



# **CQRS** Local

User Guide

Claim User Interface



# **Document Control**

#### **Version History**

Revision Date	Version Number	Summary of Changes	Changes Marked
15/05/2023	1.0	Initial Version	
27/07/2023	1.1	Updated for new UI changes	

#### Reviewed by

This document (or its component) parts have been reviewed by the following:

Name	Title and Organisation	Date	Version
Laura Mansell	NECS	19/05/2023	1.0

#### Approvals

This document requires the following approvals:

Name	Signature	Title	Date

## Contents

ntroduction1
Screen Layout2
Claim Summary2
Services
Components
Claim6
Control Sidebar11
Adding Components
Removing Components15
Completing Claim Details16
Submitting a claim19
Errors List
Rejected Claims
Expired Components22
Deleting Claims

## Introduction

The CQRS Local claim user interface has been redesigned to give an improved user experience and additional functionality.

C	reation Date	Submission Date	Approval Date		Status			Estima	ited Total		
	01/05/2023 13:00				Draft	t			£0.00		
H	Services	Components	Add All 🔊	Claim				+	− Delete Î Submit →		
le Servi	Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Componer Service with all component types - Comm 2023-2024	Actual Population Retainer Component  Add + Service with all component types - Commissioner - 2023-2024		Per Unit	t Component () ypes - Commissioner - 202	3-2024		+ — Remove 🗃		
8	ECG Service 2023 - 2024	2023-2024 - Month 1		2023-2024 - Month	1	Draft	£3.00 Actual Population Per Unit	Onits	£0.00		
8	2 components	Annualised Actual Population Retain	er Add+	Supporting Attach	iments (	0	-		Evidence Required -		
mponent	Expired Service Test 1 component	Component Service with all component types - Comn 2023-2024 2023-2024 - Month 1	nissioner -	Evidence Requiremen Actual Population I Accepted File Types: p	t Details: Per Unit odf, doc'	Component evidence re *, xls*, od*	quirement		Add Attachment 🗘		
s Hide S	No Claim Window Service 2 components	Monetary Component Service with all component types - Comm 2023-2024	Add +	Do not upload s	upportir	ng attachments that con	tain Patient Identifiable Data (PID)				
Sui	Non Payment Components Test	2023-2024 - Month 1		🗋 No Files Attached							
3.0	1 component	Per Unit Component ()	Add +	Supplementary Inf	formatio	n			=		
Ÿ	Provider Approver Test Service	Service with all component types - Comn 2023-2024	nissioner -	Pick a number							
Hel	3 components	2023-2024 - Month 1		Pick a decimal							
0	Service with all component types -	Retainer Component ()	Add +	Pick a word							
	Commissioner - 2023-2024 8 components	Service with all component types - Comn 2023-2024 2023-2024 - Month 1	nissioner -	Pick Yes or No			No				
	Service without claim window 2 components	Veighted Population Per Unit Comp Service with all component types - Comn 2023-2024 2023-2024 - Month 1	onent ① Add+								
		Weighted Population Retainer Comp Service with all component types - Comp 2023-2024 2023-2024 - Month 1	nissioner - Add +								

Some of the highlights include:

- **Instant Saving** When completing claim details, the changes are automatically saved so the **Save For Later** button is no longer needed. This also means that if you are away from your computer and get logged out then the claim will be as it was when you left it once you log back in.
- **Supporting Attachments** documents can now be attached to components even when evidence is not required.
- **Supplementary Information** commissioners can now attach questions to each component to collect information as part of a claim.

## **Screen Layout**

The claim user interface is split into five main sections, these are:

## **Claim Summary**

The summary is located at the top of the page and contains information about the claim.

Creation Date	Submission Date	Approval Date		Status		Estima	ted Total
01/05/2023 13:00				Draft			£0.00
T Services	Components	Add All 🖓	Claim			+	— Delete
Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Co Service with all component types 2023-2024	mponent () - Commissioner -	Actual Population Service with all comp Activity Window	Per Unit Component () conent types - Commission Status	er - 2023-2024 Tariff	Units	+ - Remove 🗊
ECG Service 2023 - 2024	2023-2024 - Month 1		2023-2024 - Month 1	1 Draft	£3.00 Actual Population Pe	r Unit	£0.00
Expired Service Test 1 component	Annualised Actual Population Retainer Component © Bervice with all component types - Commissioner- 2022-2024 - Month 1		Supporting Attach Evidence Requirement Actual Population P Accepted File Types: p	ments 0 t Details: Per Unit Component evia xdf, doc*, xls*, od*	ience requirement		Evidence Required —
No Claim Window Service	Monetary Component Service with all component types 2023-2024	- Commissioner -	Do not upload se Attachments:	upporting attachments t	hat contain Patient Identifiable Data (PID)		
Non Payment Components Test	2023-2024 - Month 1				🗋 No Files Attache	ed	
1 component Provider Approver Test Service 3 components	Per Unit Component ① Service with all component types 2023-2024 2023-2024 - Month 1	- Commissioner -	Supplementary Inf Pick a number Pick a decimal	ormation			-
Service with all component types - Commissioner - 2023-2024 8 components	Retainer Component ① Service with all component types 2023-2024 2023-2024 - Month 1	- Commissioner -	Pick a word Pick Yes or No		No		
Service without claim window 2 components	Weighted Population Per Unit Service with all component types 2023-2024 2023-2024 - Month 1	Component O Add +					
	Weighted Population Retainer Service with all component types 2023-2024 2023-2024 - Month 1	Component O Add+					

Creation Date - The date that the claim was created.

Creation Date						
01/05/2023 13:00						

Submission Date – The date that the claim was submitted to the commissioner for approval.

Submission Date	

Approval Date – The date that the claim was approved by a Tier 2 commissioner.

Approval Date

Status - The claims status

1	Status	
	Draft	

Estimated Total – The total value of the claim i.e. the sum of the component estimated values.

Estimated Total

£0.00

### **Services**

The **Services** section lists the services that are currently available to claim. Each service shows the service name and how many components are part of that service. Clicking on a service will list the components in the components section.

0	reation Date	Submission Date A	pproval Date		Status			Estimated	i Total
1	01/05/2023 13:00				Draft				£0.00
H	Services	Components	Add All 🔗	Claim				+	– Delete 🗊 Submit →
e Servic	Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Component Service with all component types - Commissio 2023-2024	Add+	Actual Population I Service with all comp Activity Window	Per Unit Com onent types -	ponent () Commissioner - 2023	-2024 Tariff	Units	+ - Remove
8	ECG Service 2023 - 2024	2023-2024 - Month 1		2023-2024 - Month 1		Draft	£3.00 Actual Population Per Unit		£0.00
ŝ	2 components	Annualised Actual Population Retainer	Add+	Supporting Attach	ments 🕕				Evidence Required -
mponent	Expired Service Test 1 component	Service with all component types - Commissio 2023-2024 2023-2024 - Month 1	mer -	Evidence Requirement Actual Population P Accepted File Types: P	Details: er Unit Comp df, doc*, xls*		Add Attachment ᆂ		
s Hide	No Claim Window Service 2 components	Monetary Component Service with all component types - Commission 2023-2024	Add+	Do not upload su Attachments:	upporting att	achments that cont	tain Patient Identifiable Data (PID)		
ŝ	Non Payment Components Test 1 component	2023-2024 - Month 1					🗅 No Files Attached		
1		Per Unit Component ()	Add +	Supplementary Info	ormation				-
ry	Provider Approver Test Service	Service with all component types - Commissio 2023-2024	ssioner -	Pick a number					
Hel	3 components	2023-2024 - Month 1		Pick a decimal					
0	Service with all component types -	Retainer Component	Add +	Pick a word					
	Commissioner - 2023-2024 8 components	2023-2024		Pick Yes or No					
	Service without claim window 2 components	2023-2024 - Month 1 Weighted Population Per Unit Componen Service with all component types - Commissio 2023-2024 2023-2024 - Month 1	nt O Add +						
		Weighted Population Retainer Compone Service with all component types - Commissio 2023-2024 2023-2024 - Month 1	Add +						

#### **Service Name**



The number of components in the service



## Components

This section lists the components for the service selected in the services section and lets you add the components to the claim. You have the option of adding all components, or if you don't want to claim all components, you have the option of adding components individually.

	Creation Date	Submission Date Approv	al Date		Status			Estimated To	tal
	01/05/2023 13:00				Draft				£0.00
H	Services	Components	Add All 🔊	Claim				+ -	Delete
e Servi	Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Component Service with all component types - Commissioner - 2023-2024	Add+	Actual Population Service with all comp	Per Unit Co	omponent () - Commissioner - 2023-	2024	Unite	+ - Remove 🗃
ŝ	ECG Service 2023 - 2024	2023-2024 - Month 1		2023-2024 - Month 1		Draft	£3.00 Actual Population Per Unit	Units	£0.00
	2 components	Annualised Actual Population Retainer	Add +	Supporting Attach	ments 💿				Evidence Required -
mponent	Expired Service Test 1 component	Component Component types - Commissioner - 2023-2024 2023-2024 - Month 1	_	Evidence Requirement Actual Population P Accepted File Types: P	er Unit Co df, doc*, x	mponent evidence req ls*, od*	juirement		Add Attachment 🚖
s Hide	No Claim Window Service 2 components	Monetary Component  Service with all component types - Commissioner - 2023-2024	Add +	Do not upload se Attachments:	upporting a	attachments that conta	ain Patient Identifiable Data (PID)		
Sun	Non Payment Components Test	2023-2024 - Month 1					🗅 No Files Attached		
ummary Help 🕞	1 component Provider Approver Test Service 3 components	Per Unit Component Service with all component types - Commissioner - 2023-2024 2024 2023-2024 2025 2024 2025 2025 2025 2025 2025	Add+	Supplementary Info Pick a number Pick a decimal	ormation				-
	Service with all component types - Commissioner - 2023-2024 8 components	Retainer Component  Service with all component types - Commissioner - 2023-2024 2023-2024 2023-2024 - Month 1	Add+	Pick a word Pick Yes or No					
	Service without claim window 2 components	Weighted Population Per Unit Component ① Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Add +						
		Weighted Population Retainer Component Service with all component types - Commissioner - 2028-2024 2023-2024 - Month 1	Add+						

Add All – The add all button will add all components listed in the components section to the claim.



Component Name – This is the name of the component.



Information Icon - Clicking on this will display the component description.



Service – The name of the service that the component belongs to.

Actual Population Retainer Component ()	Add +
Service with all component types - Commissioner - 2023-2024	
2023-2024 - Month 1	1

**Activity Window** – This displays the activity window for the component. Hovering over this with your cursor will display the claim window start and end dates.

Actual Population Retainer Component Service with all component types - Commissioner - 2023-2024	Add +
2023-2024 - Month 1	

Add Component Button – Clicking this will add the individual component to the claim.



## Claim

The claim section contains the components that have been added to the claim and is what will be submitted for approval. This section is where you complete the details of the claim such as unit values, add attachments, and if required, complete supplementary information.

Î	reation Date 50 01/05/2023 13:00	ubmission Date Approval Date	Status Draft	Estimated Total
Į	Services	Components Add All 🗇	Claim	+ − Delete î Submit →
ie Servi	Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Component  Add+ Service with all component types - Commissioner - 2023-2024	Actual Population Per Unit Component   Service with all component types - Commissioner - 2023-2024	÷ — Remove 🗑
8	ECG Service 2023 - 2024	2023-2024 - Month 1	Activity Window Status Lant 2023-2024 - Month 1 Draft £3.00 Actual Population Per Unit	Estimated value
6	2 components	Annualised Actual Population Retainer Component 0	Supporting Attachments (8)	Evidence Required -
nponent	Expired Service Test 1 component	Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Evidence Requirement Detail: Actual Population Per Unit Component evidence requirement Accepted File Types: pdf, doc*, xls*, od*	Add Attachment 🛓
Hide	No Claim Window Service 2 components	Monetary Component   Monetary Component   Add+  Service with all component types - Commissioner -  2023-2024	Do not upload supporting attachments that contain Patient Identifiable Data (PID) Attachments:	
Sua	Non Payment Components Test	2023-2024 - Month 1	🗋 No Files Attached	
mary Hel	1 component Provider Approver Test Service 3 components	Per Unit Component ① Add+ Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Supplementary Information Pick a number Pick a decimal	-
9	Service with all component types - Commissioner - 2023-2024 8 components	Retainer Component () Add + Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Pick a word Pick Yes or No	
	Service without claim window 2 components	Weighted Population Per Unit Component ① Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1		
		Weighted Population Retainer Component  Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1		

Submit Button – clicking this button will validate the claim and submit it for approval.

Claim	+	-	Delete → Submit

**Delete Button** – This lets you delete a claim. A claim can only be deleted once all components have been removed.

Claim	+ -	🗊 Delete	→ Submit

**Expand (+) / Collapse (-)** – The expand and collapse buttons let you expand all or collapse all components.

Claim	+ -	Delete → Submit

#### Expanded

omponent 0 s - Commissioner - 2021	-2024		+ - Remove 🖹			
Status	Tariff	Units	Estimated Value			
Draft	£3.00 Actual Population Per Unit		£0.00			
			Evidence Required =			
			Add Attachment ᆂ			
mponent evidence re	quirement					
ls*, od*						
Do not upload supporting attachments that contain Patient Identifiable Data (PID)						
	🗅 No Files Attached					
			-			
	<b>1 1 1</b>					
	Internet Commissions - 2023 Status Draft mponent evidence re 65°, 64° attachments that cont	report 0 constituter 2002 Status Editors and 2002 Status CLOB Actual Propulsion Per Unit CLOB Actual Propulsion Per Unit CLOB Actual Propulsion Per Unit Status Per Attual Contain Patient SelentFlable Data (PD) () No Files Attual contain () No Fi	Indexes regularement Contained and Particular Sector Per Unit			

#### Collapsed



### **Claim Component**

The following image is an example of a component added to a claim and shows the different parts that need to be completed before submitting the claim.

Monotony Component				
Service with all component types	- Commissioner - 2023-2024			+ – Remove III
Activity Window	Status	Tariff	Value	Estimated Value
2023-2024 - Month 1	Draft	Monetary	£	£0.00
Supporting Attachments 0				-
Accepted File Types: pdf, doc*, xls	*, od*			Add Attachment 🛓
Do not upload supporting at	tachments that contain <b>P</b>	atient Identifiable Data (PID)		
Attachments:				
		🗋 No Files Attached		
Supplementary Information				-
Pick a number between 1 and 1	00			
Pick a decimal between 1 and 5	•			
Enter a random word				
Is everything done?	C	No		
Errors				
Unit value is invalid				
No supplementary information	value supplied for 'Pick a	number between 1 and 100'		
No supplementary information	value supplied for 'Pick a	decimal between 1 and 50'		
No supplementary information	value supplied for 'Enter	a random word'		

An explanation of the different parts of the claim component is as follows:

**Delete Button** – The delete button lets you remove a component from the claim. Once removed it will appear back in the components list. Please note: any details entered, or files attached to that component will be lost when the component is removed from the claim.

Monetary Component <b>3</b> Service with all component types	- Commissioner - 2023-2024			+ - Remove 🗎
Activity Window	Status	Tariff	Value	Estimated Value
2023-2024 - Month 1	Draft	Monetary	£	£0.00

**Component Name** – This is the name of the component. Clicking on the information icon to the right of the component name will show the component description.

Monetary Component () Service with all component types - C	ommissioner - 2023-2024			+	- Remove 🗎
Activity Window	Status	Tariff	Value		Estimated Value
2023-2024 - Month 1	Draft	Monetary	£		£0.00

**Service Name** – The name of the service that the component is from

ſ	Monetary Component 💶				+ - Remove 🕅
E	Service with all component types - Commis	sioner - 2023-2024			
Τ	Activity Window	Status	Tariff	Value	Estimated Value
1	2023-2024 - Month 1	Draft	Monetary	£	£0.00

**Activity Window** – This displays the activity window for the component. Hovering over this with your cursor will display the claim window start and end dates.

Monetary Component	t 🟮 ent types - Commissioner - 2023-2024			+	- Remove 🗎
Activity Window	Status	Tariff	Value		Estimated Value
2023-2024 - Month 1	Draft	Monetary	£		£0.00

**Status** – This displays the components status. Generally, this will show as **Draft** unless the claim has been rejected then the component status could be either approved or declined.

Monetary Component ① Service with all component types - Comm	issioner - 20	23-2024		+ - Remove 🗎
Activity Window	Status	Tariff	Value	Estimated Value
2023-2024 - Month 1	Draft	Monetary	f	£0.00

Tariff – The tariff shows the tariff type or amount per unit.

Monetary Component () Service with all component types	+ - Remove 🗎			
Activity Window	Status	Tariff	Value	Estimated Value
2023-2024 - Month 1	Draft	Monetary	f	£0.00

**Value/Units** – This is where you enter the number of units or the monetary value. Some components don't require a value to be entered in which case this would not be visible.

Monetary Component () Service with all component types -	+	- Remove 🗎			
Activity Window	Status	Tariff	Value		Estimated Value
2023-2024 - Month 1	Draft	Monetary	£		£0.00

Estimated Value – This shows the estimated value of the component.

Monetary Component () Service with all component types	- Commissioner - 2023-2024			+ ·	Remove 🗎
Activity Window	Status	Tariff	Value		Estimated Value
2023-2024 - Month 1	Draft	Monetary	£		£0.00

**Supporting Attachments** – The supporting attachments section details any evidence requirements and lets you add/manage files that you are attaching to the claim component.

Supporting Attachments 1	Evidence Required -
Evidence Requirement Details: Actual Population Per Unit Component evidence requirement Accepted File Types: pdf, doc*, xls*, od*	Add Attachment 🕹
Do not upload supporting attachments that contain Patient Identifiable Data (PID)	
Attachments:	
TestFile1.pdf	Download 🛓 Delete 💼

• Attachment Count – The section header displays a count of how many attachments have been added to the component.

Supporting Attachment 1	Evidence Required -

• Evidence Required Indicator – If the component has a mandatory evidence requirement there will be an indicator like the one shown below.

Supporting Attachments 1 Evidence Required

• Evidence Details – Details any evidence requirements and the allowed file types that can be attached.

Evidence Requirement Details:

Actual Population Per Unit Component evidence requirement

Accepted File Types: pdf, doc\*, xls\*, od\*

• Add Attachment Button – Clicking this lets you select and add a file to the claim component.

Add Attachment 🏦

• Attachments List – The list of attachments that have been added to the component.



• **Download Button** – The download button lets you download a copy of the file attached to the component.



Delete 面

• **Delete Button** – This lets you delete a file from a component.

**Supplementary Information** – This section details any questions that need completing as part of the claim submission. The responses can either require a whole number value, decimal value, text value, or a Yes/No value. This section will only be visible if the commissioner has added supplementary information questions to the component.

Supplementary Information	-
Enter a number	
Enter a decimal	
Enter some text	
Pick Yes or No	No

**Decline History** – When a claim/component is rejected the approver will enter a reason for the rejection. The decline history section of a component will display these reasons.



**Errors** – This section will only be visible if you have tried to submit a claim and it has failed validation. Once displayed it will list any issues with the component you are trying to submit.

Errors	
Unit value is invalid	
No evidence has been attached	
No supplementary information value supplied for 'Enter a number'	
No supplementary information value supplied for 'Enter a decimal'	
No supplementary information value supplied for 'Enter some text'	

**Expand / Collapse** – To the right-hand side of the component sections you will see a + or – that lets you **Expand** or **Collapse** the section. In the image below you can see that the Supplementary Information section is collapsed, and Supporting Attachments and Decline History are expanded.

Actual Population Per Unit Service with all component ty	+ - Remove 🗎								
Activity Window	Status	Tariff	Units	Estimated Value					
2023-2024 - Month 1	Draft	£3.00 Actual Population Per Unit		£0.00					
Supporting Attachments	1			Evidence Required 📃					
Evidence Requirement Details: Actual Population Per Unit Accepted File Types: pdf, doc*	Evidence Requirement Details:       Add Attachment 1         Actual Population Per Unit Component evidence requirement       Add Attachment 1         Accepted File Types: pdf, doc*, xls*, od*       Add Attachment 2								
Do not upload supportin	ig attachments that con	tain Patient Identifiable Data (PID)							
Attachments:									
🖞 TestFile1.pdf									
Supplementary Information	Supplementary Information +								

## **Control Sidebar**

To the left of the screen, you will see the control sidebar containing buttons that let you control parts of the claim user interface.

C	ation Date	Submission Date	Approval Date		Status		Estimated Tota	4
0	1/05/2023 13:00				Draft			£0.00
Ĩ	Services	Components	Add All 🖓	Claim			+ -	Delete  Submit →
e Servic	Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Compo Service with all component types - Cor 2023-2024	nent O Add +	Actual Population I Service with all comp Activity Window	her Unit Component () onent types - Commissioner - Status	2023-2024 Tariff	Units	+ - Remove
1	ECG Service 2023 - 2024	2023-2024 - Month 1		2023-2024 - Month 1	Draft	£3.00 Actual Population Per Unit		£0.00
\$	2 components	Annualised Actual Population Reta	ainer Add+	Supporting Attache	nents 💿			Evidence Required -
mponenti	Expired Service Test 1 component	Component Service with all component types - Cor 2023-2024 2023-2024 - Month 1	Sonent  Evide Evide Evide Evide Evide Commissioner Actu Actu Actu Acce		Details: er Unit Component eviden df, doc*, xis*, od*	se requirement		Add Attachment 🛓
Hide	No Claim Window Service 2 components	Monetary Component () Service with all component types - Commissioner -		Do not upload su Attachments:	pporting attachments that	contain Patient Identifiable Data (PID)		
ŝ	Non Payment Components Test	2023-2024 - Month 1				[] No Files Attached		
E.	1 component	Per Unit Component 0	Supplementary Info	ormation			-	
ry Hel	Provider Approver Test Service 3 components	Service with all component types - Con 2023-2024 2023-2024 - Month 1	nmissioner -	Pick a number Pick a decimal				
т Ф	Service with all component types -	Retainer Component 0	Add+	Pick a word				
-	Commissioner - 2023-2024 8 components	Service with all component types - Cor 2023-2024	nmissioner -	Pick Yes or No		No		
	Familes without claim window	2023-2024 - Month 1						
	2 components	Weighted Population Per Unit Con Service with all component types - Con	nponent O Add +					
		2023-2024 - Month 1						
		Weighted Population Retainer Cor Service with all component types - Cor 2023-2024	mponent O Add +					
		2023-2024 - Month 1						

**Hide Services & Component** – Clicking this will toggle the visibility of the Services and Components lists. Once you have added the required components to the claim then clicking this will give more screen space for completing the claim component details.

		Hide	Services	5 &	Comp	onents
lidden						
01/05/2023 13:00	Submission Date	Approval Date	Status Draft			Estimated Total
Claim						+ - Delete 🖀 Submi
Actual Population Per Unit Cer Service with all component types Activity Window 2023-2024 - Month 1	- Commissioner - 2023-2024 Status Draft		Tariff E3.00 Actual Population Per Unit		Units	+ - Remov
Supporting Attachments () Evidence Requirement Details: Actual Population Per Unit Com	nponent evidence requirement					Evidence Require Add Attachmer
Accepted file Types: pdf, doc*, xis Do not upload supporting at	s*, ed* ttachments that contain Patient Identifiabi	ie Data (PID)				
Attachments:						Download 🛓 Dele
Supplementary Information Pick a number						
Pick a decimal Pick a word						
Pick Yes or No						

#### Shown

Creation Date	Submission Date	Approval Date	Stat	W5		Estimated Total	
01/05/2023 13:00			Dra	aft			£0.00
Services	Components	Add All 🕫	Claim			+ -	Delete
Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Componer Service with all component types - Commit 2023-2024	Actual Population Retainer Component  Add+ Service with all component types - Commissioner - 2023-2024		nit Component () t types - Commissioner - 2023 Status	3824 Tariff	Units	+ - Remove B
ECG Service 2023 - 2024	2023-2024 - Month 1		2023-2024 - Month 1	Draft	£3.00 Actual Population Per Unit		£0.00
2 components	Annualised Actual Population Retaine	Add+	Supporting Attachment	0			Evidence Required
Expired Service Test 1 component	Component O Service with all component types - Commi 2023-2024 2023-2024 - Month 1	mioner -	Evidence Requirement Detai Actual Population Per Ur Accepted File Types: pdf, do	is: nit Component evidence rei oc*, xis*, od*	quirement		Add Attachment 🛓
No Claim Window Service 2 components	Monetary Component Service with all component types - Commi 2023-2024	Add+	Do not upload support	ting attachments that cont	ain Patient identifiable Data (PID)		
Non Payment Components Test	2023-2024 - Month 1				🗋 No Files Attached		
1 component	Per Unit Component	A41+	Supplementary Information	tion			-
Provider Approver Test Service 3 components	Service with all component types - Commi 2023-2024 2023-2024 - Month 1	ssioner -	Pick a number Pick a decimal				
feeder with efferences been	Retainer Component 0		Pick a word				
Commissioner - 2023-2024 B components	Service with all component types - Commi 2023-2024 2023-2024 - Month 1	sioner -	Pick Yes or No				
Service without claim window 2 components	Weighted Population Per Unit Compo Service with all component types - Commi 2023-2024 2023-2024 - Month 1	nant 0 Add+					
	Weighted Population Retainer Compo Service with all component types - Convect 2023-2024 2023-2024 - Month 1	nent O Add +					

**Hide Summary** – Clicking this will toggle the visibility of the claim summary section giving more space on screen for completing the claim details.

Hi	idden		Hi	de Sum	mar	У		
H	Services	Components	Add All 🔗	Claim			£0.00 (Draft) + -	Delete
le Services & C	Anticoagulation 2023 - 2024 2 components ECG Service 2023 - 2024 2 components	Actual Population Retainer Component Service with all component types - Commissioner - 2023-2024 - Month 1 Ennualised Actual Population Retainer	Add +	Actual Population Per Unit Co Service with all component types Activity Window 2023-2024 - Month 1	mponent O - Commissioner - 2023-2 Status Draft	Tariff £3.00 Actual Population Per Unit	Units	+ - Remove a
Components Show 5	Expired Service Test 1 component	Component  Service with all component types - Commissioner - 2023-2024 2023-2024 2023-2024 - Month 1	AUUT	Evidence Requirement Details: Actual Population Per Unit Cor Accepted File Types: pdf, doc*, xi	nponent evidence requ s*, od*	uirement		Add Attachment ±
	No Claim Window Service 2 components Non Payment Components Test	Monetary Component  Service with all component types - Commissioner - 2023-2024 2023-2024 2023-2024 - Month 1	Add +	Do not upload supporting a Attachments:	ttachments that conta	in Patient Identifiable Data (PID)		
mmary <mark>He</mark>	1 component Provider Approver Test Service 3 components	Per Unit Component ① Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Add +	Supplementary Information Pick a number Pick a decimal				
lb 🕞	Service with all component types - Commissioner - 2023-2024 8 components	Retainer Component ① Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Add +	Pick a word Pick Yes or No		No		
	Service without claim window 2 components	Weighted Population Per Unit Component ① Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Add +					
		Weighted Population Retainer Component () Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Add +					

Note that the claim status and value appear on the Claim section header when the summary is hidden.

Claim	£0.00 Draft	+	-	Delete 🗊	Submit $\rightarrow$

Shown

6	sation Date Si	ubmission Date Approval	l Date		Status			Estimated Tota	1
0	1/05/2023 13:00				Draft				£0.00
H	Services	Components	Add All 🔊	Claim				+ -	Delete
e Service	Anticoagulation 2023 - 2024 2 components	Actual Population Retainer Component  Service with all component types - Commissioner - 2023-2024	Add +	Actual Population P Service with all compo Activity Window	er Unit Comp onent types - Ci	onent () ommissioner - 2023 Status	-2024 Tariff	Units	+ - Remove 🗊
1	ECG Service 2023 - 2024	2023-2024 - Month 1	Approval Date Add All (-2 Claim nent 0 Add All (-2 Claim Add + Pick a nu Pick	2023-2024 - Month 1		Draft	£3.00 Actual Population Per Unit		£0.00
ŝ	2 components	Annualised Actual Population Retainer	Add +	Supporting Attachn	nents 1				Evidence Required -
nponents	Expired Service Test 1 component	Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1		Actual Population Po Accepted File Types: po	Status Draft Draft ation Per Unit Compo dow townot fighter - Cor dow townot fighter - Cor dow townot fighter to	nent evidence ree od*	quirement		Add Attachment 🛃
Hide	No Claim Window Service 2 components	Monetary Component  Service with all component types - Commissioner - 2023-2024	Add +	Do not upload su Attachments:	pporting attai	hments that cont	ain Patient Identifiable Data (PID)		
ŝ	Non Payment Components Test	2023-2024 - Month 1		TestFile1.pdf					Download 🛓 🛛 Delete 🛅
Ē	1 component	Per Unit Component ()	Add +	Supplementary Info	rmation				-
Y Hel	Provider Approver Test Service 3 components	Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1		Pick a number Pick a decimal					
0	Service with all component types -	Retainer Component ()	Add +	Pick a word					
-	Commissioner - 2023-2024 8 components	Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	_	Pick Yes or No			No		
	Service without claim window 2 components	Weighted Population Per Unit Component <b>0</b> Service with all component types - Commissioner- 2023-2024 2023-2024 - Month 1	Add +						
		Weighted Population Retainer Component Service with all component types - Commissioner - 2023-2024 2023-2024 - Month 1	Add +						

Help – Opens a copy of this document in a new window.



# **Adding Components**

To add a component to a claim, first click on the service you want to claim in the **Services** list.

	01/05/2023 13:00	Submission Date Approval Date		Status Draft		Estimated Total	
H	Services	Components Add All	Claim			+ – Delete 🗊 Submit -	, >
le Servio	Anticoagulation 2023 - 2024 2 components						
es & Co	ECG Service 2023 - 2024 2 components	No components to display			No components added to claim		
mponen	Expired Service Test 1 component						
ts Hide	No Claim Window Service 2 components						
Summa	Non Payment Components Test 1 component						
ry Hel	Provider Approver Test Service 3 components						
0	Service with all component types - Commissioner - 2023-2024 8 components						
	Service without claim window 2 components						

This will display a list of available components attached to that service.

	reation Date 01/05/2023 13:00	Submission Date	Approval Date		Status Draft		Estimated Tota	E0.00	
I	Services	Components	Add All 🔊	Claim			+ -	Delete	í.
le Servici	Anticoagulation 2023 - 2024 2 components	24 Hour ECG - 2022 - 23 ECG Service 2023 - 2024 2023-2024 - Month 1	Add +						
es & Com	ECG Service 2023 - 2024 2 components	Treatment Room ECGs ECG Service 2023 - 2024 2022-2024 - Month 1	Add +			No components added to claim			
iponent	Expired Service Test 1 component	EXECUTED A FINAL T							
Hide	No Claim Window Service 2 components								
Summa	Non Payment Components Test 1 component								
ry Hel	Provider Approver Test Service 3 components								
0	Service with all component types - Commissioner - 2023-2024 8 components								
	Service without claim window 2 components								

To add a component to a claim you can either click the **Add All** button to add all components to the claim, or you can use the **Add +** button to add an individual component to the claim.

Components	Add All 🔊
24 Hour ECG - 2022 - 23 3 ECG Service 2023 - 2024 2023-2024 - Month 1	Add +
Treatment Room ECGs () <i>ECG Service 2023 - 2024</i> 2023-2024 - Month 1	Add +

Once you have clicked **Add All** or the **Add +** button you will see a message at the top of the screen saying the component(s) have been added to the claim and the components will move to the claim section.

CQRS Local		[	24 Hour ECG - 2022 -	23 added			
BETA Your feedback will help us to imp	rove this service.		• to claim			Services C	Claims Reporting 🛛
Home > Claims > Claim ID: 2433			✓ Treatment Room ECC to claim	Gs added			
Creation Date	Submission Date	Approval Date	Status			Estimated To	vtal
01/05/2023 13:00			Draft	t			£0.00
I Services	Components	Add All 🔊	Claim			+ -	Delete
Anticoagulation 2023 - 2024 2 components			24 Hour ECG - 2022 - 23 ECG Service 2023 - 2024	l.	7-14	Unite	+ - Remove 🗊
ECG Service 2023 - 2024			2023-2024 - Month 1	Draft	£45.22 Per Unit	Onits	£0.00
2 components	No components to	display	Supporting Attachments	0			-
Expired Service Test			Accepted File Types: pdf, doc	*, xls*, <b>od</b> *			Add Attachment 🖍
1 component			Do not upload supportin	ng attachments that conta	in Patient Identifiable Data (PID)		
No Claim Window Service			Attachments:				
				_	🗋 No Files Attached		
Non Payment Components Test			supplementary informatio	'n			
Vie m			Eurther advice from consult	tant			
Provider Approver Test Service     3 components			Normal outcome				
			Referred to Cardiology				
Commissioner - 2023-2024			Other				
8 components							
Service without claim window			Treatment Room ECGs () ECG Service 2023 - 2024				+ - Remove 🗎
2 components			Activity Window	Status	Tariff	Units	Estimated Value
			2023-2024 - Month 1	Draft	£5.00 Per Unit		£0.00
			Supporting Attachments Accepted File Types: pdf, doc	0 *, xls*, od*			- Add Attachment 🛃
			Do not upload supportin	ng attachments that conta	in Patient Identifiable Data (PID)		
			Attachments:				
					🗅 No Files Attached		
			Supplementary Informatio	n			-
			Core Searches				
			Per Patient Core				

## **Removing Components**

To remove a component from a claim, click the **Remove** icon on the claim component that you want to remove.

Please note: If you remove a component from the claim, any changes or attachments you have added to that component will be deleted.

Claim			+ -	Delete			
24 Hour ECG - 2022 - 23 () ECG Service 2023 - 2024				+ - Remove 🗊			
Activity Window	Status	Tariff	Units	Estimated Value			
2023-2024 - Month 1	Draft	£45.22 Per Unit		£0.00			
Supporting Attachments 0				-			
Accepted File Types: pdf, doc*, x	ds*, <b>od</b> *			Add Attachment 🛓			
Do not upload supporting attachments that contain Patient Identifiable Data (PID)							
Attachments:							
		🗋 No Files Attached					

When you click the delete icon you will see a message saying that the component has been removed from the claim. The component will then appear in the list of components.

Please note: If a different service is selected in the services list, the removed component will not be visible. To view the removed component simply click on the correct service in the services list.

Λ	CQRS Local		<b>–</b>	24 Hour ECG - 2022 - 23						
BE	Your feedback will help us to impr	rove this service.	L	<ul> <li>removed from</li> </ul>	ı claim			Services	Claims	Reporting
Ŀ	lome  > Claims  > Claim ID: 2433									
	Creation Date	Submission Date	Approval Date		Status			Estimate	d Total	
	01/05/2023 13:00				Draft					£0.00
H	Services	Components	Add All 🔊	Claim				+	- De	lete 💼 Submit →
e Serv	Anticoagulation 2023 - 2024 2 components	24 Hour ECG - 2022 - 23 <b>()</b> ECG Service 2023 - 2024	Add +	Treatment Room EC ECG Service 2023 - 20	CGs () 224					+ - Remove 🗎
6	ECG Service 2028 - 2024	2023-2024 - Month 1		Activity Window 2023-2024 - Month 1		Status	Tariff 65.00 Par Unit	Units		Estimated Value
8	2 components			Supporting Attache	ments 💿	brait	2500 Per onic			_
omponei	Expired Service Test 1 component			Accepted File Types: p	df, doc*, xls*, od	i*	in Patient Identificatio Data (DID)			Add Attachment 主
ŝ	No Claim Window Service			Attachments	apporting attach	mento thet conte				
H	2 components						No Files Attached			
e 50	Non Payment Components Test			Supplementary Info	ormation					-
	1 component			Core Searches						
ery H	Provider Approver Test Service 3 components			Per Patient Core						
elp 🕞	Service with all component types - Commissioner - 2023-2024 8 components									
	Service without claim window 2 components									

If you want to remove all components from the claim just repeat this process until they are all removed.

# **Completing Claim Details**

Once a component has been added to a claim it is straightforward to complete the details.

First, enter the number of units or monetary value you wish to claim.

24 Hour ECG - 2022 - 23 () ECG Service 2023 - 2024				+	- Remove 🗎
Activity Window	Status	Tariff	Units		Estimated Value
2023-2024 - Month 1	Draft	£45.22 Per Unit			£0.00

Please note: This field may not be visible as some components are based on population so don't require a value to be entered.

Once the monetary value/units have been entered, press **enter**, or **tab**, and you will see a message saying that the value has been **saved** and the **Estimated Value** on both the component and the claim will be calculated.



Next is the Supporting Attachments section. This section is optional unless it states that there is an evidence requirement. A mandatory evidence requirement can be identified by the **Evidence Required** badge and the **Evidence Requirement Details** as shown below.

#### Evidence is required.

Supporting Attachments	Evidence Required
Do not upload supporting attachments that contain Patient Identifiable Data (PID)	
Evidence is optional.	
Supporting Attachments 0	-
Accepted File Types: pdf, doc*, xls*, od*	Add Attachment 🚣
Do not upload supporting attachments that contain Patient Identifiable Data (PID)	

To add evidence, click on the Add Attachment button on the top right-hand corner of the **Supporting Attachments** section.



This will display a file dialog window letting you choose a file you want to add. Select the file you want to add then click the **Open** button.

→ * ↑ → Th	is PC > Desktop > TestFiles				✓ Ŭ .2 Set	.rch TestFiles
anize 🔻 🛛 New folde	er					H • 🔳
^	Name	Date modified	Туре	Size		
Quick access	Test Excel Document.xlsx	25/07/2022 11:33	Microsoft Excel W	9 KB		
Desktop 🖉	TestFile1.pdf	11/02/2022 14:27	Microsoft Edge P	26 KB		
Downloads 🖈	2 TestFile2.pdf	11/02/2022 14:27	Microsoft Edge P	26 KB		
🖞 Documents 💉	TestFile3.pdf	11/02/2022 14:27	Microsoft Edge P	26 KB		
Pictures 🖈	TestFileUploadDocument.docx	11/02/2022 14:27	Microsoft Word D	12 KB		
CleanArchitectu	TestFileUploadDocument.pdf	11/02/2022 14:27	Microsoft Edge P	26 KB		
CleanArchitectu						
CQRS						
MESH						
OneDrive - NHS This PC						
3D Objects						
Desktop						
Documents						
Downloads						
Music						
Pictures						
Videos						
Windows (C)						
Tempores Steer		✓         0         P         Search Notifies           2007070221103         Microsoft Sci W.,         938           11002/0221427         Microsoft Sign P.,         2648           11002/0221427         Microsoft Sign P.,         2648				
<ul> <li>emposely stora</li> </ul>						
	Image: Start Processor         Image: Start Processor<					

You will now see a message saying that the file has been uploaded, and you will also notice the file appear in the attachments list.

Your feedback will help us t	to improve this service.	Ľ	<ul> <li>File Uploaded</li> </ul>				Services	Claims	Reporting
forme > Claims > Claim ID: 243	3								
Creation Date	Submission Date	Approval Date		Status			Estin	ated Total	
01/05/2023 13:00				Draft					£90
Services	Components	Add All 🕫	Claim				+	- Deb	ete 🔒 🛛 Sube
Anticoagulation 2023 - 2024 2 components	Treatment Room ECGs ECG Service 2023 - 2024	Add +	24 Hour ECG - 20 ECG Service 2023 -	122 - 23 <b>()</b> 2024					+ – Remo
	2023-2024 - Month 1		Activity Window		Status	Tariff	Units	_	Estimate
ECG Service 2023 - 2024 2 components			2023-2024 - Monti	h 1	Draft	£45.22 Per Unit	2		290
<u> </u>			Accepted File Types	pdf. doc*, xis*, or	1*				
Expired Service Test									Plot Petiteria
	_		Do not upload	I supporting attach	ments that co	ntain Patient Identifiable Data (PID)			
No Claim Window Service			Attachments:						
L Componento			TestFile1.pd	f				Down	load 🛓 🛛 Dek
Non Payment Components Test			Supplementary In	nformation					
1 component			Advice given						
Provider Approver Test Service			Further advice fro	om consultant	E				
3 components			Normal outcome		ſ				
Service with all component type	5-		Referred to Cardi	ology	Ĩ				
Commissioner - 2023-2024 8 components			Other		ř				
	-		L						
Service without claim window									

If you need to remove a file, click on the corresponding delete button for that file.

Attachments:		
TestFile1.pdf	Download 🛓	Delete 面

The next section to complete is the **Supplementary Information** section. This section can contain any number of items and will require either a whole **number**, **decimal**, **text**, or **yes / no** response.

Please note: This section will only be visible if the commissioner has specified that they need extra information when claiming the component.

24 Hour ECG - 2022 - 23 3 ECG Service 2023 - 2024				+ – Remove 🗊				
Activity Window	Status	Tariff	Units	Estimated Value				
2023-2024 - Month 1	Draft	£45.22 Per Unit	5	£226.10				
Supporting Attachments 0				-				
Accepted File Types: pdf, doc*, xls*,	od*			Add Attachment 🛓				
Do not upload supporting attachments that contain Patient Identifiable Data (PID)								
Attachments:								
		🗅 No Files Attached						
Supplementary Information				-				
Advice given								
Further advice from consultant								
Normal outcome								
Referred to Cardiology								
Other								

Enter the required values pressing **tab** or **using the mouse** to move between them. Each time a value has been entered and the field has lost focus you will see a **Saved** message indicating that the value has been saved to the claim.

N	CQRS Local			Saved				
BET	Your feedback will help us to in	nprove this service.					Services Cla	ims Reporting 🥹
н	ome  ightarrow Claims  ightarrow Claim ID: 2433							
	reation Date 5	ubmission Date	Approval Date	Status			Estimated	Total
	Services	Components	Add All 🕫	Claim			+ -	Delete
le Servi	Anticoagulation 2023 - 2024 2 components	Treatment Room ECGs	Add +	24 Hour ECG - 2022 - 23 ECG Service 2023 - 2024	0			+ - Remove 🗎
ces & C	ECG Service 2023 - 2024 2 components	2023-2024 - Month 1		Activity Window 2023-2024 - Month 1 Supporting Attachments	Status Draft	E45.22 Per Unit	Units 5	Estimated Value
ompone	Expired Service Test			Accepted file Types: pdf, do	ic*, xis*, od*			Add Attachment ±
nts H	No Claim Window Service			Do not upload support	ting attachments that co	ntain Patient Identifiable Data (	PID)	
ide Su	2 components Non Payment Components Test			Supplementary informat	ion	No Files Attached		-
nmary	1 component			Advice given Further advice from cons	ultant	5		
Help	3 components			Normal outcome		5		
•	Service with all component types - Commissioner - 2023-2024 8 components			Referred to Cardiology Other		, 		
	Service without claim window 2 components							

Please note: All supplementary information values are mandatory so a value must be entered for all items before the claim can be submitted.

# **Submitting a claim**

Once all component details in the claim section are completed, you can submit the claim by clicking on the **Submit** button at the top right-hand corner of the claim section.

	Status					Estimated Total					
	Draft										£226.10
Claim							+	-	Dele	te 🛍	Submit $\rightarrow$
24 Hour ECG - 2 ECG Service 2023	022 - 23 🚯 - <i>2024</i>								+		Remove 🗊
Activity Window	v	Status		Tariff		, Ur	nits	_			Estimated Value

Once the submit button has been clicked, you will see a confirmation dialog asking you to confirm that you want to submit the claim.

	Creation Date	Submission Date	Approval Date	St	atus			Estimate	ed Total
	01/05/2023 13:00				Draft				£226.10
HId	Services	Components	Add All 🔊	Claim				+ -	Delete
e Servi	Anticoagulation 2023 - 2024 2 components	Treatment Room ECGs <b>0</b> ECG Service 2023 - 2024	Add +	24 Hour ECG - 2022 ECG Service 2023 - 202	• <b>23 ()</b> 24				+ - Remove 🗊
c e s	ECG Camira 2022 - 2024	2023-2024 - Month 1		Activity Window		Status	Tariff	s	Estimated Value
8	2 components			Supporting Attachm	nents 🙆	Draft	145.22 Per Unit		-
ompo	Expired Service Test			Accepted File Types: pd	df, doc*, xis*, od*				Add Attachment ᆂ
nent	1 component		Submit Cla	im			n Patient Identifiable Data (PID)		
Nide	No Claim Window Service 2 components		Are	you sure you want t	to submit this cl	laim?	C No Files Attached		
Summa	Non Payment Components Test 1 component				Yes	Cancel			-
2	Provider Approver Test Service			Further advice from	consultant				
Help	3 components			Normal outcome		6			
0	Service with all component types -			Referred to Cardiolo	gy	7			
	Commissioner - 2023-2024 8 components			Other					
	Service without claim window 2 components								

When you click **Yes**, the claim will be validated, and if it passes validation, it will be submitted for approval.

If it fails validation, you will see a message saying that the validation has failed, and the issues will be displayed in the **Errors** List of each component.

## **Errors List**

The **Errors** list shows any validation errors that have occurred during a claim submission. Each row explains what has failed and should be enough information to help you correct the issues.

24 Hour ECG - 2022 - 23 🜖				+ - Remove ill
ECG Service 2023 - 2024				
Activity Window	Status	Tariff	Units	Estimated Value
2023-2024 - Month 1	Draft	£45.22 Per Unit		£0.00
Supporting Attachments 0				-
Accepted File Types: pdf, doc*, 3	xls*, od*			Add Attachment 📤
Do not upload supporting	attachments that con	tain Patient Identifiable Data (PID	)	
Attachments:				
		🗅 No Files Attached		
Supplementary Information				-
Advice given				
Further advice from consulta	nt			
Normal outcome				
Referred to Cardiology				
Other				
Errors				
Unit value is invalid				
No supplementary information	on value supplied for '	Advice given'		
No supplementary information	on value supplied for '	Further advice from consultant'		
No supplementary information	on value supplied for '	Normal outcome'		
No supplementary information	on value supplied for '	Referred to Cardiology'		
No supplementary information	on value supplied for '	'Other'		

Once you have corrected the issues, click the **Submit** button and the claim will be re-validated and submitted.

CQRS Local		🗸 Claim Submi					
BETA Your feedback will help us to impro	BETA Your feedback will help us to improve this service.						ms Reporting 🛛
Home   Claims  Claim Id: 2425							
Creation Date         Created By         Submission Date           01/05/2023         Provider User (provideruser@nhs.fake)            Claim Components			Approval Date	Status Pending System Review		Estimated Tota	
Component	Activity Window	Status		Tariff	Units / Monetary Value	Estimated Value	
24 Hour ECG - 2022 - 23 0 ECG Service 2023 - 2024	2023-2024 - Month 1	Pending System Re	view	£45.22 Per Unit	5	£226.10	£ ©
Treatment Room ECGs 3 ECG Service 2023 - 2024	2023-2024 - Month 1	System Approved		£5.00 Per Unit	10	£50.00	8

## **Rejected Claims**

When you **Edit** a rejected claim, you will see that the **Claim Status** is set to **Declined**, and at least one component will have a status of **Declined** and display the reason it was declined in the **Decline History**.

6	reation Date	Submission Date	Approval Date		Status				Estimated To	stal
U	01/05/2023 13:00	01/05/2023 13:00			Tier 1 Revie	ew Dedined				£226.10
E	Services	Components	Add All ⊘	Claim					+ -	Delete
e Servi	Anticoagulation 2023 - 2024 2 components			24 Hour ECG - 20 ECG Service 2023	022 - 23 <b>()</b> - 2024		-			+ - Remove 🗊
ces & C	ECG Service 2023 - 2024 2 components	No components t	No components to display	Activity Window 2023-2024 - Mont	r h 1 rhmonts 🙆	Status Tier 1 Review Declined	Tariff £45.22 Per Unit		Units 5	Estimated Value
omponen	Expired Service Test 1 component	-	Acc		: pdf, doc*, x	ls*, od* attachments that contain #	Patient Identifiable Data (PID)			Add Attachment 🛓
HI4	No Claim Window Service 2 components			Attachments:			No Files Attached			
Summa	Non Payment Components Test 1 component			Supplementary Advice given	Information	5				-
iry He	Provider Approver Test Service 3 components			Further advice fr	om consultan	t 4				
9 (?)	Service with all component types - Commissioner - 2023-2024			Referred to Card Other	iology	7				
	Contraction without shales with days	-		Decline History						-
	2 components			This is a test rea:	ion showing	why a component has bee	n rejected	commis	isioninguser <b>a</b> r	nhs.fake - 01/05/2023 13:00

**Approved components** will be greyed out and read only so you will not be able to make changes to them.

Treatment Room ECGs 3 ECG Service 2023 - 2024				+ -				
Activity Window	Status	Tariff	Units	Estimated Value				
2023-2024 - Month 1	Tier 1 Review Approved	£5.00 Per Unit	2	£10.00				
Supporting Attachments	0			-				
Accepted File Types: pdf, doc*, xls*, od*								
Do not upload supporting attachments that contain Patient Identifiable Data (PID)								
Attachments:								
	1	Io Files Attached						
Supplementary Informati	on			-				
Core Searches	3							
Per Patient Core	10							

**Rejected components** will be fully editable so you can correct any issues described in the **Decline History.** 

24 Hour ECG - 2022 - 23 () ECG Service 2023 - 2024				+ - Remove 🗊
Activity Window	Status	Tariff	Units	Estimated Valu
2023-2024 - Month 1	Tier 1 Review Declined	£45.22 Per Unit	5	£226.10
Supporting Attachments				-
Accepted File Types: <b>pdf, doc*</b>	, xls*, od*			Add Attachment 🏦
Do not upload supportin	g attachments that contain Patie	nt Identifiable Data (PID)		
Attachments:				
	C	No Files Attached		
Supplementary Information	ì			-
Advice given	5			
Further advice from consult	ant 4			
Normal outcome	6			
Referred to Cardiology	7			
Other	1			
Decline History				-
This is a test reason showin	g why a component has been re	jected		
			commissioninguser@nh	s.fake - 01/05/2023 13:00

Correct the issues and re-submit the claim.

# **Expired Components**

Components can sometimes be expired by the commissioner and can no longer be claimed. If an expired component is already part of a Draft claim it can be identified by the **Expired** text as shown below.

Expired Component 01 () Expired Service Test		PED		+ - Remove 🗊
Activity Window	Status	EXPINE	Units	Estimated Value
2023-2024 - Month 1	Draft	£1.00 Per Unit		£0.00
Supporting Attachments 💿				—
Accepted File Types: pdf, doc*, xl	s*, od*			Add Attachment 📤
Do not upload supporting a	ttachments that co	ntain Patient Identifiable Data (P	PID)	
Attachments:				
		🗋 No Files Attached		
Supplementary Information				-
Numeric supplementary inform	nation			
Decimal supplementary inform	ation			
Text supplementary information	n			
Yes / No supplementary inform	ation C	No		

Expired components need to be removed from the claim by clicking the **Remove** button in the top right-hand corner of the component.

Expired Component 01 Expired Service Test		IRED		+ - Remove 🗊				
Activity Window	Status	EXPIN	Units	Estimated Value				
2023-2024 - Month 1	Draft	£1.00 Per Unit		£0.00				
Supporting Attachments 0	)			-				
Accepted File Types: pdf, doc*, 3	xls*, od*			Add Attachment 🏝				
Do not upload supporting attachments that contain Patient Identifiable Data (PID)								
Attachments:								
		🗋 No Files Attached						
Supplementary Information				-				
Numeric supplementary info	rmation							
Decimal supplementary infor	mation							
Text supplementary informat	ion			8				
Yes / No supplementary info	rmation	No						

If you try to submit a claim containing an expired component, you will receive a validation failure error saying that the component can no longer be claimed and it must be removed from the claim.

Expired Component 01 🚯				+ - Remove 🇊
Expired Service Test		PIRED		
Activity Window	Status	EXPL	Units	Estimated Value
2023-2024 - Month 1	Draft	£1.00 Per Unit	1	£1.00
Supporting Attachments				-
Accepted File Types: pdf, doc*,	, xls*, od*			Add Attachment 🏩
Do not upload supportin	g attachments that co	ntain Patient Identifiable Data (F	PID)	
Attachments:				
		🗋 No Files Attached		
Supplementary Information	1			-
Numeric supplementary info	ormation 1			
Decimal supplementary info	ormation 1.	5		
Text supplementary informa	ation Te	est		
Yes / No supplementary info	ormation	Yes		
Errors				
Please remove this compone	ent as it has expired ar	nd can no longer be claimed		

# **Deleting Claims**

You can delete a claim but only when all components have been removed, and only when the claim is in **Draft** or a **Declined** status.

To delete a claim, first remove the components from the claim by clicking the remove button on each component in the claim section.

24 Hour ECG - 2022 - 23 <b>()</b> ECG Service 2023 - 2024				+ - Remove ា
Activity Window	Status	Tariff	Units	Estimated Value
2023-2024 - Month 1	Tier 1 Review Declined	£45.22 Per Unit	5	£226.10

Once all components have been removed, click the **Delete** button at the top right-hand corner of the **Claim Section**.

01/	lon Date 05/2023 13:00	Submission Date	Approval Date	Status Draft		Entimated Total	£0.00
E.	Services	Components	Add AB (D	Claim		+ - =	elete - Submit
le Servic	Anticoagulation 2023 - 2026 2 components	Anticoogs/lation Lavel 1  Anticoogs/lation 2023 - 2024 2023-2024 - Quarter 1	۹ +				
		Anticoagulation Level 2 O Anticoagulation 2023 - 2024	۹ 🔹		No components added to claim		
mpenents		2523-3224 - Quarter 1					
Hide Summary							
Maip B							

Please note: The delete button will only be enabled once all components are removed from the claim section, and when the claim is in Draft or a Declined status.

You will now see a confirmation dialog asking you to confirm that you want to delete the claim.

Creation Date 548	eriosise: Bate Apo	ver Bate States	Extended Total
Services	Components	Add At (P Claim	+ - Bekte -> Submit
	Anterlanguadria and Anter 2023 2014 - Output 1 Anterlanguadria and Anter 2023 2014 - Output 1 Anterlanguadria and Anter Anterlanguadria and Anter 2023 2014 - Output 1	Construction  C	

Click **Yes** and the claim will be deleted.

NHS CONSteal							
Your feedback will help us to improve this service.					Reporting		
Home > 0	lains						
# 10	Search Claim ID, Servi	ice Name, Component Name	Q ¥ filter + Ne	= Claim			
10.11	Creation Date If	Submission Date If	Approval Date If	Status 21	Estimated Value 2	Action	
2425	01/05/2023			Tier 1 Review Declined	£276.10	Edit	
2424	01/05/2023			Draft	03,563.00	Edit	
2423	01/05/2023			Draft	60.00	Edit	
2422	01/05/2023			Draft	£0.00	Edit	
2421	01/05/2023			Draft	135,244.58	tdit	
2420	01/05/2023	01/05/2023		Pending Tier 2 Review	650.00	View	
2413	01/05/2023		D.	Provider Declined	£0.00	teit	
2412	01/05/2023	01/05/2023		Tier 2 Review Declined	611.35	Edit	
2404	01/05/2023			Provider Declined	£150.00	Edit	
2403	01/05/2023			Provider Declined	625,709.00	Edit	
and of the	showing 10 items of 10 total						