



SCOTTISH EXECUTIVE

Health Department
Directorate of Service Policy & Planning

St Andrew's House
Regent Road
EDINBURGH
EH1 3DG

Dear Colleague

GENERAL DENTAL SERVICES

DENTAL POINT OF TREATMENT CHECKS

1. [NHS: 2000 PCA\(D\)20](#), issued on 18 December 2000, advised of the introduction of new checking procedures when a patient claims entitlement to exemption from or remission of NHS dental charges, via dental point of treatment checks. The guide has been revised and is now contained in a loose-leaf binder.

Background

2. The Dental Point of Treatment guide details the procedures needed and the circumstances under which the patient may be eligible not to have to pay their NHS dental charges. The guide also includes illustrations of acceptable evidence, examples of how to deal with situations likely to be encountered during checking and responses to likely queries from patients.

Action

3. 2 copies of the new loose-leaf binder and 2 copies of an A5 reference card are being sent directly to all dental practices in Scotland. Supplies of the binder and A5 reference card will be sent to Primary Care Trusts/Island NHS Boards.

4. Primary Care Trusts/Island NHS Boards are asked to ensure;

4.1 that where emergency dental services under regulation 17 arrangements are provided in their area that a copy of the binder and A5 reference card are made available to the EDS service;

4.2 2 copies of the binder and A5 reference card are provided to any *new* dental practices which opens in its area and provides NHS dental treatment.

11 March 2003

Addresses

For action

Chief Executive, Primary Care NHS
Trusts
and Island NHS Boards

For information

Chief Executive, NHS Boards

Chief Executive, Common Services
Agency

Director, Practitioner Services

Enquiries to:

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5. Changes are being made to the current tax credits with two new tax credits being introduced with effect from 6 April 2003. These changes have not been made to the attached revised guide at this time. Replacement pages providing information on the tax credit changes will be sent in due course for incorporating into the binder.

Yours sincerely

DR HAMISH WILSON
Primary Care Division

**DENTISTS
NATIONAL HEALTH SERVICE
GENERAL DENTAL SERVICES**

DENTAL POINT OF TREATMENT CHECKS

1. The Memorandum to [NHS: 2000 PCA\(D\)20](#), issued on 18 December 2000, advised of the introduction of new checking procedures when a patient claims entitlement to exemption from or remission of NHS dental charges, via dental point of treatment checks.
2. 2 copies of the guidance on Dental Point of Treatment checks were enclosed with the Memorandum. This guidance details the procedures needed and the circumstances under which the patient may be eligible not to have to pay their NHS dental charges. The guide also includes illustrations of acceptable evidence, examples of how to deal with situations likely to be encountered during checking and responses to likely queries from patients.
3. The guide has been revised and is now contained in a loose-leaf binder. 2 copies of the binder and an A5 reference card are enclosed for your retention and use. The binder will allow the guide to be updated as amendments are required.
4. Dentists should note that patients entitled to remission of charges do not have to pay any dental charges for a course of treatment if, ***on either the first day of treatment (including the day of examination) or on the day the charge is made***, they, or their partner, are currently receiving:
 - Income Support;
 - Income-based Jobseeker's Allowance;
 - Working Families' Tax Credit (and in possession of a Tax Credit NHS Exemption Certificate);
 - Disable Person's Tax Credit (and in possession of a Tax Credit NHS Exemption Certificate); or are
 - Named on a valid NHS Low Income Scheme certificate HC2 for full help or HC3 for limited help.
5. Changes are being made to the current tax credits with two new tax credits being introduced with effect from 6 April 2003. These changes have not been made to the attached revised guide at this time. Replacement pages providing information on the tax credit changes will be sent in due course for incorporating into the binder.

Enquiries

6. Any enquiries arising from this Memorandum should be taken up with your Primary Care Trust/Island NHS Board.

SCOTTISH EXECUTIVE HEALTH DEPARTMENT
11 March 2003