

# General Dental Services – Monthly News Sheet

March 2017

## \*HS48 Documentation Updated\*

When a dentist is applying for a new DS number, a HS48 form should be completed. This form has recently been updated and the new version is now available at: [http://www.hscbusiness.hscni.net/pdf/HS48\\_Form\\_March\\_2017.pdf](http://www.hscbusiness.hscni.net/pdf/HS48_Form_March_2017.pdf)

The following changes have been made;

- i) Dentists will not be included on the dental list unless they will be providing GDS treatment and care. Applications for purely administrative purposes will not be permitted.
- ii) All dentists who wish to be included on the dental list must have a Dental Foundation Number.
- iii) Dentists who are already on the dental list and are applying for a new number will have the option of completing the New Starts training on-line.
- iv) The statement on the use of IV sedation has been completely revised.

For more information, please see: <http://www.hscbusiness.hscni.net/services/2668.htm>

## **Undelivered Postal Items Sent by Practices to BSO via Royal Mail \*\*Please Label Items Appropriately and Ensure Sufficient Postage\*\***

The BSO has been notified of an issue regarding the delayed delivery/potential non-delivery of letters/small parcels sent via Royal Mail to Dental Services at the BSO due to insufficient postage.

Currently the HSCB is looking into the matter and, whilst we have limited information at this stage, it is our assumption that these items are patient radiographs and study models sent by dental practices for the purposes of prior-approval.

Once full information has been established the HSCB will provide practices with further information and will, **on this occasion only**, consider paying Royal Mail the outstanding fees to have any items successfully delivered. However, the responsibility for any items sent through the post lies firmly with the issuing practice. All practices should consider the implications of non-delivery of postage items containing patient information in terms of potential data protection issues, the inability of BSO to process prior approval requests and the effect of delays to patient treatment. The HSCB recommends that envelopes containing personal data should be sent using Special Delivery; see HSCB Dental Data Protection leaflet (2013): <http://www.hscbusiness.hscni.net/services/2705.htm>

Letters/parcels sent to BSO by Royal Mail should be labelled clearly with sender details on the back. You are advised to have the items weighed at the post office to ensure sufficient postage and to use the Special Delivery service. This will allow you to track your item.

Further details are available at: [http://www.royalmail.com/sites/default/files/RoyalMail\\_2016\\_Prices.pdf](http://www.royalmail.com/sites/default/files/RoyalMail_2016_Prices.pdf)

## **GDC Consultation - Shifting the balance: a better, fairer system of dental regulation**

The General Dental Council (GDC) has published plans for how its approach to regulating dental professionals will be reformed to put public safety firmly at its heart. Proposals outlined on 26<sup>th</sup> January 2017 show how the GDC will focus on the prevention of harm. The GDC will make more active use of education and learning to support dental professionals throughout their career. For more information, please see: <https://www.gdc-uk.org/about/what-we-do/regulatory-reform>

**Feedback:** We would appreciate your comments and/or queries regarding the Monthly News Sheet. Please send them by email to: [GDSEMonthlyNewsSheet@hscni.net](mailto:GDSEMonthlyNewsSheet@hscni.net) or telephone 028 9536 2823.

## APPROPRIATE PRESCRIPTION USE

Every month in BSO, up to one thousand dental prescription forms are rejected electronically because the dentist's details do not match the cipher number on the script.

The cipher number is positioned just below and to the right of the signature and date boxes and has six digits made up of 10 + the dentist's four-digit DS number.

The most common reason for this mistake is that when a dentist is allocated a new DS number they may inadvertently use an older script pad with an older cipher number on it.

These inaccurate scripts take two days of BSO staff time to process each month.

Old (obsolete) prescriptions/pads should be disposed of when the DS number becomes inactive. A practice disposal policy should contain the following:

- Record the first and last serial numbers and the total number of scripts (a full pad has 100 scripts)
- Shred as per the practice confidential waste policy
- Sign off with the signature of 2 senior practice personnel
- Keep records for a minimum of 18 months

## Directorate of Integrated Care

### Local Office Contact Details

In the event of any GDS queries please contact your local office:

Western Office	028 9536 1010
Northern Office	028 9536 2845
Belfast Office	028 9536 3926
South East Office	028 9536 3926
Southern Office	028 9536 2104



## Dental Payments System Training Update

**\*\*Please be advised that all seven training sessions are now full - Please do not attend a session without having booked in advance\*\***

Initial feedback from attendees has been positive and early evaluation indicates that Dentist and Staff understanding of the Claiming Process and the Dental Portal in particular has increased significantly as a result of the training.

Could all non-clinicians as well as dentists please return any outstanding evaluation sheets.

A number of outputs from the training are planned following the final session towards the end of April 17 as follows:

- A copy of the hand-outs from the training and a list of Frequently Asked Questions will be uploaded to the BSO website and disseminated via this News Sheet.
- User Manuals for the Payments System and for the Dental Portal will be uploaded to the BSO website and updated as required.
- Updates relating to the Payments System in terms of data fixes will be communicated via the News Sheet.
- Attendees who indicated that they would be interested in participating in a local user group will be contacted separately.

A further training session may be offered later in 2017 subject to demand. If you are interested in attending a final mop up session please email: [diane.mckillen@hscni.net](mailto:diane.mckillen@hscni.net)