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

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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.
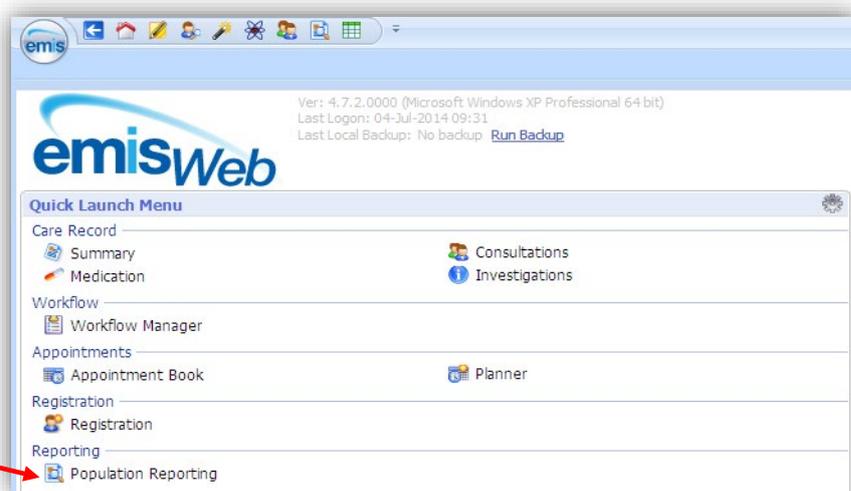
2. Navigate to the 'Public Health (LBN)' searches located in your CEG practice support folder. Right click and copy the whole folder and paste into your practice domain (if you have previously copied the whole folder, you can just copy and paste the QTR 4 Activity v1.2 sub-folder).
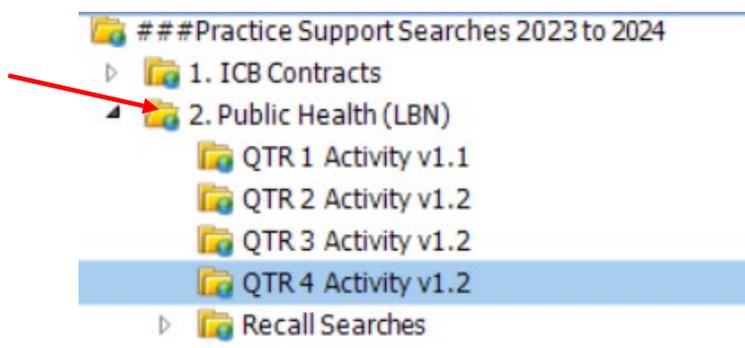
3. When copied and pasted, highlight the 'QTR 4 Activity v1.2' folder.
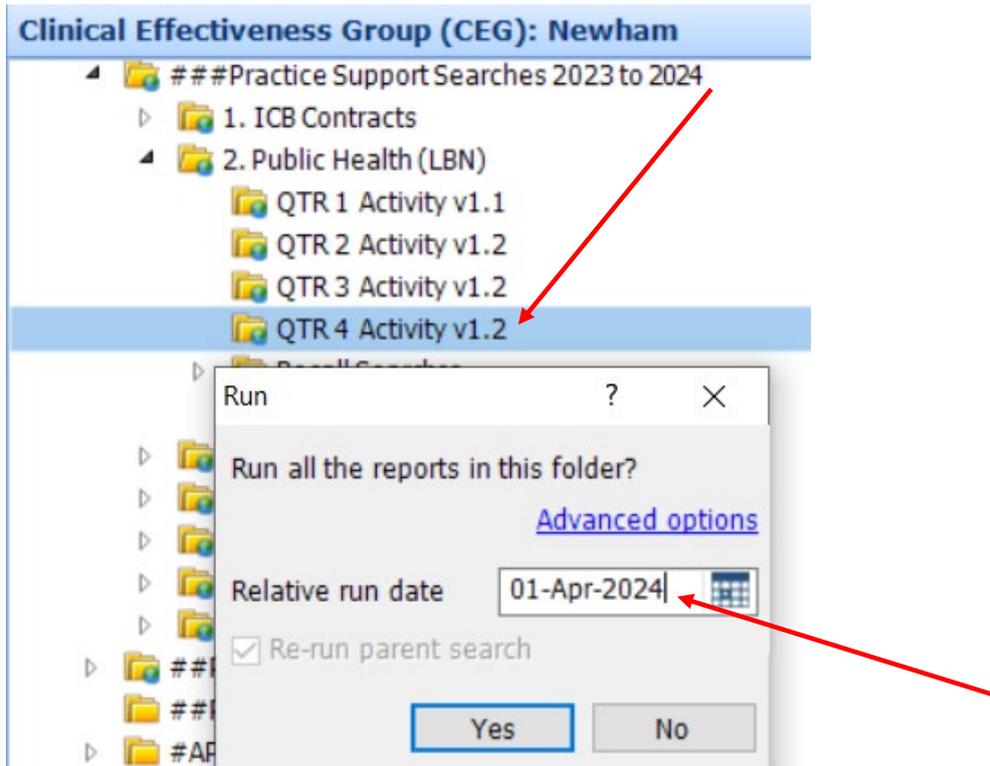
Right click and select 'Run' - make sure you change the relative run date to **1 April 2024** by clicking on 'Advanced Options'. Finally, click 'Yes' to begin running the searches and reports.

4. Once run, highlight the first report.

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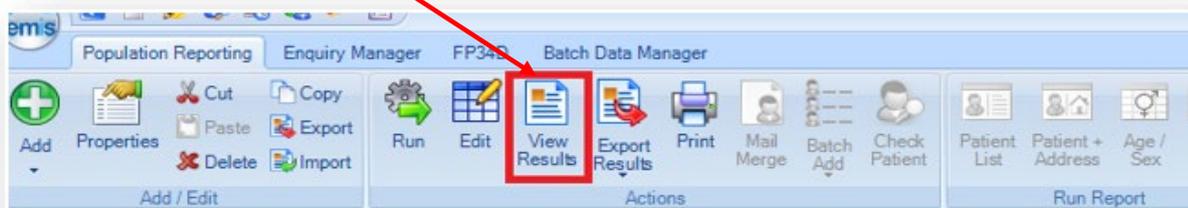
6. The View Results window shows all the patient data and search results per patient. You then need to click 'Export'.

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.
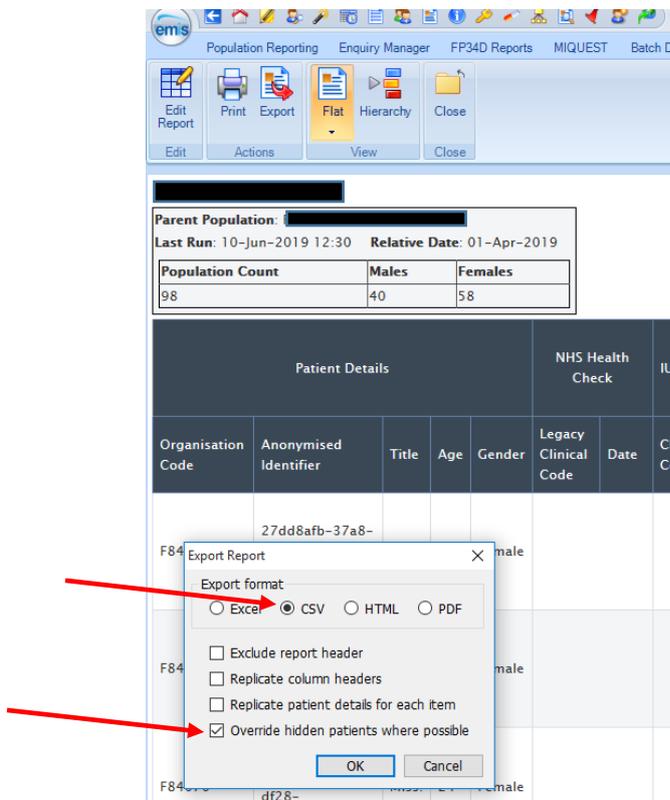
Using the Public Health Invoicing Tool

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:
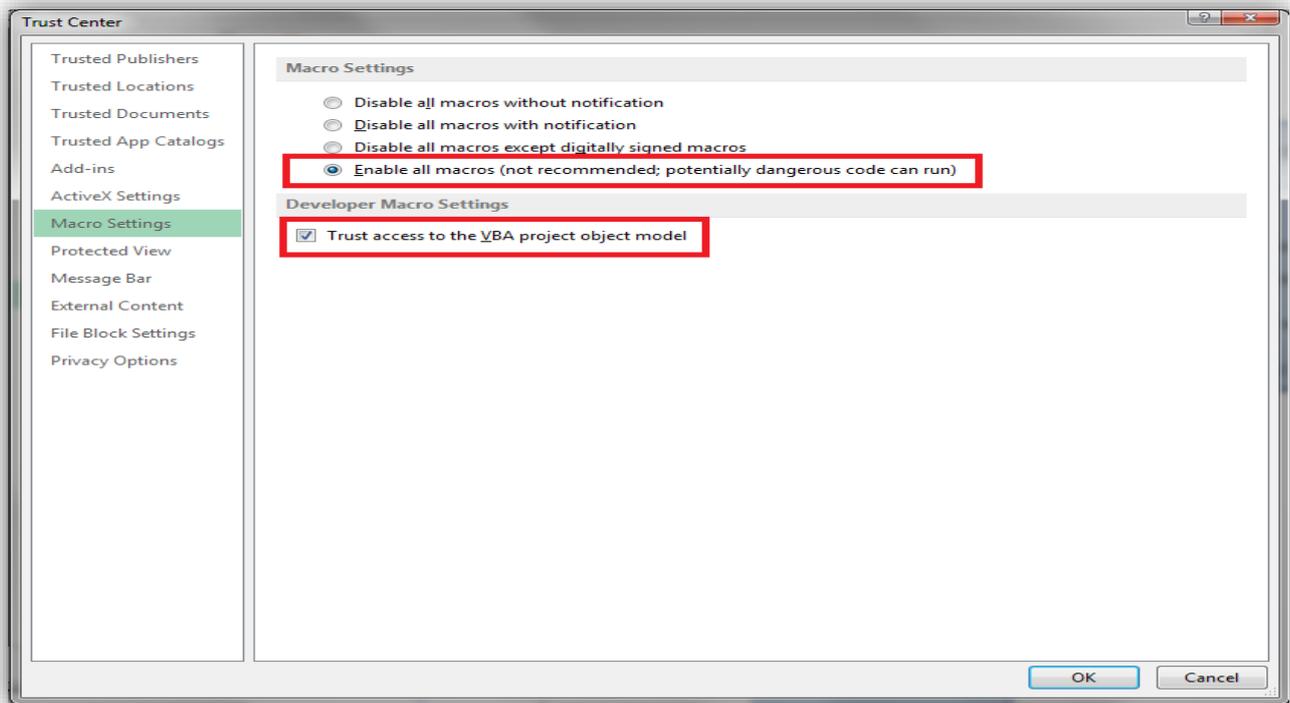
Select 'Enable content' if it appears at the top of the spreadsheet.
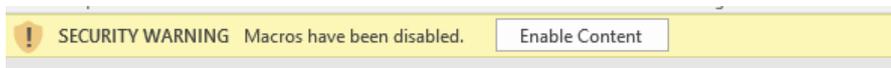
Before importing any data, the main Home view will look like below:

Steps to generate an invoice

A quick guide is also visible within the tool:

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

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

Click here to locate and import your report.
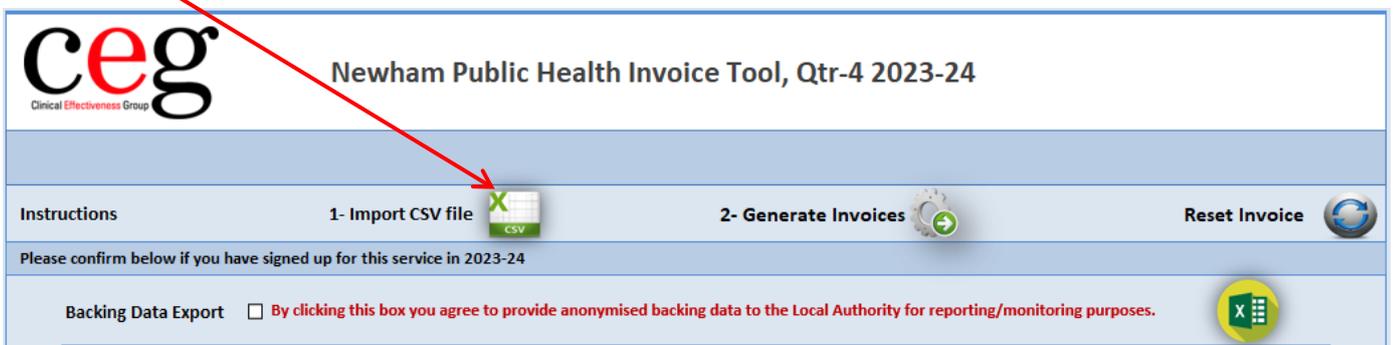
3. **Generate invoices**: Once reports are successfully imported, you can generate invoices by pressing icon. The operation will calculate the activity and price for the services offered by the GP practice.
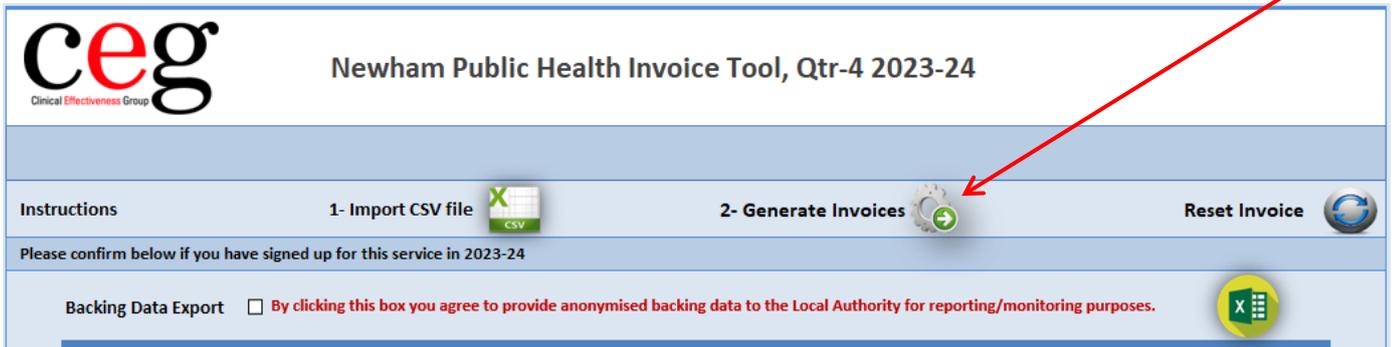
The tabs at the bottom will take you to the relevant services to check your activity:

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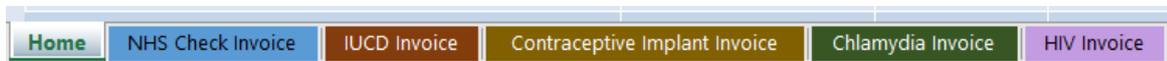
4. **Enter details:** Navigate to the different invoices, enter your invoice number, then save as PDF for each service (the Vendor no/PO number and date will automatically populate if you have been commissioned to provide the service).

Newham Public Health NHS Health Check Invoice, Qtr-4 2023-24

INVOICE No:

Date:

Vendor Number:

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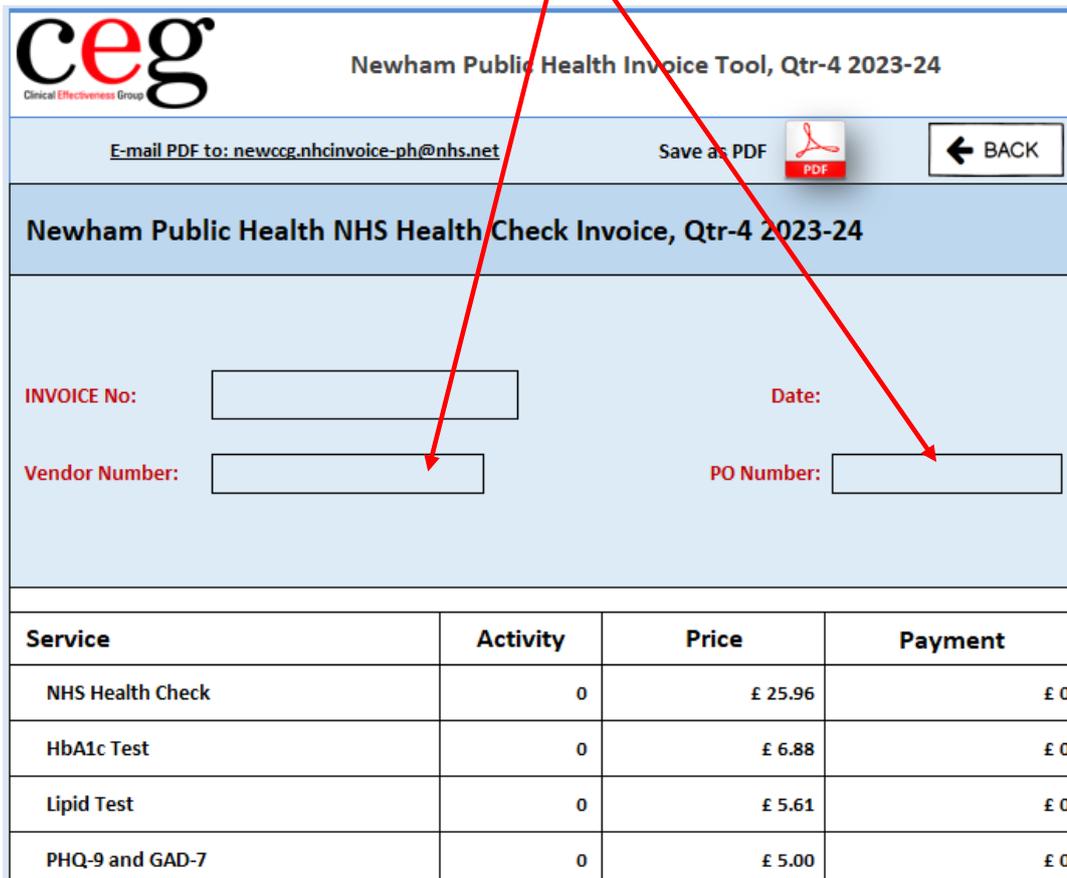
Service	Activity	Price	Payment
NHS Health Check	0	£ 25.96	£ 0
HbA1c Test	0	£ 6.88	£ 0
Lipid Test	0	£ 5.61	£ 0
PHQ-9 and GAD-7	0	£ 5.00	£ 0

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.

    PH Backing data Q1 2019-20 - F84097.xlsx   (example only)
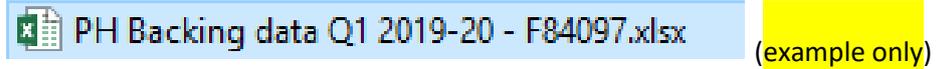
You may open the report to see the data that has been extracted, but the spreadsheet is protected and cannot be edited.

(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.
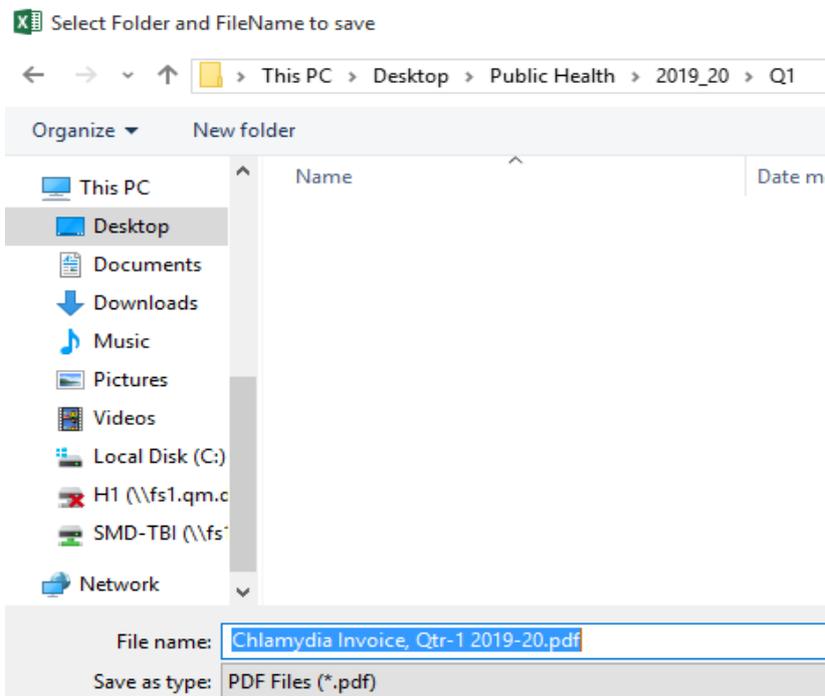
   (example)

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.