



SCOTTISH EXECUTIVE

Health Department
Health Policy Directorate
Primary Care Unit

NHS:
2001 PCA(D)5

St Andrew's House
EDINBURGH
EH1 3DG

Dear Colleague

GENERAL DENTAL SERVICES

- 1. REVISED PAYMENT CLAIM FORM GP17**
- 2. ASSISTANTS – LIST NUMBERS**

Summary

1. This letter advises Primary Care Trusts, Health Boards and Practitioner Services that a revised payment claim form GP17 will be introduced with effect from 18 June 2001. It also advises that dentists are required to obtain a separate list number for each assistant who works for them.

Action

Revised Form GP17

2. Primary Care Trusts and Island Health Boards are asked to note the changes to form GP17 outlined in the Memorandum to this letter.
3. An initial supply of the revised GP17 will be sent to Primary Care Trusts and Health Boards, without requisition. Primary Care Trusts and Health Boards are asked to distribute 500 copies of the revised form to **all** dentists on their list by 11 June.
4. Stocks of the current GP17 should be destroyed on 11 June. Further supplies of the revised GP17 should be ordered from Banner Business Supplies in the usual way.

1 May 2001

Addresses

For action

Chief Executives, Primary Care NHS
Trusts
and Health Boards

Director, Practitioner Services
Division

For information

Chief Executive, Health Boards

Chief Executive,
Common Services Agency

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Assistants – List Numbers

5. Primary Care Trusts and Island Health Boards are asked to note that dentists are now required to obtain separate list numbers for each assistant who works for them. Under Determination IX (Commitment Payments) of the Statement of Dental Remuneration dentists can receive commitment payments based on their gross earnings over a relevant period. However, dentist's gross earnings is defined as excluding any remuneration attributable to any care and treatment carried out by an assistant of the dentist. It is therefore important that earnings can be attributed to dentists and assistants separately. For this purpose Practitioner Services will on request issue dentists with separate list numbers for each assistant employed by them. Assistants will not themselves be issued with list numbers. Dentists have already been advised by Practitioner Services of the need for separate list numbers for assistants.

6. Copies of the Memorandum to this letter are being sent to Primary Care Trusts/Island Health Boards under separate cover for **urgent** distribution to all dentists on their lists.

Yours sincerely

DR HAMISH WILSON

**DENTISTS
NATIONAL HEALTH SERVICE
GENERAL DENTAL SERVICES**

REVISED PAYMENT CLAIM FORM GP17

1. This Memorandum advises dentists that a revised payment claim form GP17 will be introduced with effect from 18 June 2001.
2. The Memorandum to NHS: 2001 PCA(D)8, issued on 6 July 2000, which advised of the introduction of a revised GP17, also advised that the GP17 would require further amending to include a second patient declaration, which would require a change to Practitioner Services' dental payment software. The GP17 which came into effect on 8 August was therefore introduced as an interim measure until the dental payment software could be updated.
3. The amendments to the GP17 are as follows;
 - A new patient declaration has been included at Part 4;
 - Parts 4 to 6 have been re-numbered Parts 4a, 4b and 4c so that patients signing Parts 4b or 4c are bound by the declaration at Part 4a.
 - Parts 7 to 10 have consequently been re-numbered Parts 5 to 8.
 - reference to "Full credit or credit reduced by £70 or less" has been deleted from Part 4c in relation to Working Families' Tax Credit and Disabled Person's Tax Credit. From 4 September 2000 Tax Credit award notices have included a Tax Credit NHS Exemption Certificate as confirmation for those recipients who are entitled to remission of NHS charges. All those entitled to free NHS dental treatment as a result of being in receipt of a Tax Credit will therefore have a Tax Credit NHS Exemption Certificate advising them of this fact. The Tax Credit NHS Exemption Certificate is the only form of evidence of entitlement to free NHS dental treatment;
 - A new section has been added at Part 4c for the patient to enter the date of birth or national insurance number of the person receiving the benefit or tax credit if this is not the patient him/herself;
 - a new section has been included at Part 8 for patients who previously completed Part 4b, to say that they have to pay a charge, to declare that, on the date the charge was made, their circumstances have changed and they are entitled to remission on that date. The patient must complete Part 8 to show the date the charge was made and which benefit, Tax Credit or NHS charges certificate they (or their partner) are entitled to on that date. Please note that Part 4b must not be amended after initial completion and signing by the patient. For the purposes of verification and any other subsequent action it is important that it is clear which information has been given (and declared by the patient as correct and complete) on each occasion;

- a new section has been added at Part 8 for the person signing the GP17 to indicate whether he/she is the patient or the patient's parent, guardian or carer.
4. An initial supply of the revised GP17 will be sent to all dentists without requisition by 11 June 2001. Further supplies of the revised form should be ordered from Primary Care Trusts/Health Boards in the usual way.
 5. The revised GP17 should be used for all courses of dental treatment started on or after 18 June 2001. Stocks of the current version of the GP17 should be destroyed on 11 June.
 6. Any enquiries arising from this Memorandum should be taken up with your Primary Care Trust/Island Health Board.

Scottish Executive Health Department
1 May 2001