

FD Travel and Subsistence via Self Service in Compass

In conjunction with your Commissioning Organisation we are asking you be part of a self-service pilot for claiming expenses through the Dental Services online system Compass.

How do I access Compass?

When you applied to the Performer List you will have provided an email address, an activation email would have been sent to that address. By clicking on the link within the activation email you can set up your Log In details by creating a Username, Password and Memorable word.

What do I do if I cannot find my activation email?

If you've checked your email including the junk mail / trash and there is no sign of your activation email or if you've accidentally deleted it, please telephone our contact centre on 0300 330 1348, you will need your performer number and GDC number to hand when you call.

How to claim

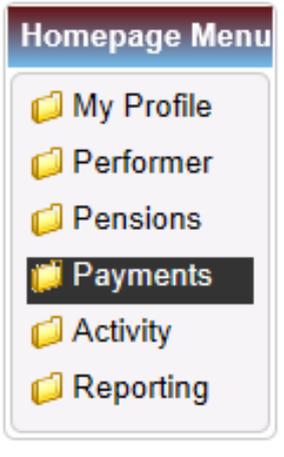
Travel and subsistence can be claimed for attendance at Continuing Professional Development (CPD) and Foundation Training Courses. Claims should be completed on an FP84 Claim form and signed by the course organiser to confirm attendance.

Travel and Subsistence claims for each course should be claimed for separately, please ensure that your claims are entered onto Compass in a timely manner at least once a month.

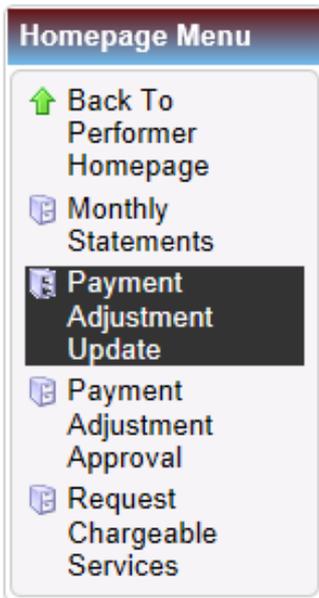
To guarantee that claims are paid they should be entered into Compass by the **8th of the Month** claims received after this date may miss the cut off and need to be re-entered.

Log into Compass <https://www.nhsbsa.nhs.uk/compass>

Navigate to the **Payments** Folder



Select **Payment Adjustment Update**



Now select the **'Create Payment Adjustment'** button

DCS209 - Performer Payment Adjustment Update

Home

Payment Adjustment Type: Search

Performer ID: 107648 DANIEL RHYS WALDEN

Commissioner ID: Search

From Payment Adjustment Date: Calendar

Payment Adjustment Status: Please Select... (dropdown)

Contract ID: Search

To Payment Adjustment Date: Calendar

Search Clear

Search Payment Adjustment ID: Search

Create Payment Adjustment

Payment Adjustment ID	Payment Adjustment Date	Payment Adjustment Type	Contract ID	Provider Name	Performer	Pay To	Status	Amendment Status	Action

The following screen will be presented;

Click on the magnifying glass and you will be presented with a list of available adjustment codes. Select **Foundation Dentist Subsistence** or **Foundation Dentist Travel** as appropriate.

Payment Adjustment Type Code	Payment Adjustment Type Name	Nature of Payment Adjustment Type	SFE Y/N	Action
ADL_ENG	Adoptive Leave Payments (England o...	Payment	Y	Select
FD_SUBSO	Foundation Dentist Subsistence	Payment	N	Select
FD_TRAVO	Foundation Dentist Travel	Payment	N	Select
LTS_ENG	Long Term Sickness Pay (England only)	Payment	Y	Select
MAT_ENG	Maternity Pay (England only)	Payment	Y	Select
SP_LV_ENG	Special Leave (England only)	Information Only	Y	Select

Foundation Dentist Subsistence Claims

Enter **details of the course and the date of the course** in the narrative box.

Enter the **contract number** you work under if you know it or use the magnifying glass to look it up.

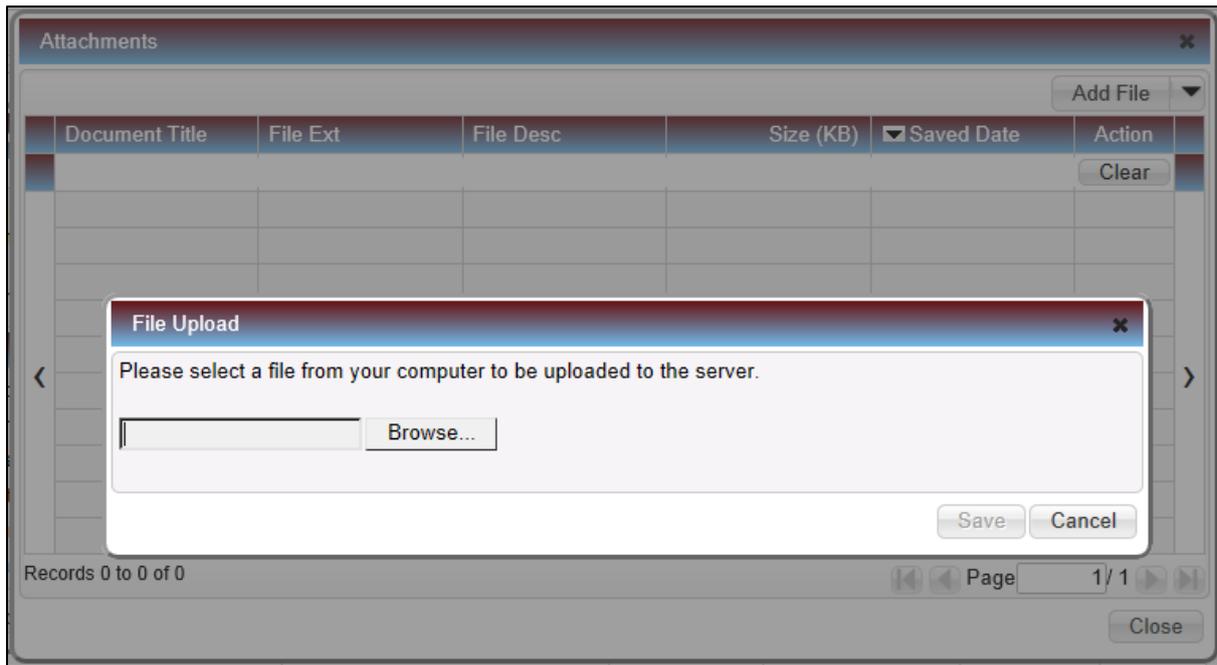
Your **performer number** will be prepopulated

The **start date** will be prepopulated with the next payment run date and should not be amended. This is NOT the date of the course.

Enter the **total amount** you are claiming for Subsistence **within the allowances which are detailed on the FP84 Claim Form**. If the amount claimed exceeds the allowance the claim will be rejected and need to be re-entered.. **Receipts must be provided together with details of the time of departure and return.**

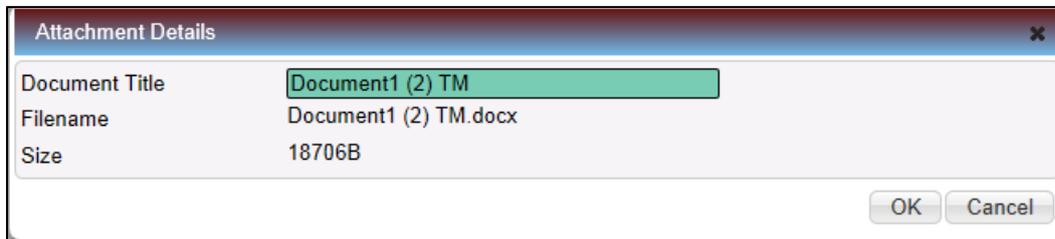
The **number of payments** will always be 1

The **end date** will be prepopulated and should not be amended



When the attachment has finished uploading select **Save**

Another box confirming the attachment details will be presented, if this is correct select **OK**



The document will then show in the table and you can either repeat the process to add another document or select **Close**.

DCS209 - Performer Payment Adjustment Update

Home

Payment Adjustment Type: Search

Performer ID: 107648 DANIEL RHYS WALDEN

Commissioner ID:

From Payment Adjustment Date:

Payment Adjustment Status: Please Select...

Contract ID: Search

To Payment Adjustment Date:

Search Clear

Search Payment Adjustment ID Create Payment Adjustment

Payment Adjustment ID	Payment Adjustment Date	Payment Adjustment Type	Contract ID	Provider Name	Performer	Pay To	Status	Amendment Status	Action
870530	20/09/2019	Foundation Dentist Subsistence	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870529	20/09/2019	Foundation Dentist Travel	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870528	20/09/2019	Foundation Dentist Subsistence	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870525	21/08/2019	Foundation Dentist Subsistence	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Approved		View Payment Adjustment

Foundation Dentist Travel Claims

Enter **details of the course and the date of the course** in the narrative box.

Enter the **contract number** you work under if you know it or use the magnifying glass to look it up.

Your **performer number** will be prepopulated

The **start date** will be prepopulated with the next payment run date and should not be amended. This is NOT the date of the course.

Enter the **total amount** you are claiming for Travel within the allowances which are detailed on the FP84 Claim Form. If the amount claimed exceeds the allowance the claim will be rejected and need to be re-entered. **Receipts for public transport and/or parking must be provided.**

The **number of payments** will always be 1

The **end date** will be prepopulated and should not be amended

Create Payment Adjustment

Payment Adjustment Type: **FD_TRAVO** Foundation Dentist Travel

Narrative: Foundation Induction 13/09/2019

Reason:

Other

Contract ID: 1029030001 MR M RYAN

Performer ID: 107648 DANIEL RHYS WALDEN

Start Date: 20/09/2019

Amount: 22.00

Number of Payments: 1

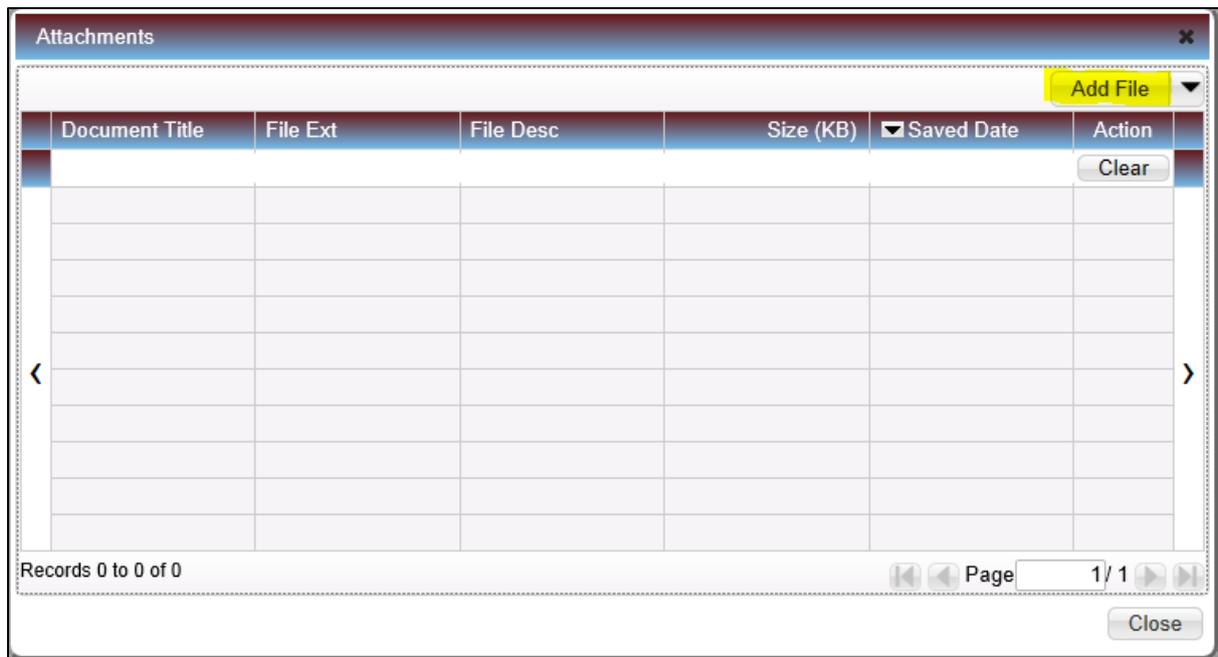
End Date: 20/09/2019

Attachments Save Save/Create Cancel

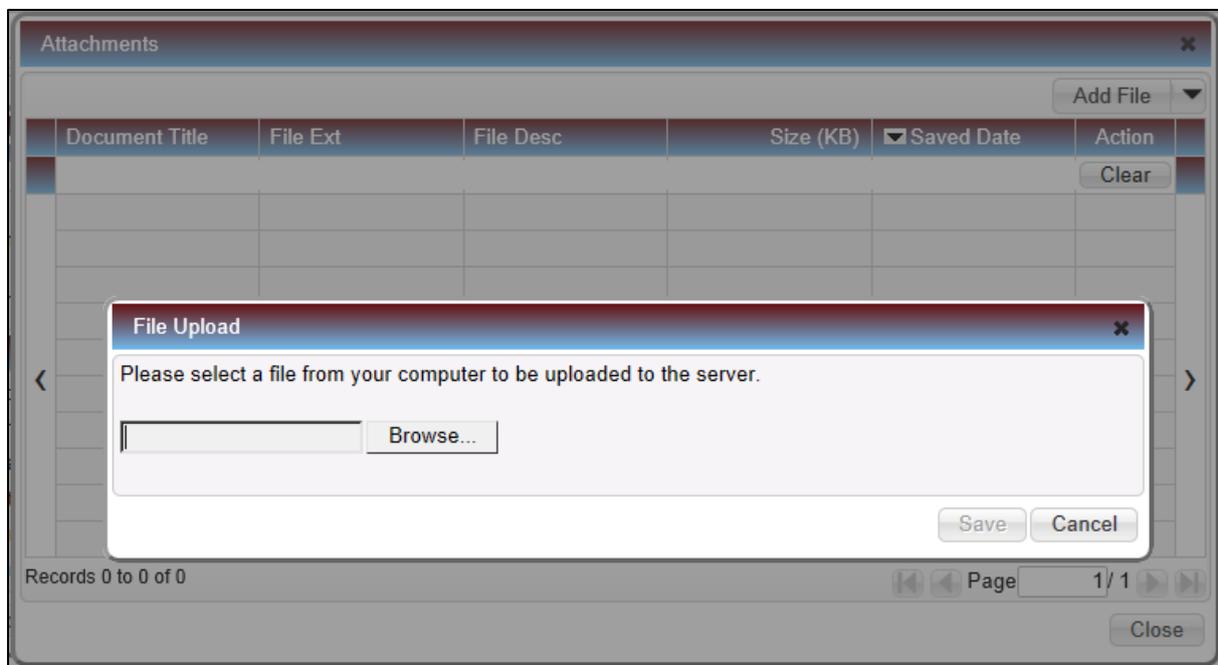
You will need to attach a copy of the FP84 Claim form together with any receipts for public transport or parking.

Select the **Attachments** button.

Select the **Add File** button



You will then be presented with the **File Upload** page which allows you to browse the files in your device to attach to the claim



When the attachment has finished uploading select **Save**

Another box confirming the attachment details will be presented, if this is correct select **OK**

Attachment Details

Document Title:

Filename: Document1 (2) TM.docx

Size: 18706B

The document will then show in the table and you can either repeat the process to add another document or select **Close**.

Attachments

Document Title	File Ext	File Desc	Size (KB)	Saved Date	Action
Document1 (2) TM	docx	Word Document	18	21/08/2019 11:04:31	View

Records 1 to 1 of 1

Page 1 / 1

You will now be returned to the main page you can select **Save** to submit the claim or **Save/Create** to submit the claim and create another claim.

Create Payment Adjustment

Payment Adjustment Type: Foundation Dentist Travel

Reason:

Other

Contract ID: MR M RYAN

Performer ID: DANIEL RHYS WALDEN

Start Date:

Amount:

Number of Payments:

End Date:

Once submitted the claim will be passed to NHS Dental Services to be checked and approved or rejected. The status of the claim will be presented in the table within the Payment Adjustment Update Screen, if no results are showing just click **Search**

DCS209 - Performer Payment Adjustment Update

Home

Payment Adjustment Type: Payment Adjustment Status: Please Select...

Performer ID: 107648 DANIEL RHYS WALDEN Contract ID:

Commissioner ID:

From Payment Adjustment Date: To Payment Adjustment Date:

Search Clear

Payment Adjustment ID	Payment Adjustment Date	Payment Adjustment Type	Contract ID	Provider Name	Performer	Pay To	Status	Amendment Status	Action
870530	20/09/2019	Foundation Dentist Subsistence	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870529	20/09/2019	Foundation Dentist Travel	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870528	20/09/2019	Foundation Dentist Subsistence	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870533	20/09/2019	Foundation Dentist Travel	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870525	21/08/2019	Foundation Dentist Subsistence	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Approved		View Payment Adjustment

Canceling a Travel or Subsistence Claim

If you realise that the claim is incorrect or submitted in error it can be cancelled by using the black drop down arrow at the side of the View Payment Adjustment box and selecting **Cancel Payment Adjustment**

Payment Adjustment ID	Payment Adjustment Date	Payment Adjustment Type	Contract ID	Provider Name	Performer	Pay To	Status	Amendment Status	Action
870529	20/09/2019	Foundation Dentist Travel	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		View Payment Adjustment
870528	20/09/2019	Foundation Dentist Subsistence	1029030001	MR M RYAN	DANIEL RHYS WALDEN		Awaiting Final Approval		Cancel Payment Adjustment

The details of the claim will then be presented and you should select **Cancel Payment Adjustment**.

Cancel Payment Adjustment

Payment Adjustment ID: 870529 Narrative: Foundation induction day

Payment Adjustment Type: FD_TRAVO Foundation Dentist Travel

Reason:

View Payment Adjustment Amendments

Other

Contract ID: 1029030001 MR M RYAN

Performer ID: 107648 DANIEL RHYS

Start Date: 20/09/2019 Friday, 20 September 2019

Amount: 22.00

Number of Payments: 1

End Date: 20/09/2019 Friday, 20 September 2019

Payment Adjustment Status History

Entered Date/Time	Who Changed	Status	Amendment	Information
21/08/2019 12:07	SING-YEE CHAN	Requested		

Records 1 to 1 of 1 Page 1/1

Attachments Cancel **Cancel Payment Adjustment**