The Dental Contract Pilots do not use UDA or UOA Values, therefore where a Pilot has started part way through the year you may wish to pro rata the activity to reflect what the contract should have been achieved prior to the pilot starting. The carry forward facility can also be used if required.
- Bottom Callout:** Enter the **Annual Actual Pilot Value** with the actual start date (dd/mm/yyyy) and end date if appropriate. The system will calculate part monthly payments where a contract starts or ends part way through the month.

If there has been under or over performance in the year preceding the start of the pilot which has not been accounted for, you can use the Carry Forward facility within the contract activity area of Maintain Baselines to record this, but this will need to be re-entered again the following year, as it is likely that the pilots will span more than one financial year.

The next area relates to Net Pensionable Pay (NPP) or superannuable earnings, the Statement of Financial Entitlements states that only 43.9% of the **Negotiated Annual Pilot Value (NAPV)** can be allocated as NPP.

- If the provider is **superannuable** . Enter the **Annual Net Pensionable Pay** with a start and end date if appropriate. NB the superannuation status of the provider is determined by the entry on the performer details screen.
- If you do not know the NPP for a provider and or performer you can enter the gross allocation in the NPP Calculator field and when you click on the Start Date field it will calculate it for you, and pre populate the NPP.

Provider Monthly Allocation		Total Monthly Net Pensionable Pay	
Total Monthly Allocation	Amount	From	To
Amount From To	Amount	From	To
Net Pensionable Pay must be entered.			
	Annual Net Pensionable Pay		NPP Calculator

If you do not know the NPP figure you can enter the Providers gross annual allocation in the NPP calculator and the system will calculate 43.9% of this figure to establish the NPP.

Enter Providers Annual NPP with the **actual start date** (dd/mm/yyyy) and the end date if appropriate. The system will calculate part monthly payments where the Contract starts or ends part way through the month.

- If the dentist is a single-handed provider/performer, no more details are required. Click **Save**.

If the dentist is not a single-handed provider/performer, enter Net Pensionable Pay for performers. If there is a VDP associated with the contract amounts will be pre-populated. See **Section 18** for adding a VDP to a contract.

If the performer is **superannuable** a Net Pensionable amount must be entered, unless a reason for exemption has been selected from the drop down list in the contract page. **See section 6.3**

Reasons for exemption from NPP are listed below;

No Exemption	▼
Emergency	
Locum	
Paternity	
No Exemption	
Long term Sick	
Maternity	
Sessional	

NB the superannuation status of the performer is determined by the entry on the performer details screen.

Performers			Start 01/04/2008 End		
Eligible for Seniority No					
Total Monthly Allocation			Total Monthly Net Pensionable Pay		
Amount	From	To	Amount	From	To
New Annual Baseline			New Annual Net Pensionable Pay		
					NPP Calculator

If you do not know the NPP figure you can enter the Performers gross annual allocation in the NPP calculator and the system will calculate 43.9% of this figure to establish the NPP.

If the performer is **non-superannuable** you can enter their gross allocation here. If they are superannuable you can still enter their gross baseline allocation here, but it is not a mandatory field.

Enter the performer's Annual NPP with the **actual start date** (dd/mm/yyyy) and the end date if appropriate. The system will calculate part monthly payments where the contract starts or ends part way through the month.

- Click **Save**.
- Displays **Contract Details** with the message **“Updates Accepted”**
- Ask a colleague to authorise the changes.

36.3. Additional Payments

Payments for Advanced Mandatory Services and Specialist Services will be paid via adjustments, follow the Record Adjustment process detailed in **Section 14** of this manual.

The new adjustment codes include;

- RPA - Reform pilot access services**
- RPD - Reform pilot domiciliary services**
- RPH - Reform pilot out of hours services**
- RPO - Reform pilot orthodontics**
- RPS - Reform pilot sedation**

- RPP - Reform pilot other (1)**
- RPM - Reform pilot other (2)**
- RPN - Reform pilot other (3)**

All codes are 43.9% superannuable and will be reported under the PCT Specific Items category.