COMPASS - how to … view prototype reports

With effect from August prototype reports will be made available through Compass. The reports are available in the same way as any other published report. Initially these reports will only be available to providers, and we ask providers to disseminate appropriate reports to their performers until their performers have had the necessary access to their reports setup.

You can login to Compass using this link https://compass.nhsbsa.nhs.uk.

Step 1

Log in to Compass using your normal Compass login details. If you have not activated your account contact the NHS Dental Services Helpdesk on 0300 330 1348
From the Homepage Menu select the Reporting folder

Then select View Published Reports
You will be presented with the following page:
There are several ways you can search for reports, but whichever option you chose, you will need to enter your ‘Provider ID’ or ‘Contract ID’ as part of the search criteria. The ‘From Report Date’ will default to a date one month previous.

You can select reports individually by clicking the magnifying glass against Report Type. This will provide a list of reports, and you can select the one you are interested in before then selecting the ‘Search’ button. The report will be listed in the table at the bottom of the screen with an option to view or download.

Alternatively, once you have entered ‘Provider ID’ or ‘Contract ID’ click the Search button and you will have a full list of the available reports in the table at the bottom of the screen to select from.

The available reports will be titled:

- Capitated patient list - Details
- Capitated patient list - Summary by performer
- Capitation and Activity Report - Performer level
- Capitation remuneration report
- Imminent lapsers - Details
- Imminent lapsers - Summary by performer
- Leavers and joiners – Details
- Leavers and joiners - Summary level