

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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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.

emisu	Ver: 4.7.2.0000 (Microsoft Windows XP Professional 64 bit) Last Logon: 04-Jul-2014 09:31 Last Local Backup: No backup <u>Run Backup</u>	
Quick Launch Menu	0	
Care Record Summary Medication	Consultations (1) Investigations	
Workflow 🖺 Workflow Manager		
Appointments	🔂 Planner	
Registration		

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.

Clinical Effectiveness Group (CEG): Newham	
# ## #Practice Support Search	es 2023 to 202	4
I. ICB Contracts		
4 🔓 2. Public Health (LBN)		
G QTR 1 Activity v1.1		
QTR 2 Activity v1.2		
CTR 3 Activity v1.2		
CQTR 4 Activity v1.2	*	
Rup	2	\mathbf{x}
 Run all the reports in the reports in	nis folder? <u>Advanced or</u> 01-Apr-2024	ptions
Yes	No	

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'.

is				-		2 1.20113								
-	Population Re	eporting	Enquiry M	anager	FP34D	Batch	h Data Ma	nager						
Add	Properties	Cut Paste Delete	Copy	Run	Edit	View Results	Export Results	Print	Mail Merge	Batch Aðd	Check Patient	Patient List	Patient + Address	Q Age / Sex
	Add / I	Edit				8	Activ	ons					Run Re	port

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.

emis C C	ion Reporting Enquir	i 🧟 l y Manage	🖹 🕕 r FPS	🤌 💉 34D Reports	😹 🛄 ┥	ST Bai	۲ tch D
Edit Report Edit Act	Export tions	erarchy	Close Close				
				_			
Parent Populat Last Run: 10-J	tion: un-2019 12:30	Relative	Date:	01-Apr-2	019		
Population Co	ount	Males	Fe	emales			
	Patient Deta	uls			NHS H Che	lealth :ck	I
Organisation Code	Anonymised Identifier	Title	Age	Gender	Legacy Clinical Code	Date	c c
F84 Export Repo - Export fo	27dd8afb-37a8- ort format	ITML C) PDF	× ^{male}			
F84 Exc Rep	clude report header plicate column heade plicate patient details erride hidden patient	rs for each s where p	item oossible	male			
F94	ОК	(Cancel				

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:

ceeg Gricel Effectiveness Group	Newham Public	c Health Invoice	e Tool, Qtr-	4 2023-24		
nstructions	1- Import CSV file		2- Generate In	voices		Reset Invoice
Backing Data Export	y clicking this box you agree to pro	• ovide anonymised backing (data to the Local Au	uthority for reporti	ing/monitoring purposes.	
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 Contra	ceptive 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.

<u>Ceeg</u> Cinical Effectiveness Group	Newham Public Healt	th Invoice Tool, Qtr-4 2023-24	
Instructions	1- Import CSV file	2- Generate Invoices	Reset Invoice 🌍
Please confirm below if you ha	ave signed up for this service in 2023-24		
Backing Data Export	By clicking this box you agree to provide anony	ymised backing data to the Local Authority for reporting/monitoring pu	rposes.

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

Click here to locate and import your report.

<u>ceeg</u>	Newham Public Healt	h Invoice Tool, Qtr-4 2023-24		
Instructions	1- Import CSV file	2- Generate Invoices	Reset Invoice	0
Please confirm below if you h	ave signed up for this service in 2023-24			
Backing Data Export	By clicking this box you agree to provide anony	mised backing data to the Local Authority for reporting/monitoring purpo	ses.	

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

ceeg	Newham Public Healt	h Invoice Tool, Qtr-4 2023-24	
Instructions	1- Import CSV file	2- Generate Invoices	Reset Invoice 🌍
Please confirm below if you ha	ave signed up for this service in 2023-24		
Backing Data Export	By clicking this box you agree to provide anony	mised backing data to the Local Authority for reporting/monitorin	ng purposes.

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 Invo
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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).

Circal Electiveness Group S Newhar	n Public Healt	h Invoice Tool, Qtr-	4 2023-24							
E-mail PDF to: newccg.nhcinvoice-ph@r	<u>nhs.net</u>	Save as PDF								
Newham Public Health NHS Hea	alth Check In	voice, Qtr-4 2023	-24							
INVOICE No:	Date: 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							
PHO-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.

8	C	D	E	F	G	н	1.010	1	ĸ	ι.	M	N	0	P	Q	R	5
Hails				NHS Hea	lth Check	IUCD Inse	ertions	IUCD Rem	iovals	Contrace	ptive Imp	la Contrace	eptive Imp	pla Chlamydi	a Screenin	Positive R	esult
Anonymi	sTitle	Age	Gender	Legacy C	li Date	Clinical C	c Date	Clinical Co	Date	Clinical C	Date	Clinical (Cc Date	Code Terr	Date	Clinical Co	Date
27dd8afb	Miss	2	4 Female		1	-								Chlam tra	******		
415746a8	Miss	2	1 Female											Chlam tra			
7ae07e53	Miss.	2	4 Female			124								Chlam tra			
54c7b08f	Mrs	4	7 Female					6152	******								
6f3e374f-	Mrs	4	8 Female					7.00E+95	****								
0f4bd064	- Mrs	4	9 Female	SBAg		ŧ											
0e360627	- Miss	1	7 Female											Chlam tra	NUNUNUN		
c545372c	-Mrs	4	9 Female	8BAg		ŧ											
93055005	-Ms	4	0 Female	SP.A.F	annonen.												

(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.