

Guide for Dentists on

How to Apply for a DTSS Contract

Persons with Medical Card eligibility and other eligible persons can access Dental Treatment through the Dental Treatment Services Scheme (DTSS). Treatment under the scheme is provided by Private Dental Practitioners under a contractual arrangement with the HSE. The Contract Agreement is signed by the Contracting Dentist and the Chief Officer (CO) of the Community Health Organisation (CHO) that covers the location of the practice.

The Guide set out below is intended to assist Dental Practitioners with their application. It should be noted that the timeframe for the completion of application process is not entirely within the control of the HSE. Also, any DTSS contract issued by the HSE will have a commencement date, and the HSE will have no liability for any treatments carried out before this commencement date.

In order to apply for a contract, a registered Dental Practitioner must follow the following steps.

1. Contact your Designated Office. Designated Offices are organised on a Community Health Care Organisation (CHO) basis and contact details are at the end of this document (Appendix 1). You should only contact The Designated Office that deals with applications from your intended practice location.
2. You will receive a **DTSS Contract Application Pack** which will contain
 - a. an Application form, with a request for supporting documentation, **Page 5 -Agreement for the Provision of Dental Treatment Services)** is only completed at Contract sign off stage)
 - b. Copy of Contract for information purposes only
 - c. Garda Clearance ID Validation (NVB01)*
 - d. Garda Clearance Invitation Letter (NVB1) including guidance document
 - e. Statutory Declaration

*Please note that persons eligible for treatment under the DTSS include 16/17 year olds and Vulnerable Adults, therefore Garda Clearance is required by the HSE. Garda Clearance covers the Republic of Ireland and Northern Ireland. If you have lived outside the Republic Ireland or Northern Ireland for any period(s) in excess of 6 (six) months since your 18th birthday, you are required to provide Police Clearance from the relevant jurisdiction for these period(s)

The Timeframe for Garda Clearance and Police Clearance is beyond the control of the HSE.

3. If you decide to proceed with an application, please complete the application form, (with the exception of Page 5 **Agreement for the Provision of Dental Treatment Services)**, the Statutory Declaration Garda Clearance ID validation, Garda Vetting Invitation letter and return these to The Designated Office along with the supporting documentation required by the HSE which can be the originals **or** certified copies**

**Certified Copies are acceptable from a Practising Solicitor/ Commissioner for Oaths / Notary Public / Peace Commissioner duly authorised by Statute to take and receive statutory declarations

List of supporting documentation required by the HSE, all of which must be current:

- a. Evidence of Registration with Irish Dental Council
- b. Evidence of Professional Indemnification/Insurance with a recognised dental defence organisation or other insurer
- c. Evidence of Xray Licence for equipment at the premises stated on the application form, with Schedule 2 and 3 included.
- d. Tax Clearance Certificate with PPSN and Access Code for online verification
- e. Evidence of Public Liability insurance, with HSE indemnification, for the premises stated on the application form, to the level of €6.5 millions
- f. Evidence of Product Liability insurance, with HSE indemnification, for the premises stated on the application form, to the level of €6.5 millions – this can be a separate policy or combined with the Public Liability policy.
- g. Evidence of Employer Liability insurance, with HSE indemnification, for the premises stated on the application form, to the level of €12.7 millions

Dental Contractors must also provide written confirmation from their insurance/indemnity provider that the insurer is authorised to operate in Ireland by the Central Bank of Ireland.

4. Upon receipt of all the documentation outlined at Step 3, and the satisfactory verification of the documentation, The Designated Office shall:
 - a. inform the Garda Vetting Liaison office of your application which will initiate the Garda Vetting process
 - b. Inform the Dental Inspectorate of your application which will initiate a Premises Inspection. The Dental Inspectorate will make contact directly with you, to arrange the issue of an Inspection Guide and arrange a mutually convenient date for the inspection.
5. In order to complete an application process, the Designated Office must receive satisfactory Garda Clearance and Police Clearance, (if applicable) along with a satisfactory Practice Inspection Certificate from the Dental Inspectorate.

Once these documents have been received and verified, the application process has been completed and the decision to award you a contract can be made.

Time Stamp for Processing Application commences NOW.

6. Once a decision has been made to award a contract, The Designated Office will send you a **DTSS Contract Signing Pack** which shall include:
 - a. Cover letter
 - b. Your original Application Forms (**Page 5 (Agreement for the Provision of Dental Treatment Services) is NOW completed**)
 - c. Statutory Declaration
 - d. Two copies of the DTSS contract
 - e. Current edition of PCRS Handbook –Standardised Approach to the Administration & Approval of D-Forms.
 - f. Current DTSS Fees

Your original Application forms **Page 5 now having been signed by you**, your Statutory Declaration and the two DTSS Contracts MUST BE RETURNED TO THE DESIGNATED OFFICE at the address specified at the top of this letter.

7. Designated Office will conduct the final check on the completed documents and when satisfied, prepare your contract for sign off by the Chief Officer (CO) of the Community Health Organisation (CHO) for signature.
8. Upon receipt of signed contract from the Chief Officer's office, your Contract details including start date, Panel Number and Bank Details will be notified to the PCRS.
9. You will then be issued with your final contract pack which will include
 - a. Letter of contract award with Panel Number assigned and commencement date.
 - b. Copy of your DTSS Contract
 - c. Starter pack (Prescription pad, Pack of Dforms, list of current Prescribable items (information only)).

Appendix 1 List of Designated Officers

CHO 1		
<u>DONEGAL</u> Dr Nader Farvardin, PDS, Dental Department, St. Conal's Hospital, Letterkenny, Co. Donegal Tel: 074-9125591 Fax: 074-9104647 Email: nader.farvardin@hse.ie	<u>SLIGO – LEITRIM</u> Dr Andrew Bolas, Dental Department, Markievicz House, Sligo Tel: 071 9155100 Email: Andrew.bolas@hse.ie	<u>Cavan/Monaghan</u> Ms. Angela Crosby Primary Care Services, Railway Street, Navan, Co Meath Tel 046 9076452 Email: angela.crosbie@hse.ie
CHO 2		
<u>GALWAY</u> Nancy Collins, Dental Dept., Health Centre, Shantalla, Galway Tel: 091 546028 Email: nancy.collins@hse.ie	<u>MAYO</u> Caroline Mitchell, General Administration, Mayo PCCC, HSE West, St Mary's Headquarters, Castlebar, Co Mayo. Email: Caroline.Mitchell@hse.ie	<u>ROSCOMMON</u> Catherine Kelly, Dental Department, County Clinic, Roscommon Tel: 0906 632031 Email: catherinec.kelly@hse.ie
CHO 3		
<u>MID WEST (Limerick, Clare, Tipperary North)</u> Marion Kennedy, Community Care Manager, South West Wing, St Josephs Hsp., Mulgrave St., Limerick. Marion.kennedy@hse.ie		
CHO 4		
<u>SOUTH (Cork and Kerry)</u> John McCarthy, c/o Donal Murphy, PCU Manager HSE South, Floor 3, Block 15, St. Finbarrs Hospital, Douglas Road, Cork Tel: 021-4923823 Email: John.McCarthy1@hse.ie		
CHO 5		
<u>SOUTH EAST (Waterford, Wexford, Carlow, Kilkenny, Tipperary South)</u> Dearbhla Neary Primary Care Unit, HSE Offices, Lacken, Kilkenny Email: Dearbhla.neary@hse.ie		
CHO 6		
<u>DUBLIN SOUTH EAST – WICKLOW</u> Dr. Frances O'Callaghan, Acting Principal Dental Surgeon, HSE Dublin South-East Wicklow, Our Lady's Clinic, Patrick Street, Dún Laoghaire, Co. Dublin. A96 TW56 Tel: 01 2744337 Email: Francesa.ocallaghan@hse.ie		
CHO 7		
<u>DUBLIN SOUTH CITY</u> Dr Catriona Roe HSE Dental Clinic, Meath Campus, Heytesbury Street, Dublin 8 Tel: 01 17077964 Email: catriona.roe@hse.ie	<u>KILDARE – WEST WICKLOW</u> Dr Siobhan Doherty, HSE Dental Department, First Floor, Vista Primary Care, Naas, Co Kildare Tel; 045986868 Fax: 045986885 Email: Siobhan.Doherty1@hse.ie	<u>DUBLIN WEST</u> Dental Clinic, Rowlagh Health Centre, Rowlagh, Dublin 22 Tel: Mon- Wed 01 7077963 and Thurs-Fri 01 675 4963 Email: lyndsey.clinton@hse.ie
CHO 8		
<u>MIDLANDS (Laois, Offaly, Longford, Westmeath)</u> Theresa Kennedy, Primary Care Unit, St Loman's Hospital, Mullingar Co Westmeath Tel: 044 93 84444 Email: Theresa.Kennedy@hse.ie	<u>Meath/Louth</u> Ms. Angela Crosby Primary Care Services, Railway Street, Navan, Co Meath Tel 046 9076452 Email: angela.crosbie@hse.ie	
CHO 9		
<u>HSE Dublin North City</u> Ms. Siobhan Bell Senior Dental Surgeon, HSE Dublin North City & County, Roselawn Road, Blanchardstown, Dublin 15 . Email: Jane.Renehan@hse.ie	<u>Dublin North Area</u> Dr. Christine Myers Health Centre, Cromcastle Road, Coolock, Dublin 15. Tel: ?????????? E-Mail: Christine.Myers@hse.ie	

Appendix 2 - Chief Dental Inspector – Dr Joe Mullen

HSE Dublin Mid-Leinster Region	Dr John Lee	email: johna.lee@hse.ie
HSE Dublin North-East Region	Dr Bernie Tiernan	email: bernie.tiernan@hse.ie
HSE South Region	Dr Leo Burke	email: leo.burke@hse.ie
HSE West Region	Dr Joe Mullen	email: joej.mullen@hse.ie