

# FPPS

# Dental Payments

## User Manual

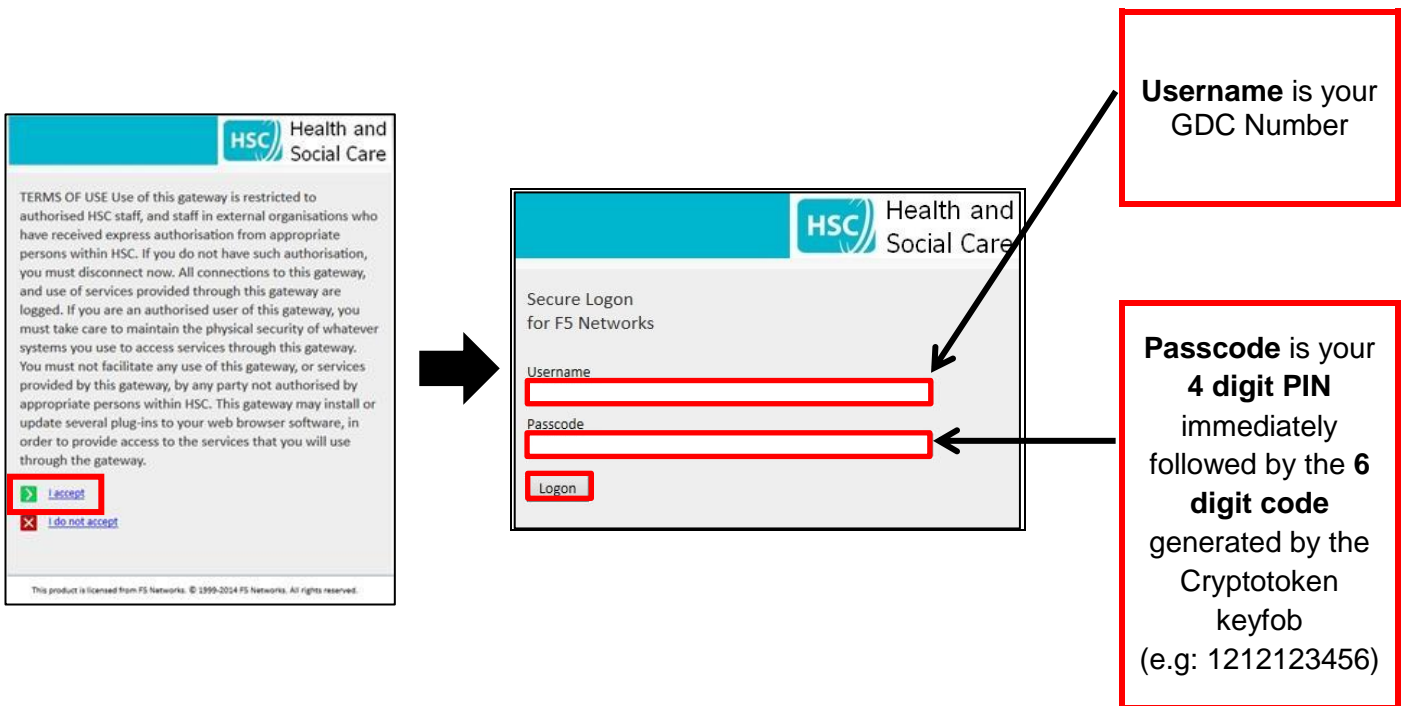
### (Version 1.1)

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**Note** - if using the digital copy of this user manual, click on the page numbers to be taken to the relevant section (may have to hold the **Ctrl** key on your keyboard, then click the page number).

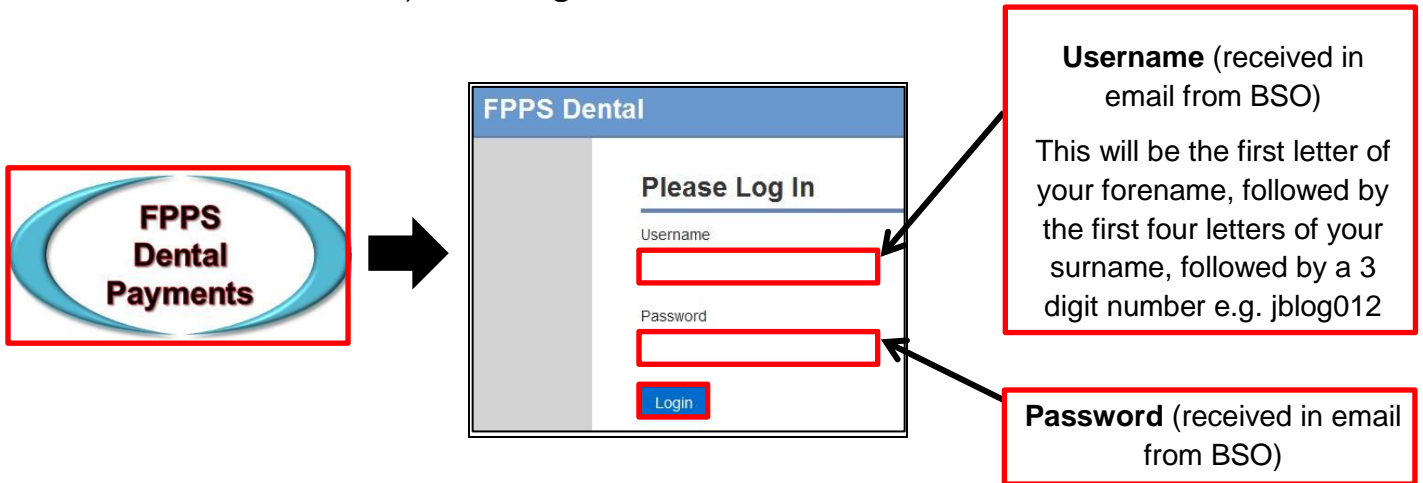
# 1. Logging in to FPPS Dental Portal & Payments

- a) Open **Internet Explorer** and enter <https://signin.hscni.net/dentists> to display the Terms of Use. Click **I accept**. Enter your **Username** and **Passcode** then click **Logon**.
- Please note the default Cryptotoken PIN is 1212.
  - You will be prompted to change this following your first login
  - Your PIN can be reset by contacting BSO eBusiness Team

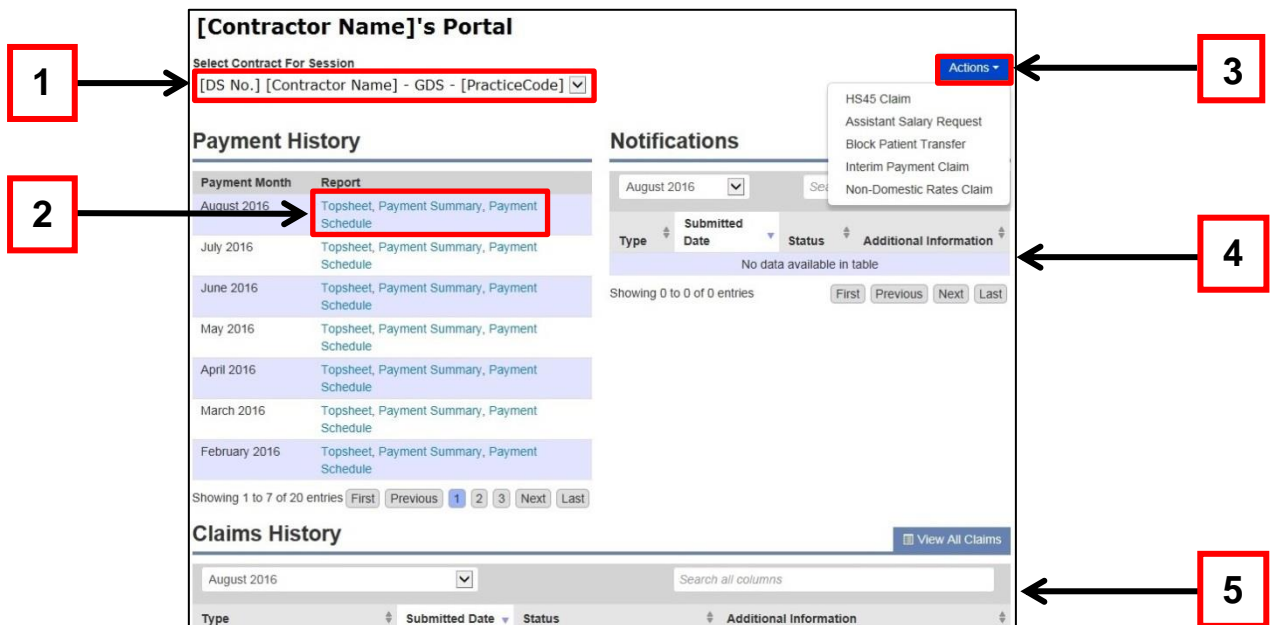


<b>URL</b>	<a href="https://signin.hscni.net/dentists">https://signin.hscni.net/dentists</a>
<b>Username</b> (Your GDC Number)	
<b>4 digit PIN</b>	

- b) On the FPS Dental Secure Web Portal screen, click on **FPPS Dental Payments**. The FPPS Dental Payments login screen will be shown. Enter your **Username** and **Password** (issued in an email from BSO). Click **Login**



- c) You will now be directed to the main FPPS Dental Payments screen.



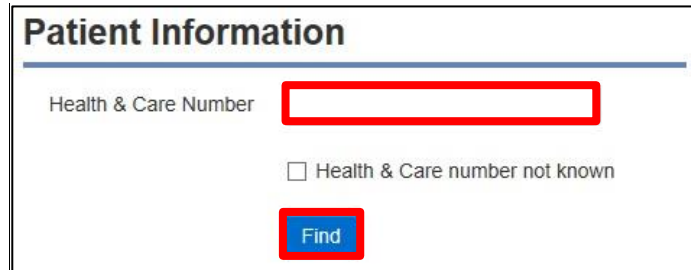
- 1 **Select Contract for Session** - Users working under different GDS contracts can click on the drop-down list to select another contract to view. Dentists completing Vocational Training (VT) will be listed here under the dentist they are training under
- 2 **Payment History** - Click **Topsheet**, **Payment Summary**, **Payment Schedule** or **Practice allowance** to view payment reports for the relevant month.
- 3 **Actions** allow the user to access a range of activities such as submission of HS45s (payment or prior approval), Interim payments etc.
- 4 **Notifications** will show any claims that require the dentist's attention.
- 5 **Claims History** allows the user to view the status and details of individual treatment claims and search for specific claims. Please note you must select the relevant submission month before searching for a claim within that month.

## 2. Patient Health & Care Number (HCN) Search

- a) From the main FPPS Dental Payments screen, click **Actions** then **HS45 claim**. Patient Search can be found at the top left of the screen. Enter a HCN in the **Health & Care Number** field and click **Find** to verify a HCN.

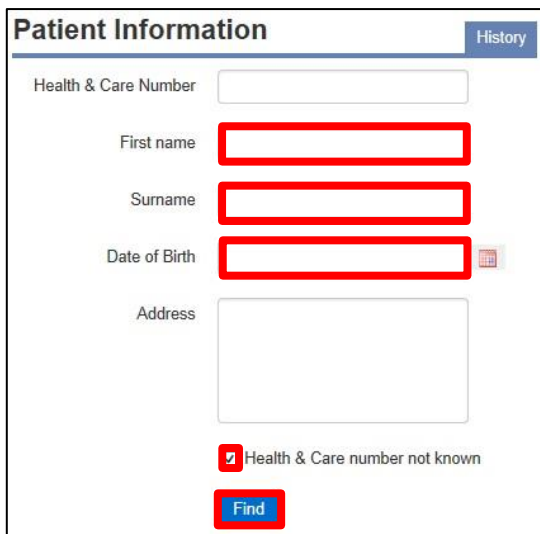


A screenshot of a software interface showing a dropdown menu. At the top right of the menu is a blue button labeled 'Actions'. The menu items are: 'HS45 Claim' (highlighted with a red box), 'Assistant Salary Request', 'Block Patient Transfer', 'Interim Payment Claim', and 'Non-Domestic Rates Claim'.



A screenshot of a 'Patient Information' form. It has a title bar with 'Patient Information' and a blue 'History' button on the right. The form contains a 'Health & Care Number' field (highlighted with a red box), a checkbox labeled 'Health & Care number not known', and a blue 'Find' button (highlighted with a red box).

- b) Alternatively, click the **Health & Care number not known** box to open the full Patient Search feature. Enter the **First name**, **Surname** and **Date of Birth**. The date must be in the format DD/MM/YYYY or you can click on the calendar to select a date. Click **Find** to display the patient's information, including the **Health & Care Number** and **Address**. Click **History** if you wish to view the patient's dental history.



A screenshot of a 'Patient Information' form. It has a title bar with 'Patient Information' and a blue 'History' button on the right. The form contains several input fields: 'Health & Care Number', 'First name', 'Surname', 'Date of Birth' (with a calendar icon), and 'Address'. Below these fields is a checkbox labeled 'Health & Care number not known' and a blue 'Find' button. The 'First name', 'Surname', and 'Date of Birth' fields are highlighted with red boxes.



A screenshot of a 'Patient Information' form showing search results. It has a title bar with 'Patient Information' and a blue 'History' button on the right. The form contains several input fields: 'Health & Care Number' (with value '1234567890'), 'First name' (with value 'FORENAME'), 'Surname' (with value 'SURNAME'), 'Date of Birth' (with value '01/02/2003'), and 'Address' (with value '123 MAIN STREET, CO. ANTRIM, BT12 3AB'). Below these fields is a checked checkbox labeled 'Health & Care number not known' and a blue 'Find' button. The 'Health & Care Number' and 'Address' fields are highlighted with red boxes.

### 3. Submission of HS45 Payment Claim

- a) Follow the steps previously outlined to display a patient's record, either by validating a HCN or searching by the patient's First name, Surname and Date of Birth.
- b) **Registration Details** - Enter the relevant dates as required. Tick the boxes for **Completion same as Acceptance** or **Treatment Incomplete** if relevant.

**Registration Details**

Acceptance / Registration

Completion same as Acceptance

Completion / Last Visit

Treatment Incomplete

Examination Date

- c) **Type of Claim** – Click **Add** to bring up the list of claim types. Click the drop-down menu then select a claim type.

**Type of Claim** + Add

- Initial Registration
- Re-registration
- Under Care of Another Dentist
- Occasional Treatment Only
- Treatment on Referral
- Part NHS / Private

- d) **Exemptions and Remissions** – Click the drop-down menu for **Exemption** to select an exemption category. Enter **Patient Charges** and tick **Evidence of remission / exemption not seen** if relevant.

**Exemptions and Remissions**

Exemption

Patient Charges

Evidence of remission / exemption not seen

**Exemptions and Remissions**

Exemption

Patient Charges

Evidence of remission / exemption not seen

- Income base jobseekers allowance
- Patient under 18
- Full remission - HC2 cert
- Partial remission - HC3 cert
- Expectant mother
- Nursing mother
- Aged 18 in full-time education
- Income support
- Tax credit exemption certificate
- Pension credit guarantee credit

e) **Special Child Fees** – Tick fees if applicable.

### Special Child Fees

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Trauma    Ortho / rads    Item 41B

f) **Observations** – Please enter any **Observations** in this field if relevant.

**Please note** users are strongly advised to avoid adding unnecessary Observations such as “Please pay” or “Please register this patient to my list” which could lead to delay in payment as the claim will enter a different queue for review by BSO rather than proceeding directly for payment.

### Observations

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g) **Treatment** – Enter the **Item Code** and click the **Search** button, which will display the relevant **Description** of the treatment. Enter the relevant **Number** if required. Then click **Add Treatment** to add the treatment record on the right side of the page. Click the **Pencil** icon to edit a treatment or click the **X** icon to remove a treatment from the record.

### Treatment

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Item Code

Description

Number

Treatment	Num.	Quad	Tooth	Count	Free	Value	Actions
0101 EXAMINATION AND REPORT	N/A	N/A	N/A	N/A	<input type="checkbox"/>		<input style="border: 2px solid red;" type="button" value="✎"/> <input style="border: 2px solid red;" type="button" value="✕"/>

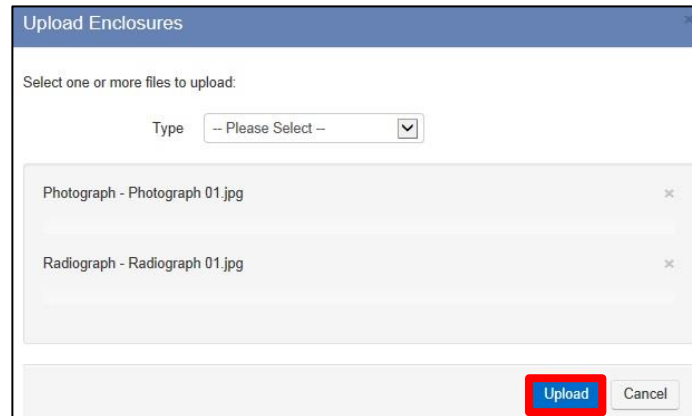
h) For tooth specific treatments (such as fillings) enter counts in the boxes referring to the relevant tooth. To change between adult and child teeth, click on the tooth reference number. Once complete, click **Add Treatment** to add to the treatment record. Please review the treatment record to ensure all treatments have been entered correctly.

Treatment	Num.	Quad	Tooth	Count	Free	Value	Actions
0101 EXAMINATION AND REPORT	N/A	N/A	N/A	N/A	<input type="checkbox"/>		✎ ✕
0211 STUDY MODELS	2	N/A	N/A	N/A	<input type="checkbox"/>		✎ ✕
1501 ROOT-FILLINGS	N/A	UR	2	3	<input type="checkbox"/>		✎ ✕
		UR	8	1	<input type="checkbox"/>		

i) **Enclosures** – Click Upload to begin the process of adding enclosures.

j) Click the drop-down **Type** menu to select an Enclosure type – Photograph, Radiograph or Supporting Documentation. Click **Browse** to locate the file on your PC and double click the file to select it.

k) The file name will then appear in the grey box below. You can continue adding more files for upload. When all files have been added, click **Upload** to finish.

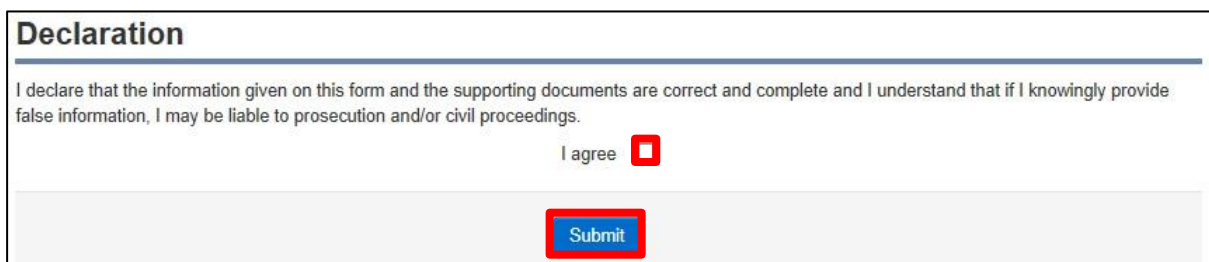


l) Your uploaded files will be shown under the **Enclosures** menu. You can click on the file name to open or check any of the enclosures.

m) **Request for Prior Approval** - If you are required to submit your claim for prior approval, click the **I request Prior Approval** box.



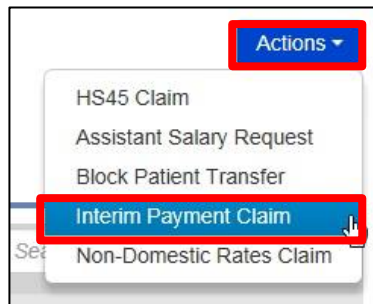
n) **Declaration** – Before submitting any payment claims or prior approval requests, you must read the declaration, click the **I agree** box and **Submit** to finish submission.





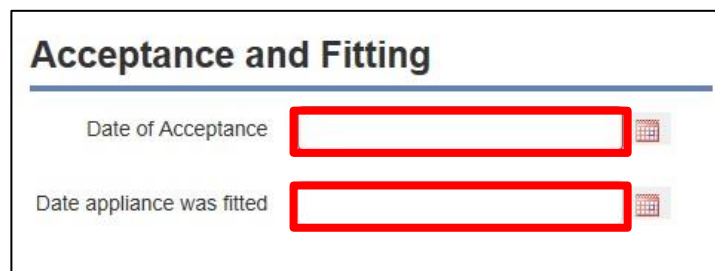
## 4. Interim Payments

a) Click **Actions** drop down button. Click **Interim Payments Claims**.



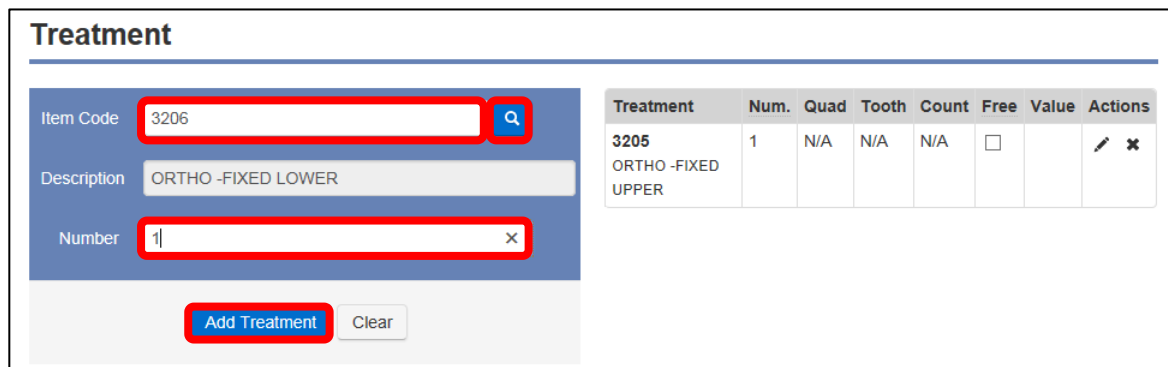
b) Enter a HCN in the **Health & Care Number** field and validate, or search for the patient's HCN record as outlined in section 2 of this manual.

c) Move to the **Acceptance and Fitting** section. Click into the **Date of Acceptance** and **Date appliance was fitted** fields and enter the respective dates. If typing manually the format must be **DD/MM/YYYY** or alternatively, you can utilise the **Calendar Icon** option.



The screenshot shows the 'Acceptance and Fitting' section with two date input fields: 'Date of Acceptance' and 'Date appliance was fitted'. Both fields are highlighted with red boxes and have calendar icons to their right.

d) Under the **Treatment** section, select the **Item Code** field, enter the correct code and click the **Search** button. This will populate the **Description**. Enter the **Number** of treatments. Click **Add Treatment** to save the claim under the right hand section. Repeat process to include as many treatments are required (for this claim).



The screenshot shows the 'Treatment' section with input fields for 'Item Code' (3206), 'Description' (ORTHO -FIXED LOWER), and 'Number' (1). The 'Add Treatment' button is highlighted. To the right is a table with the following data:

Treatment	Num.	Quad	Tooth	Count	Free	Value	Actions
3205 ORTHO -FIXED UPPER	1	N/A	N/A	N/A	<input type="checkbox"/>		

e) The last section to complete is the **Declaration**. Click the **I Agree** tick-box to accept the terms and conditions (please read these carefully). Click **Submit Form**. The claim will be submitted to the BSO and you will see the notification of this as pending in your **Claims History** screen.

**Declaration**

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I certify that active orthodontic treatment has been started and appliances as specified above were successfully fitted on the date specified above. Subject to the Regulations governing the general dental services I apply for an interim payment in connection with the treatment given up to the stage of the fitting of the initial appliance(s). No part of the treatment in respect of which I apply has been carried out as part of the hospital or specialist services.

I agree

[Submit Form](#)

## 5. Payment History

- a) **Payment History** reports are accessible from the main FPPS Dental Payments screen. Go to the relevant month and click on the relevant report to access.

Payment History	
Payment Month	Report
September 2017	<a href="#">Topsheet</a> , <a href="#">Payment Summary</a> , <a href="#">Payment Schedule</a>
August 2017	<a href="#">Topsheet</a> , <a href="#">Payment Summary</a> , <a href="#">Payment Schedule</a>
July 2017	<a href="#">Topsheet</a> , <a href="#">Payment Summary</a> , <a href="#">Payment Schedule</a>
June 2017	<a href="#">Topsheet</a> , <a href="#">Payment Summary</a> , <a href="#">Payment Schedule</a>
May 2017	<a href="#">Topsheet</a> , <a href="#">Payment Summary</a> , <a href="#">Payment Schedule</a>
April 2017	<a href="#">Topsheet</a> , <a href="#">Payment Summary</a> , <a href="#">Payment Schedule</a>
March 2017	<a href="#">Topsheet</a> , <a href="#">Payment Summary</a> , <a href="#">Payment Schedule</a>

Showing 1 to 7 of 8 entries First Previous 1 2 Next Last

- b) **Topsheet** shows a high-level summary of all monthly payments. Click on the drop-down arrows to expand and show more information for each section.

Topsheet - September 2017 <span style="float: right;">Print</span>			
Total Net Monthly Payment: £5,126.74			
<b>Payments</b>	<b>£8,964.10</b>	<b>Deductions</b>	<b>£3,837.36</b>
<ul style="list-style-type: none"> <li>▼ Capitation <span style="float: right;">£1,531.72</span></li> <li>▼ Continuing Care <span style="float: right;">£7,432.39</span></li> </ul>		<ul style="list-style-type: none"> <li>▼ Net Patient Contribution <span style="float: right;">3345.45</span></li> <li>▼ Superannuation <span style="float: right;">£491.91</span></li> </ul>	

c) **Payment Summary** shows a more detailed patient breakdown of Capitation and Continuing Care Fees.

Payment Summary - September 2017		<a href="#">Print</a>
<b>Summary</b>		
Capitation Fees		1388.96
Continuing Care Fees		1336.81
<b>Capitation - Overview</b>		
	Number	Fees
Brought Forward Patients	301	-
Full Month Patients	295	1269.08
Additions	43	104.45
Deletions	9	15.43
Adjustments	3	-
Carried Forward Patients	338	-
Patients Due to Lapse in 4 Months	7	-
<b>Breakdown By Age Band - Capitation</b>		
▼ 0-5		£189.23
▼ 6-12		£607.91
▼ 13-17		£591.82
<b>Continuing Care - Overview</b>		
	Number	Fees
Brought Forward Patients	1300	-
Full Month Patients	1260	1249.11
Additions	81	99.37
Deletions	56	-11.54
Adjustments	16	-
Carried Forward Patients	1341	-
Patients Due to Lapse in 4 Months	45	-
<b>Breakdown By Age Band - Continuing Care</b>		
▼ Under 65		£1006.86
▼ 65 & Over		£330.08

**d) Payment Schedule**

Shows detailed breakdown of payment for treatments for that specific month.

Click on the drop-down arrows for Capitation or Continuing Care to see the relevant list.

Click on the **ID** number to open the treatment claim for that patient.

*(Please note Patient IDs, Names and HCNs have been redacted for data protection purposes)*

**Payment Schedule - September 2017**

▼ Capitation £142.76

Copy   SpreadSheet   PDF   Search all columns:

ID	Patient Name	Date of Birth	H&C	P.O.T Fees	Ref. Fees	Gross Pay.	Part Pay.	Patient Cont.	Scale Add.	Net Pay.
		15/03/2010		0.00	0.00	13.38	0.00	0.00	0.00	13.38
		02/06/2006		0.00	0.00	44.76	0.00	0.00	0.00	44.76
		16/05/2007		0.00	0.00	8.33	0.00	0.00	0.00	8.33
		06/06/2004		0.00	0.00	9.00	0.00	0.00	0.00	9.00
		04/05/2006		0.00	0.00	34.16	0.00	0.00	0.00	34.16
		12/07/2008		0.00	0.00	15.13	0.00	0.00	0.00	15.13
		29/10/2005		0.00	0.00	9.00	0.00	0.00	0.00	9.00
		27/01/2003		0.00	0.00	9.00	0.00	0.00	0.00	9.00

Showing 1 to 8 of 8 entries Previous   Next

▲ Continuing Care £6095.58