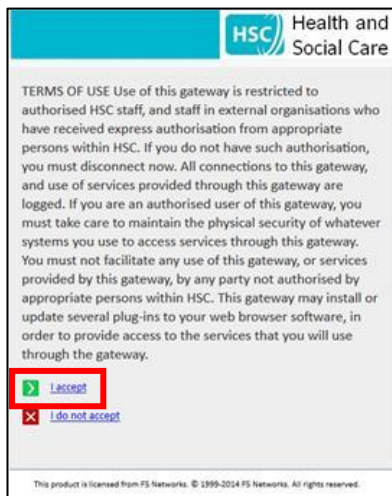


1. Open Internet Explorer and enter <https://signin.hscni.net/dentists> to display the Terms of Use. Review these and click **I accept**. On the Secure Logon screen, enter your **Username** and **Passcode** and click **Logon**. Please note the default PIN is 1212 and you will be asked to change this following your first login. If this does not work your PIN can be reset by BSO (telephone no. 95363751).



**Username** is your GDC Number

**Passcode** is your **4 digit PIN** immediately followed by the **6 digit code** generated by the Cryptotoken keyfob (e.g: 1212123456)

2. On the FPS Dental Secure Web Portal screen, click on **Dental Payments Portal**. The FPPS Dental login screen will be shown. Enter your **Username** and **Password**. Click **Login**

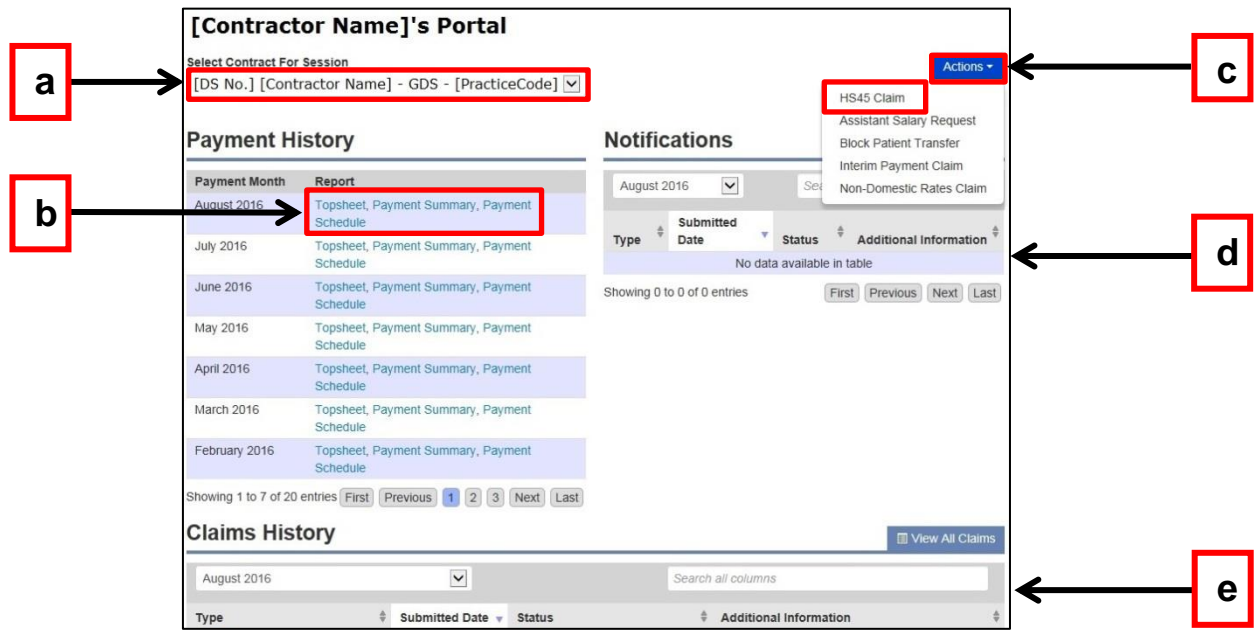


**Username** (received in first letter from BSO) This will be your initial and the first 4 letters in your surname followed by a 3-digit number.

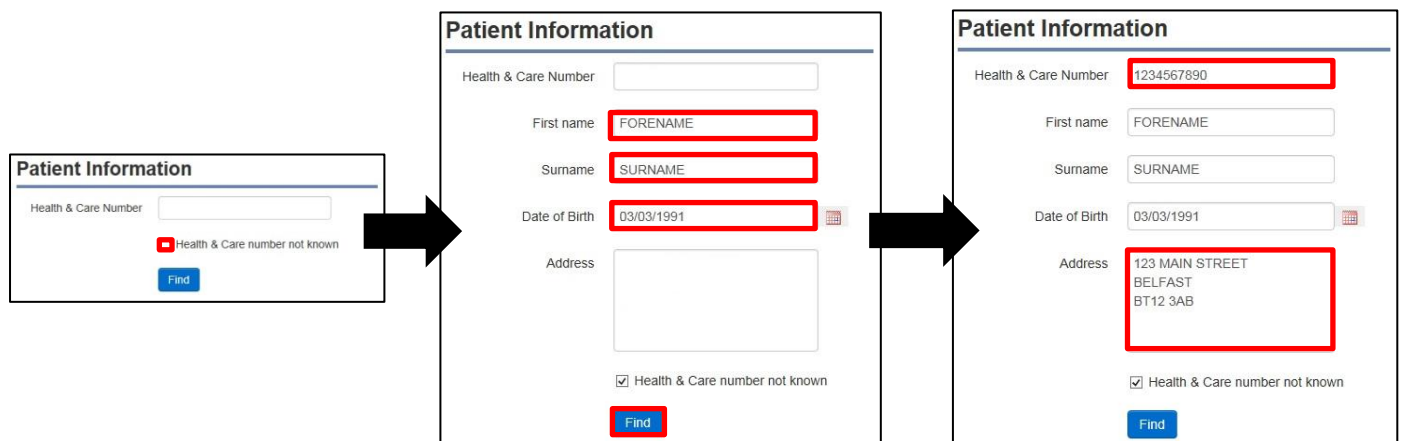
**Password** (received in second letter from BSO).

3. You will now be directed to the main Payments Portal screen.

- Select Contract for Session** - Users working under different GDS contracts can click on the drop down list to select another contract to view.
- Payment History** - Click **Topsheet, Payment Summary, Payment Schedule or Practice allowance** to view payment reports for the relevant month.
- Actions** allows the user to access a range of activities such as claim submission.
- Notifications** will show any claims that require the dentist's attention.
- Claims History** allows the user to view the status and details of individual treatment claims and search for specific claims.



4. The Patient Information search feature is shown on the top left of the HS45 Submission screen. On the main FPPS Dental screen, click **Actions** then **HS45 Claim**. To find a Health & Care Number, tick the box beside **Health & Care Number not known**. Then enter the **First name**, **Surname** and **Date of Birth** in the relevant field and click **Find**. If the details match a patient record, the Health & Care Number and Address will be shown in the relevant field. Click **Home** to return to the main Dental Portal menu without submitting the HS45 form. This facility can be used whether or not you intend to submit claims on the portal.



5. If you select HS45 Claim from the actions menu you will be directed to the screens for entering a claim or requesting prior approval

- a) **Patient Information** – Enter either Health & Care Number or find patient as per point 4.
- b) **Type of Claim** – Select claim type from the drop down list. Click on the add button to enter additional claim types.
- c) **Registration Details** – Enter Acceptance date, Completion date & Examination date if applicable. Acceptance Date is compulsory.
- d) **Exemptions and Remissions** – Select exemption reason from drop down menu and/or enter patient charges.

The screenshot shows a web form with four main sections:
 

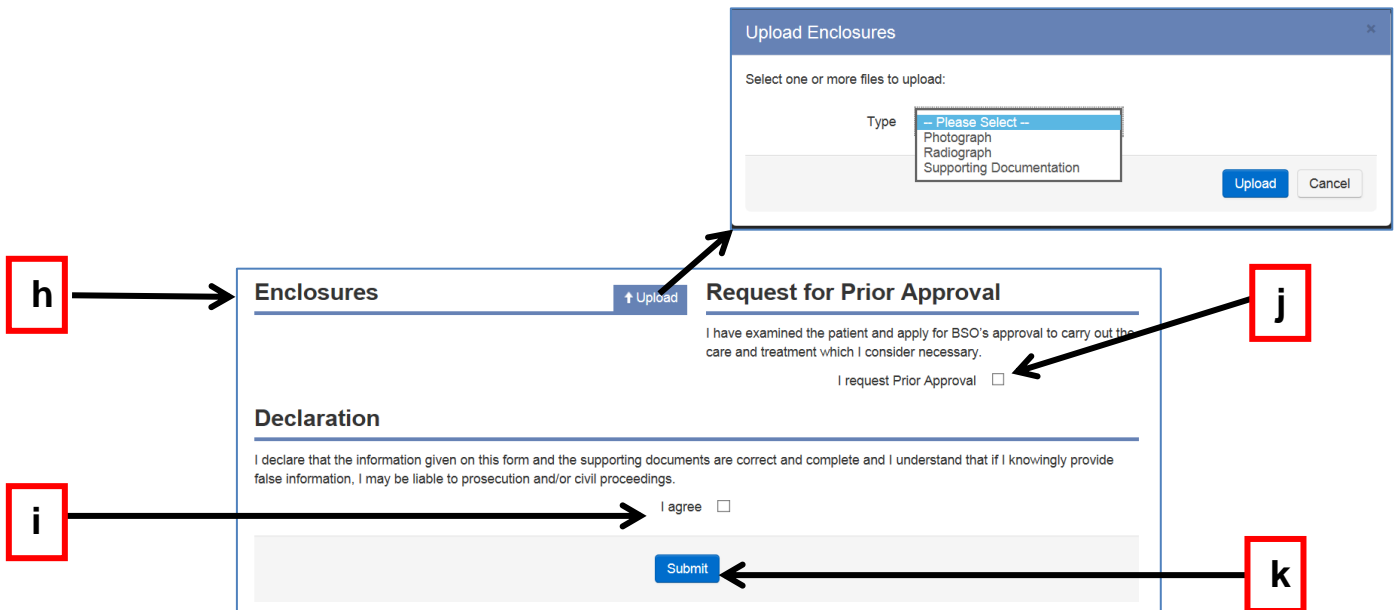
- Patient Information:** Includes a text input for 'Health & Care Number', a checkbox for 'Health & Care number not known', and a 'Find' button. Callout 'a' points to this section.
- Type of Claim:** Features a dropdown menu with options: 'Initial Registration', 'Re-registration', 'Under Care of Another Dentist', 'Occasional Treatment Only', 'Treatment on Referral', and 'Part NHS / Private'. An '+ Add' button is next to it. Callout 'b' points to this section.
- Registration Details:** Contains three date pickers: 'Acceptance / Registration', 'Completion / Last Visit', and 'Examination Date'. There are checkboxes for 'Completion same as Acceptance' and 'Treatment Incomplete'. Callout 'c' points to this section.
- Exemptions and Remissions:** Includes a dropdown for 'Exemption', a text input for 'Patient Charges', and a checkbox for 'Evidence of remission / exemption not seen'. Callout 'd' points to this section.

- e) **Special Child Fees** – Please tick any relevant boxes.
- f) **Treatment** – Enter Item Code and click Search. If item Code requires tooth notation a grid will display as below. Please enter the number of treatments carried out against each tooth. Clicking on of the teeth numbered 1-5 will change that tooth to a child tooth numbered A-E. Click on Add Treatment to add to form (Item code added to right hand side of the form). All additional treatments can be added in the same way.
- g) **Observations** – Enter any necessary observations. Any claim with observations is flagged with BSO staff for checking so **entering unnecessary comments like 'Please Pay' will result in a delay in payment.**

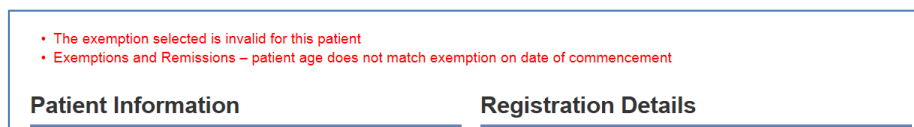
The screenshot shows the lower portion of the form:
 

- Special Child Fees:** Includes checkboxes for 'Trauma', 'Ortho / rads', and 'Item 41B'. Callout 'e' points to this section.
- Treatment:**
  - Item Code: 1401
  - Description: AMALGAM FILLINGS (1 SURFACE)
  - Text: 'Please enter the count in the box corresponding to the tooth you performed the treatment on below.'
  - Grid: A 2x8 grid for tooth counts. The top row is labeled 'Upper Right' and 'Upper Left'. The bottom row is labeled 'Lower Right' and 'Lower Left'. The grid contains numbers 1-8 in each cell.
  - Text: '\*To switch between adult and child teeth, please click on the corresponding tooth identifier'
  - Buttons: 'Add Treatment' and 'Clear'
- Observations:** A large empty text area for notes. Callout 'g' points to this section.

- h) **Enclosures** – If you are requesting prior approval and want to add supporting documentation this can be attached to the claim using the upload button.
- i) **Declaration** – Tick box to agree to declaration.
- j) **Request for Prior Approval** – Tick box if only you are requesting Prior Approval.
- k) **Submit** – Click to submit claim.



6. Once you have pressed submit there will be initial simple validation performed on the claim. If the claim fails validation rules any error messages will be presented on the top of the HS45 claim. You need to fix the errors on the form and re-submit the claim for payment. If you believe the error message is incorrect please provide details in the observation box and submit the claim. This will then send the claim to BSO for further investigation. This may delay the payment of the claim as BSO investigates the error.



7. You can view the current status of any submitted claim in the Claims History on the main payments portal screen. A claim may have the following status:

**Pending** – The claim is currently with BSO for investigation.

**Approved** – The Prior Approval has been approved.

**Rejected** – The claim has been rejected.

**Further Information Required** – The Claim/Prior Approval has been returned to the dentist for further information.

**Ready for Payment** – The claim will be paid in the next payment run.

**Paid** – The claim has been paid.