Practitioner Services
A Division of NHS National Services Scotland

Dental & Ophthalmic
Gyle Square
1 South Gyle Crescent
Edinburgh, EH12 9EB
Tel: 0345 034 2458
Text Relay: 18001 0131 275 6000
www.nss.nhs.scot

Date
Your Ref
Our Ref

Location Number -

New Pin Letter

Enquiries to
Direct Line
E-mail

Customer Services helpdesk
0345 034 2458
nss.psddental@nhs.scot

Dear

PIN NUMBER - LIST NUMBER A new pin number has been issued for the transmission of claims electronically for the above list number. Transmissions not using this pin number will be rejected by Practitioner Services.

Your new PIN Number is and is effective from .

Please make sure that the pin number is kept confidential within your practice. It is your electronic "signature" confirming that any transmission is authentic and should be treated the same as signing a paper claim form.

You should be aware that if you give that pin number to another person or if you instruct someone else to use that pin number to submit claims for payment to the Scottish Dental Practice Board or that you yourself place that pin number in a practice management system or permit anyone else to place that pin number in a practice management system such that claims can be made on your behalf you are undertaking for every claim submitted that YOU have fulfilled the following declaration:

"I declare personally that the information that I or another on my behalf has given when submitting this claim is correct and complete. I understand that if it is not, action may be taken against me, the dentist and contractor. I claim payment of fees due to me, the contractor, for the work carried out in accordance with the NHS (General Dental Services) (Scotland) Regulations.

Full terms and conditions are available on our website:
www.nss.nhs.scot/browse/dental-services

Yours Sincerely

M Morrison
Head of Service Delivery

POSITIVE ABOUT DISABLED PEOPLE

Headquarters

Gyle Square, 1 South Gyle Crescent, EDINBURGH, EH12 9EB

Chair Mr Keith Redpath
Chief Executive Professor Karen Reid