

6 November 2006

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For Action: PCT Chief Executives

**For Information: SHA Chief Executives
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Dental Contractors**

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Dear Colleagues

**COMMISSIONING PRIMARY CARE DENTAL SERVICES: END OF YEAR
REPORTS ON ACTIVITY & PATIENT CHARGE REVENUE**

PCTs have a duty under Regulations¹ to provide dental contractors with a report by the end of June 2007 showing the Units of Dental Activity (UDAs) and Units of Orthodontic Activity (UOAs) relating to activity completed by 31 March 2007.

In order to enable PCTs to meet these requirements, we can confirm that the Dental Practice Division of the NHS Business Services Authority (BSA) will be producing end of year reports in mid to late June 2007 covering – for each GDS contract and PDS agreement – both the UDAs and the patient charge income associated with courses of treatment completed by 31 March 2007. This will ensure that PCTs and providers can review annual performance accurately against the agreed UDA levels for the year and that PCTs can account accurately for 2006/07 patient charge revenue.

These reports will also cover the UOAs associated with case assessments and case starts carried out up to 31 March 2007.

The Regulations² require dentists to return FP17 forms (or their electronic equivalent) within two months of the end of a course of treatment. This means that for courses of treatment completed by 31 March 2007 dentists have until 31 May 2007, at the very latest, to report this activity. Activity reported after 31 May will not be reflected in the 2006/07 report produced by the BSA, and cannot count towards the activity required under the contract for 2006/07. As the course of treatment will have ended prior to the 2007/08 contract year this activity will not automatically be credited to the following year.

PCTs may wish to remind dental contractors to ensure that their data is returned in a timely fashion so that the end of year report fully reflects the courses of treatment completed in 2006/07.

¹ The Statement of Financial Entitlements (Section 4) requires the Annual Reconciliation Report, referred to in Clauses 223 - 226 of the standard contracts and agreements to be sent to the contractor by 30 June in each financial year.

² GDS and PDS Regulations Schedule 3, paragraph 38

The BSA will provide further advice in due course on certain technical details relating to these reports.

Further advice on monitoring the dental contracts is available on the NHS Primary Care Contracting website at <http://www.primarycarecontracting.nhs.uk/89.php>.

A handwritten signature in black ink, appearing to read 'Barry Cockcroft', written in a cursive style.

Barry Cockcroft
Chief Dental Officer (England)