

London Borough of Newham Public Health Invoicing Tool 2023-24 User Guide - Q4

DEVELOPED BY CEG

Version: 1.0

Date: April 2024

Clinical Effectiveness Group (CEG)

Centre for Primary Care, Wolfson Institute of Population Health,
Faculty of Medicine and Dentistry, Queen Mary University of London.

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E1 2AB

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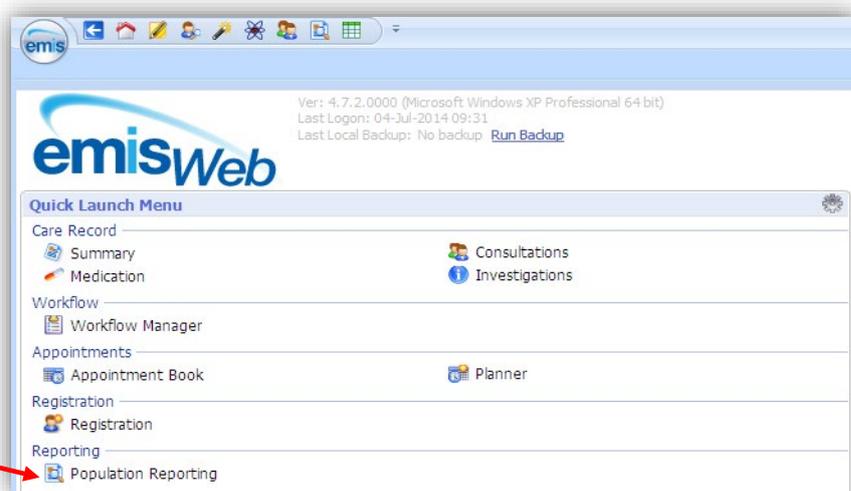
Abernethy Building,
Newark Street,
London
E1 2AT

Introduction

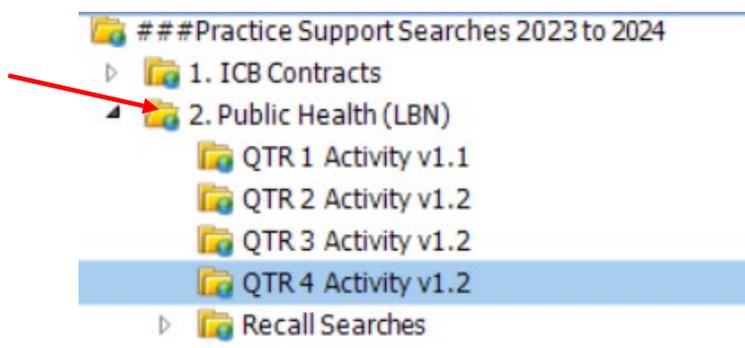
The Public Health Invoicing Tool is developed by the Clinical Effectiveness Group (CEG) for GP practices in Newham. The tool helps practices generate an invoice against the services provided, by using data based on EMIS searches.

Running the EMIS search and exporting the results

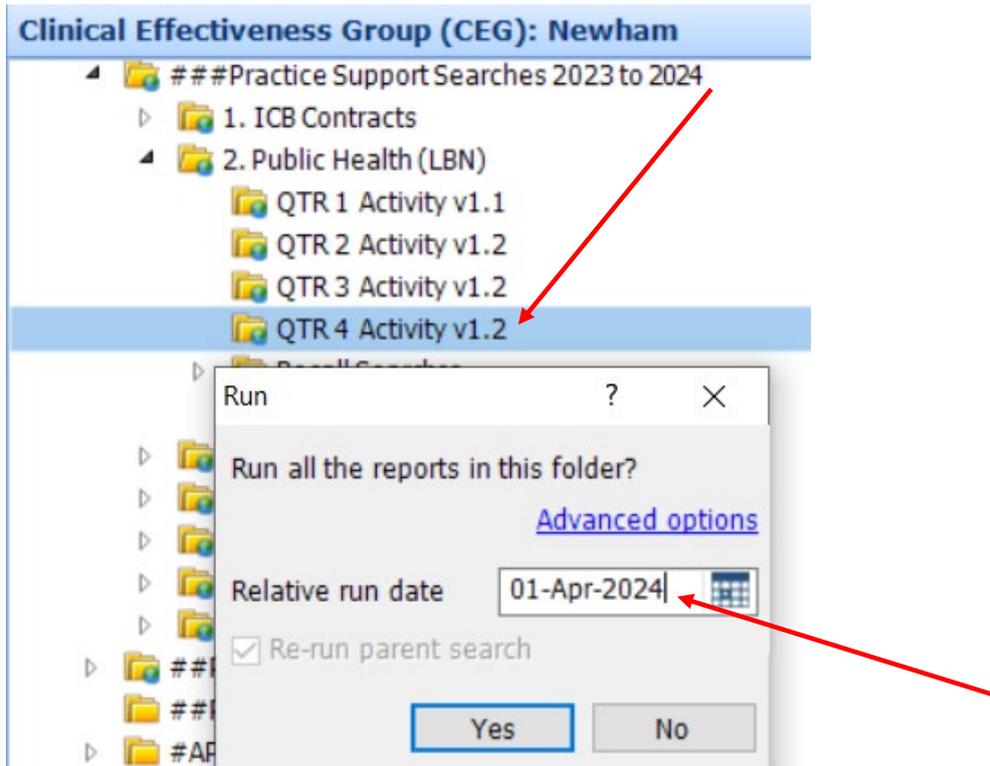
1. Access Population Manager in EMIS Web.



2. Navigate to the 'Public Health (LBN)' searches located in your CEG practice support folder. Right click and copy the whole folder and paste into your practice domain (if you have previously copied the whole folder, you can just copy and paste the QTR 4 Activity v1.2 sub-folder).



3. When copied and pasted, highlight the 'QTR 4 Activity v1.2' folder.

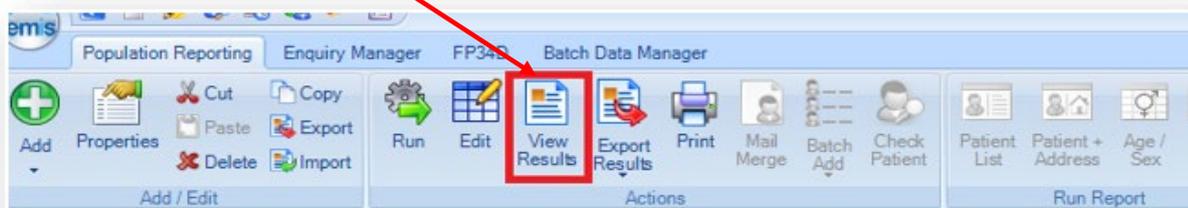


Right click and select 'Run' - make sure you change the relative run date to **1 April 2024** by clicking on 'Advanced Options'. Finally, click 'Yes' to begin running the searches and reports.

4. Once run, highlight the first report.



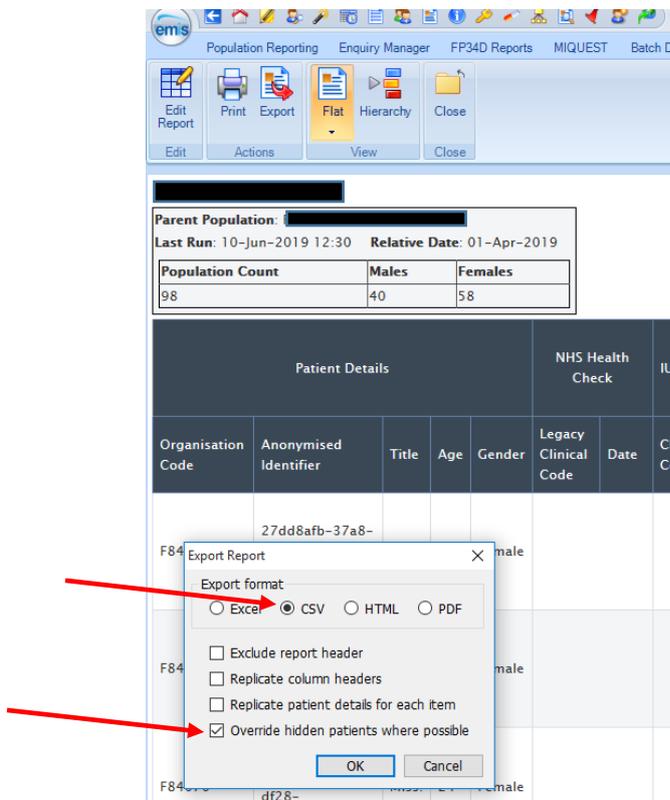
5. Next, click 'View Results'.



6. The View Results window shows all the patient data and search results per patient. You then need to click 'Export'.



7. Create a new folder on your desktop (or the location you prefer). Export in **CSV format** and make sure the '**Override hidden patient where possible**' option is checked and leave other options as unchecked. Click 'OK' and save in the new folder you have created.



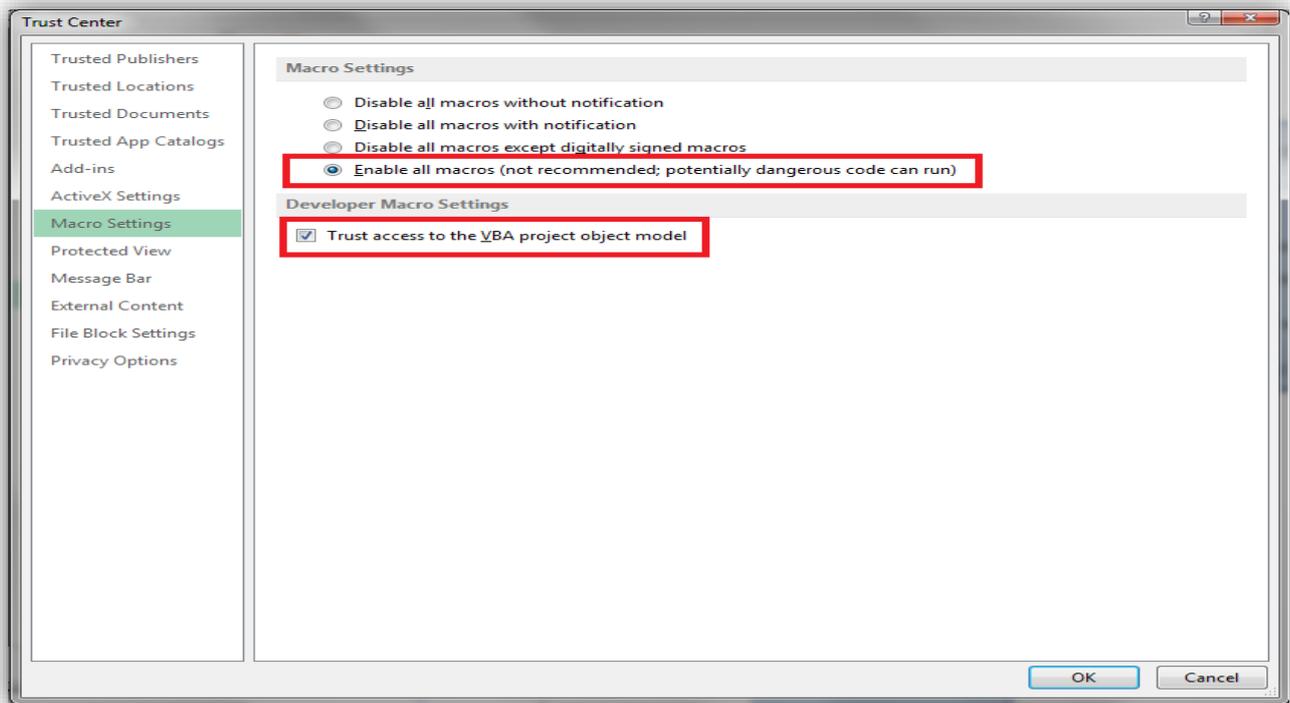
Using the Public Health Invoicing Tool

Once exported, the results from the search need to be imported into the tool.

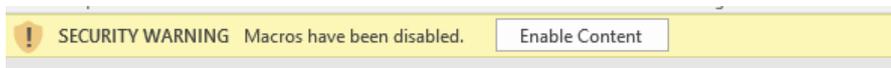
Downloading and setting up the tool

First, download the **PH Invoicing Tool Qtr 4 2023-24** from your email and save to desktop or whichever folder you choose.

If a security warning appears, navigate to Excel Options, click Trust Center option, then click button Trust Centre Settings and then click Macro Settings. Now enable Macros and Trust VBA projects in Excel as shown below:



Select 'Enable content' if it appears at the top of the spreadsheet.



Before importing any data, the main Home view will look like below:

The screenshot shows the 'Newham Public Health Invoice Tool, Qtr-4 2023-24' interface. At the top left is the 'ceg' logo. The main area has a navigation bar with 'Instructions', '1- Import CSV file', '2- Generate Invoices', and 'Reset Invoice'. Below this is a section for 'Backing Data Export' with a checkbox and a note. The main content area features an 'Invoice Summary' table with columns for Services, Signed up for this service?, Activity, Price, and Payment. The table lists services under two categories: '1. NHS Health Checks' and '2. Intrauterine Contraceptive Device (IUCD)'. A 'Quick guide to generate PH invoices' sidebar is on the right, containing a note and four steps for generating invoices.

Services	Signed up for this service?	Activity	Price	Payment
1. NHS Health Checks				
NHS Health Check		0	£ 25.96	£ 0
HbA1c Test		0	£ 6.88	£ 0
Lipid Test		0	£ 5.61	£ 0
PHQ-9 and GAD-7		0	£ 5.00	£ 0
2. Intrauterine Contraceptive Device (IUCD)				
IUCD Insertions		0	£ 99.00	£ 0
IUCD Removals		0	£ 21.00	£ 0

Steps to generate an invoice

A quick guide is also visible within the tool:

Quick guide to generate PH invoices

Note: Before running the tool make sure you have the EMIS report.

Step - 1: Tick the 'Backing Data Export' button if you consent to provide this for the Local Authority

Step - 2: Click the csv file  icon to select the exported EMIS CSV report.

Step - 3: Click the 'Generate Invoice'  button to calculate invoice totals.

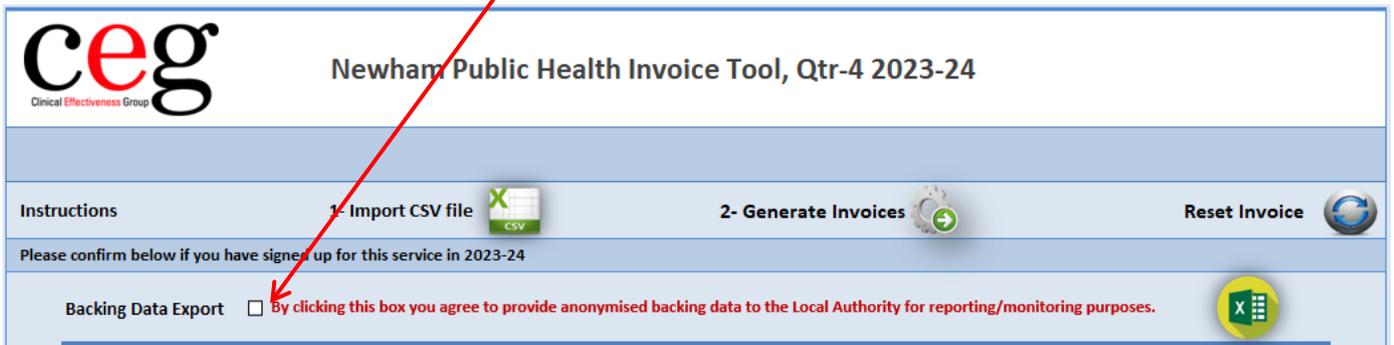
Step - 4: Navigate to individual invoices and enter invoice number.

Step - 5: Click the Excel button  to save the backing data

Step - 6: To export the generated invoice click 'Save as PDF'  icon.

Note: Practices will need to email the invoice at: newccg.nhcinvoice-ph@nhs.net

1. **Backing Data Export:** Firstly, tick the box if you consent to export anonymised data to the Local Authority.



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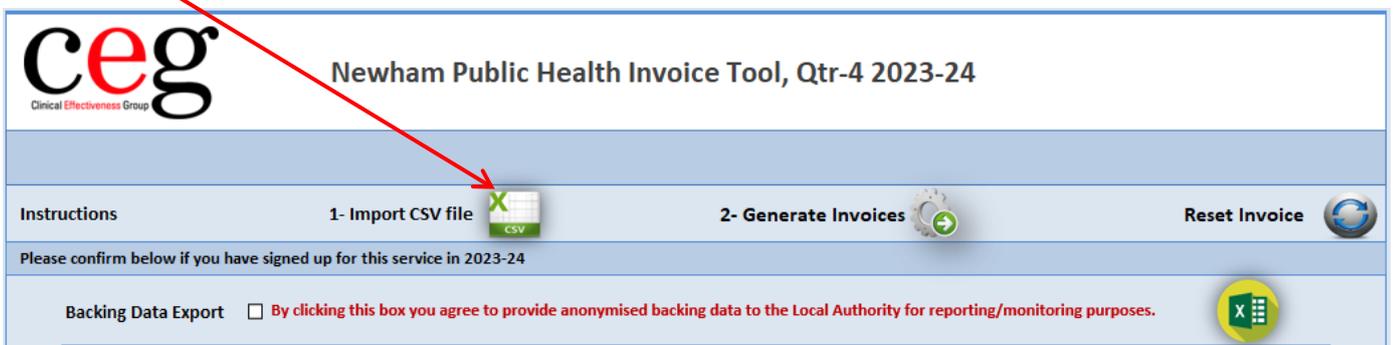
Instructions 1- Import CSV file  2- Generate Invoices  Reset Invoice 

Please confirm below if you have signed up for this service in 2023-24

Backing Data Export By clicking this box you agree to provide anonymised backing data to the Local Authority for reporting/monitoring purposes. 

2. **Import report files:** Import the EMIS CSV report file into the tool.

Click here to locate and import your report.



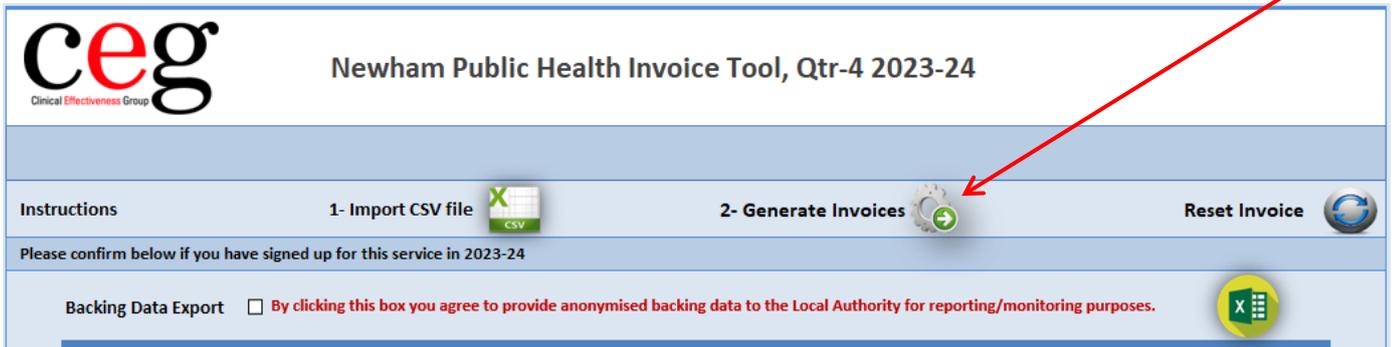
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Instructions 1- Import CSV file  2- Generate Invoices  Reset Invoice 

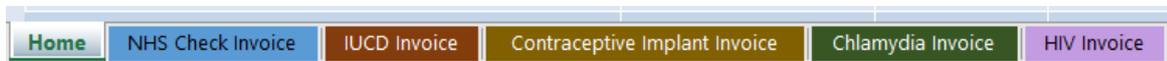
Please confirm below if you have signed up for this service in 2023-24

Backing Data Export By clicking this box you agree to provide anonymised backing data to the Local Authority for reporting/monitoring purposes. 

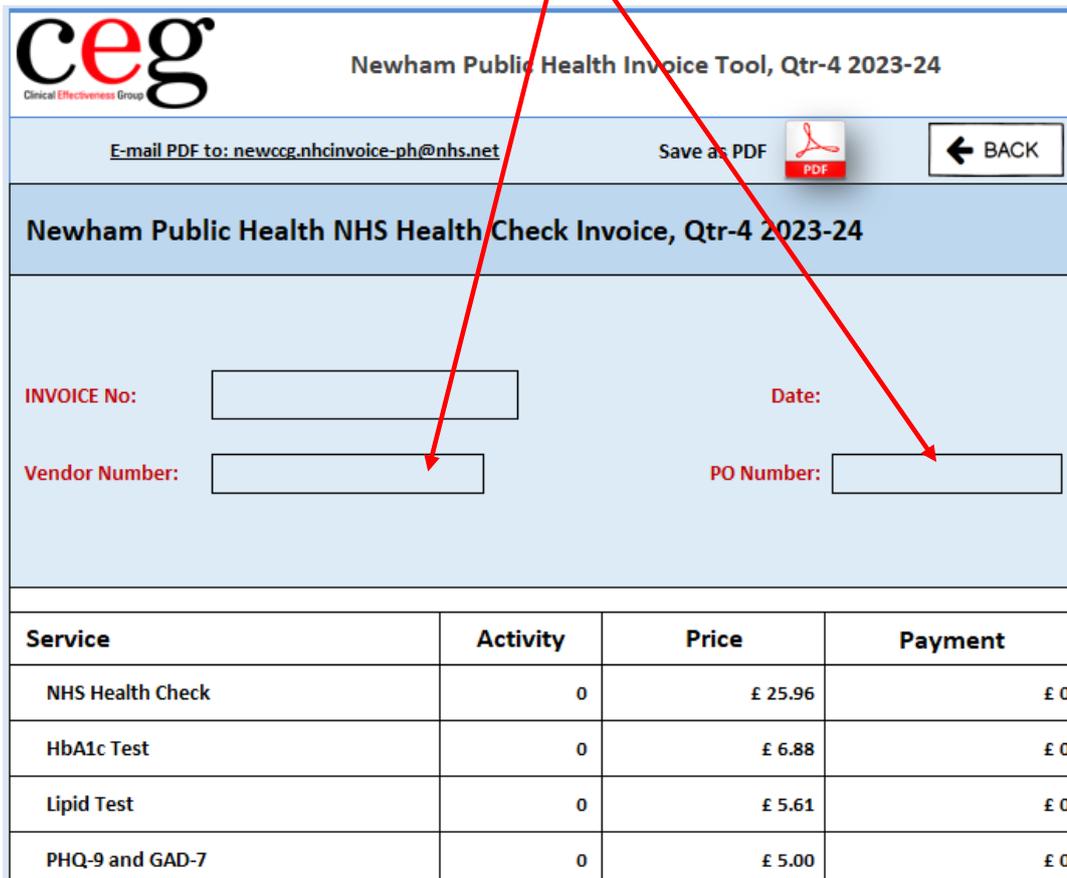
3. **Generate invoices:** Once reports are successfully imported, you can generate invoices by pressing  icon. The operation will calculate the activity and price for the services offered by the GP practice.



The tabs at the bottom will take you to the relevant services to check your activity:



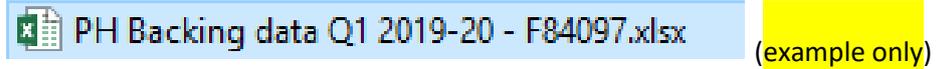
4. **Enter details:** Navigate to the different invoices, enter your invoice number, then save as PDF for each service (the Vendor no/PO number and date will automatically populate if you have been commissioned to provide the service).



Service	Activity	Price	Payment
NHS Health Check	0	£ 25.96	£ 0
HbA1c Test	0	£ 6.88	£ 0
Lipid Test	0	£ 5.61	£ 0
PHQ-9 and GAD-7	0	£ 5.00	£ 0

5. **Export backing data:** If you have **consented** to provide **anonymised** backing data to the local authority (by ticking the box in step 1), you will need to export this by clicking the Excel icon. 

You will be prompted to save the data to a folder of your choice and name it appropriately.

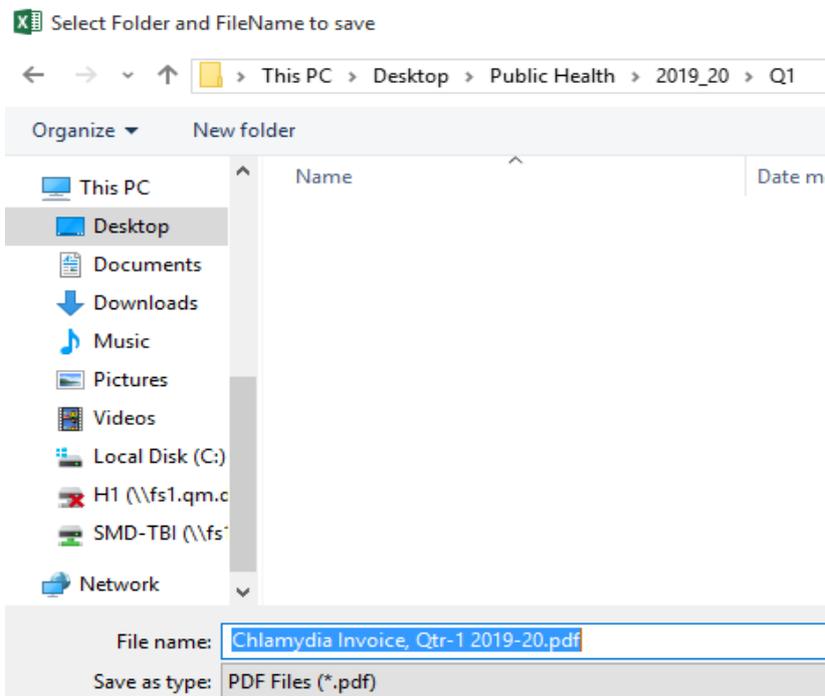


You may open the report to see the data that has been extracted, but the spreadsheet is protected and cannot be edited.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Initials	Age	Gender	Legacy Cli Date	NHS Health Check	IUCD Insertions	IUCD Removals	Contraceptive Impla	Contraceptive Impla	Chlamydia Screening	Positive Result	Code Tern Date	Clinical Cc Date					
27dd8afb-Miss	24	Female												Chlam tra	*****		
4f5746a8-Miss	21	Female												Chlam tra	*****		
7ae07e53-Miss	24	Female												Chlam tra	*****		
54c7b08f-Mrs	47	Female						6152	*****								
6f3e374f-Mrs	48	Female						7.00E+95	*****								
0f4bd064-Mrs	49	Female	BBAg	*****													
0e360627-Miss	17	Female												Chlam tra	*****		
c545372c-Mrs	49	Female	BBAg	*****													
930f5005-Mrs	40	Female	BBAg	*****													

(Sample data extraction)

6. **Export invoice:** To export the generated invoice press  icon on each relevant services' invoice page, it will prompt the location to save invoice in PDF format.



(example)

7. **Email invoice:** Email the saved PDF invoices **AND** backing data file (if consented) to:

newccg.nhcinvoice-ph@nhs.net

8. **Reset the tool** (optional): To clear the figures, click  button.