

To: all NI GDPs

By email only

Strategic Planning and Performance Group

County Hall
182 Galgorm Road
Ballymena
BT42 1QE

Date: 9 May 2024

Dear Colleague,

Process for Termination of a Continuing Care or Capitation arrangement

I am writing to you as a follow-up to previous correspondence issued on 7 June 2022 and 25 May 2023 to provide an update on the revised process to be followed when a dentist wishes to terminate a continuing care or capitation arrangement with a patient or for a list of patients. Under Schedule 2, paragraph 11 and 11A of the General Dental Services Regulations (NI) 1993, dental practitioners have the right to withdraw from continuing care and capitation arrangements with patients.

When terminating a continuing care or capitation arrangement for a single patient or a small number of patients a WCA 966 form should be submitted for each individual patient. This form has recently been revised and a copy is attached with this letter. The form can be downloaded on the BSO website at

<https://bso.hscni.net/directorates/operations/family-practitioner-services/dental-services/contractor-information/forms-library/>

The WCA 966 form should be completed for each individual patient and submitted by post to:

**Business Services Organisation
Withdrawal Officer
FPS Dental Department
3rd Floor
2 Franklin Street
Belfast
BT2 8DQ**

If a practitioner is planning to terminate a continuing care or capitation arrangement for a large number of patients, e.g. a “block de-registration,” then please make a request to dental.enquiries@hscni.net . BSO will then supply an electronic patient list with guidance to facilitate electronic termination of the continuing care/capitation arrangements.

I would draw your attention to Schedule 2, paragraphs 11 and 11A of the GDS Regulations which detail the requirements to be met when terminating a continuing care or capitation arrangement; the GDS Regulations can be viewed at the link below:

<https://bso.hscni.net/directorates/operations/family-practitioner-services/dental-services/contractor-information/gds-regulations-ni-1993/>

Consequences of Termination of a Continuing Care or Capitation arrangement

Before a dentist decides to deregister health service patients, it is important that they consider the consequences of such action particularly in regards to Practice Allowance.

Under the Conditions of Entitlement for Practice Allowance (SDR Determination X) it states:

“notwithstanding regulation 2 (2) of the Health Services (Choice of Dental Practitioner) Regulations (Northern Ireland) 1998, the practice gives an undertaking to make available all proper and necessary care and treatment under general dental services (except for specialist services on referral) to the full range of health service patients for the following 2 years”.

If this condition is not met due to the deregistration of health service patients, the DoH may recover the relevant Practice Allowance payments.

I hope this letter clarifies the process for the termination of a continuing care or capitation arrangement and the potential consequences for a practice when taking such action.

If you have any queries about this letter, please e-mail GDS.Correspondence@hscni.net

Yours sincerely,



Michael Donaldson
Head of Dental Services