

**CONFIDENTIAL**

*Derry*  
*BT47 6FN*

*Tel:*  
*Email:*

Date:

Our Ref: CAS-01073-X6M2X9

Dear

**BSO Probity Assurance Process**

I wish to inform you that you have been selected for a routine record review under the Probity Assurance Process.

This process involves the selection of around 40 dentists for review each quarter. Your selection may well be entirely random or may be due to an analysis of your recent payment information or other information received by Probity Services.

As part of the Probity Assurance Process, the next step is to review your patient records to seek to verify that you have provided the items/services that have been claimed. This check on your records does not imply a lack of trust; rather it is simply a routine requirement to assure fees paid to practitioners against evidence of service provision.

I would be grateful if you would forward all elements of the patient records (including all relevant radiographs and chartings) for the treatments detailed on the attached sheet. Please submit these **within 14 days** of receiving this letter as per Para 25(3) (ii), Schedule 2 of the General Dental Services Regulations (Northern Ireland) 1993. Records should be sent by Special Delivery.

With regards to the treatments being reviewed, Probity Services requests that you confirm the name of the treating dentist by completing, signing and returning the enclosed sheet along with the records. **Please**

**ensure that you use the complete address detailed above when forwarding the records.**

Please note that whilst most contractor reviews take several weeks to complete some may take considerably longer than this depending on the number of samples required. Every effort will be made to limit the inconvenience caused to your practice including having your records returned to you as soon as possible. Should you require access to any information on the records or should you have any queries in respect of this process please do not hesitate to contact me.

This is a routine process but please feel free to contact your indemnity provider who can offer you advice and support regarding any Probity issues.

Thank you for your co-operation.

Yours sincerely

Senior Probity Officer

Enc