SHIRE DENTAL SYSTEM

CHANGES TO NHS PATIENT CHARGES – APRIL 2014

NHS FEE SCALE

We have now received confirmation that the NHS patient charges for England and Wales will increase on **1st April 2014**, as follows.

> **THE CHARGES FOR ENGLAND WILL BE**:
> Band 1 charge - £18.50
> Band 2 charge - £50.50
> Band 3 charge - £219.00
> Band 4 (Urgent Treatment) - £18.50
> Regulation 11 per appliance (30% Band 3) - £65.70
>
> **THE CHARGES FOR WALES WILL BE:**
> Band 1 charge - £13.00
> Band 2 charge - £42.00
> Band 3 charge - £180.90
> Band 4 (Urgent Treatment) - £13.00
> Regulation 11 per appliance (30% Band 3) - £54.27

If you are using your system to record NHS courses of treatment, then each time that new NHS regulations are implemented that affect the NHS patient charges, a new NHS fee scale will need to be created on your system to incorporate these changes (instructions below).

NOTES: As these changes are date dependent, please make sure that you do create a new fee scale and edit the prices on this new fee scale - **do not just edit the prices on your existing NHS Fee scale**. If you wish to backdate a course of treatment after 1st April 2014 to a date prior to the changes, simply select the previous fee scale in the **Default Fee Scale** box on the **Course Information** screen.

Also, do not delete any of the previous fee scales as older courses may still need to reference them.

We recommend that you create the new fee scale as soon as possible, amend the prices, and then **on 1st April, before any new NHS courses are entered**, set this new scale as the active NHS Fee Scale (instructions also below). This will ensure that the new scale defaults for any NHS courses subsequently opened. Charges for existing courses that were opened before the new charges became effective will not be affected – these will continue to be charged at the old rates.

CREATING A NEW NHS FEE SCALE

You can copy your existing NHS Fee Scale and enter the new banding prices. This will ensure that all new courses are charged at the new rates and that any custom amendments that you may have made to your existing fee scale (ie materials, colours, surfaces, etc) will be carried over to the new scale.

1. Select **Pricing** and **Treatment**/**Observations** from the **Maintenance Menu**.

2. On the **Fee Scales Tab**, leave the tick in the **Add Fee Scale** box.

3. Type a name for the fee scale in the **New Fee Scale Description** box**, eg NHS_1404** (where 14 is the year and 04 is the month)**.** What you call it isn't really important – as long as you are able to identify the versions, although it would make sense to be consistent in your naming of the scales.

4. Click the **NHS Fee Scale** box.

5. Click the **Use Template** box and select the current NHS fee scale from the **Template Fee Scale** box (eg NHS_1304).

6. Click **Create New Fee Scale**.

This generates a new NHS Fee Scale which at this stage is mostly a copy of the current one but with the NHS patient charges set at zero. You now need to add the patient charges.

1. Click the **Work & Fee Codes** tab and leave the tick in the **Edit** box.

2. Select the new fee scale in the **Fee Scale** box.

3. Click **OK** when the warning is displayed about editing NHS fee scales.

4. Select the **NHS** work code in the **Work Code** box. This will display each band fee in the **Fees Attached to Work Code** display box.

5. Double click Band 1 charge and click the **Stay Open** box.

6. Edit the price - be careful not to change any other settings - and click **Update Fee**.

7. With the edit screen still open, click on the Band 2 charge, edit the price and click **Update Fee**.

8. Continue in this way until the remaining Band charges have been entered correctly and the relevant fee codes updated.

9. Exit the **Fee Scale Maintenance** screen.

CHANGING THE ACTIVE NHS FEE SCALE

As there will be more than one NHS Fee Scale existing on your system at any one time, there is an option on the **NHS tab** in the **Administration Menu/System Maintenance/Application Preferences** to specify the current NHS Active Fee Scale. This should be set to the new fee scale **but only on the date that the new regulations become effective, and before any new courses are opened on that day**.