DRAFT Medical & Dental
(Includes changes to Availability Supplement, Banding, EPA’s)

Step-by-Step Guide

PART 1: Adding Medical & Dental Details

Navigate to NHSS Manager Self Service

1. Click on ‘Medical and Dental’
2. Select employee from hierarchy to whom transaction applies and click ‘Action’

<table>
<thead>
<tr>
<th>Focus Name</th>
<th>Assignment Number</th>
<th>Job</th>
<th>Department</th>
<th>Action Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Joe</td>
<td>10412356</td>
<td>TFA OFFICE SERVICES</td>
<td>GL1206 OFFICE DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>Blue, Dan</td>
<td>10412366</td>
<td>TFA OFFICE SERVICES</td>
<td>GL1206 OFFICE DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>Red, Susan</td>
<td>10412346</td>
<td>TFA OFFICE SERVICES</td>
<td>GL1206 OFFICE DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>Pink, Colin</td>
<td>10412347</td>
<td>TFA OFFICE SERVICES</td>
<td>GL1206 OFFICE DEPARTMENT</td>
<td></td>
</tr>
</tbody>
</table>

3. Click ‘Add’
   a. The Add functionality should be used even in cases where an existing row of information exists

4. Enter the following information, using the date fields and lookups:
   a. Assignment Number (use Search icon by selecting magnifying glass icon)
b. New page will appear as pop-up, click ‘Go’

c. Select correct assignment to update, then select ‘Quick Select’

d. Payroll Number (Select from LOV (list of values))
5. Complete all applicable fields that are relevant (for any not relevant leave blank)

   a. Speciality of Training
   b. Medical Grade
   c. Date appointed to Consultant Grade
   d. JKL band
   e. JKL band (protected)
   f. Availability Supplement
   g. OOH number of hours superannuable
   h. OOH number of hours non-superannuable
   i. Effective date
   j. Effective date refers to
   k. EPA/APA Hours
   l. EPA/APA Hours Effective Date
   m. PA: dir clinical care OOH
   n. PA: supporting prof activities

An example of a completed record to notify payroll of EPA’s would look like:

NB: If entering EPA/APA Hours you must also enter EPA/APA Hours Effective Date
NB: Where a value is zero please leave the field blank and do not enter 0

6. Click ‘Apply’
7. A new record is created, click ‘Next’

8. Review changes made and click ‘Submit’

9. You will then receive a confirmation message that the Medical and Dental transaction has been submitted which will then sent to your line manager for approval.

10. Click Home
PART 2: Updating Medical and Dental

Follow Steps 1 and 2 as per Part 1 above

3. Take note of the Medical fields currently populated in eESS (latest row as any fields remaining as valid need to be added in to the new record)

4. Click ‘Add’
   a. The Add functionality should be used even in cases where an existing row of information exists

Follow steps 4 to 5 as Part 1 above

5. Effective date and Effective date refers to must be entered (this also applies to information being removed)

6. EPA/APA Hours Effective Date must be entered if there is a change to EPA/APA (EPA/APA Hours – if this is zero then please leave blank)

An example of a completed record to notify payroll that 0 EPA’s are effective would look like (overleaf):
7. Click 'Apply'  
8. A new record is created, click 'Next'.
9. Review changes made and click ‘Submit’

5. You will then receive a confirmation message that the Medical and Dental transaction has been submitted which will then sent to your line manager for approval.

6. Click Home

NB: Where a value is zero please leave the field blank and do not enter 0