

New User Interface

Multi-Service Claim Submission

January 2024

Disclaimer:

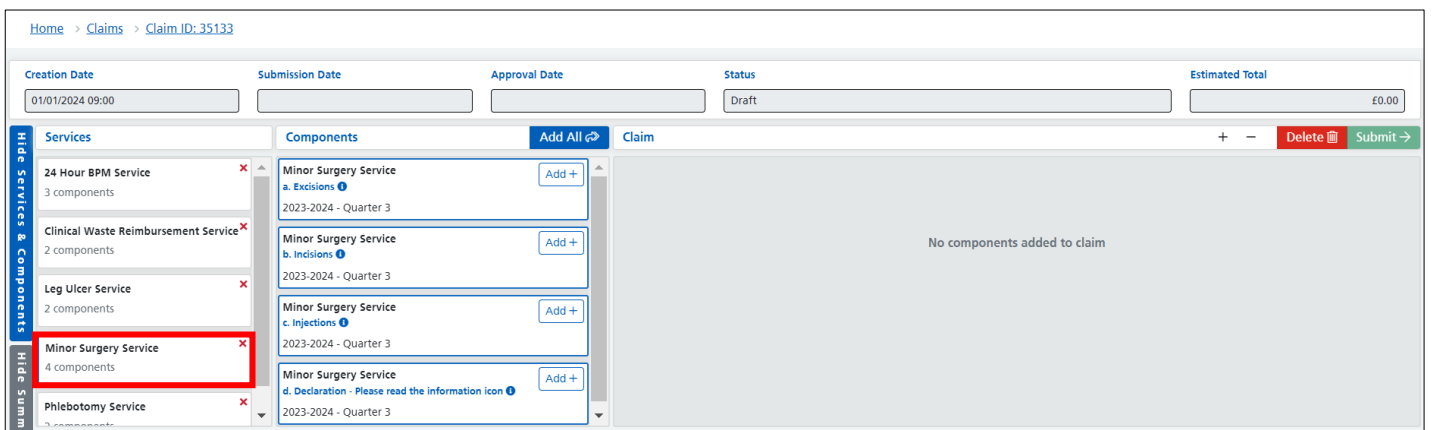
All names, images and any financial information are completely fictitious and have been created entirely for training purposes. The services shown are used generically and may not relate to your individual services.

What are Multi-Service Claim Submissions?

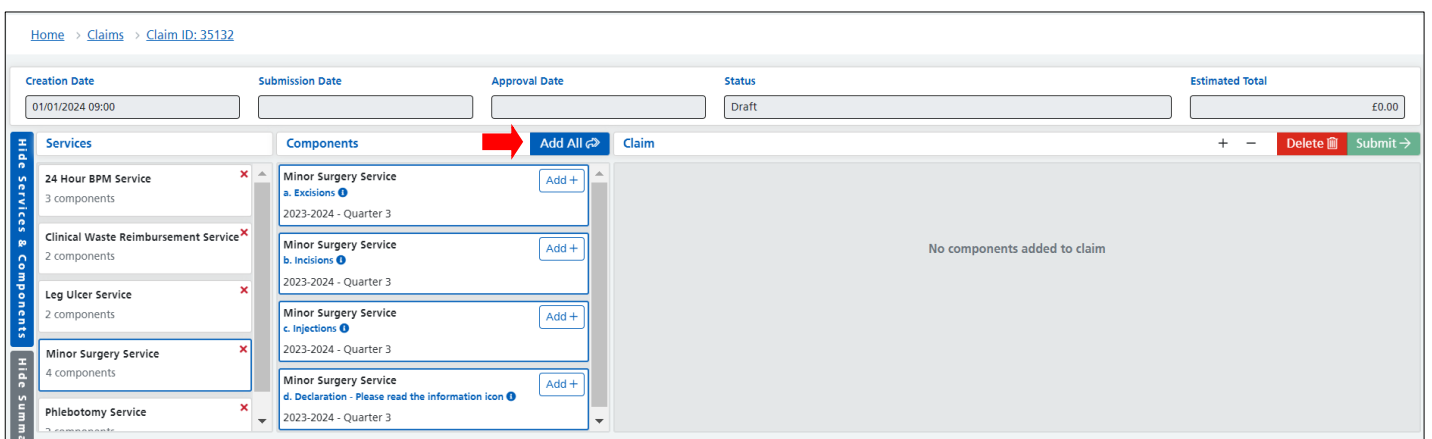
Multi-Service Claim Submissions mean that your Commissioner has requested that all service claims can be submitted as one claim rather than being submitted individually.

The following instructions will guide you with the successful submission of your service claims.

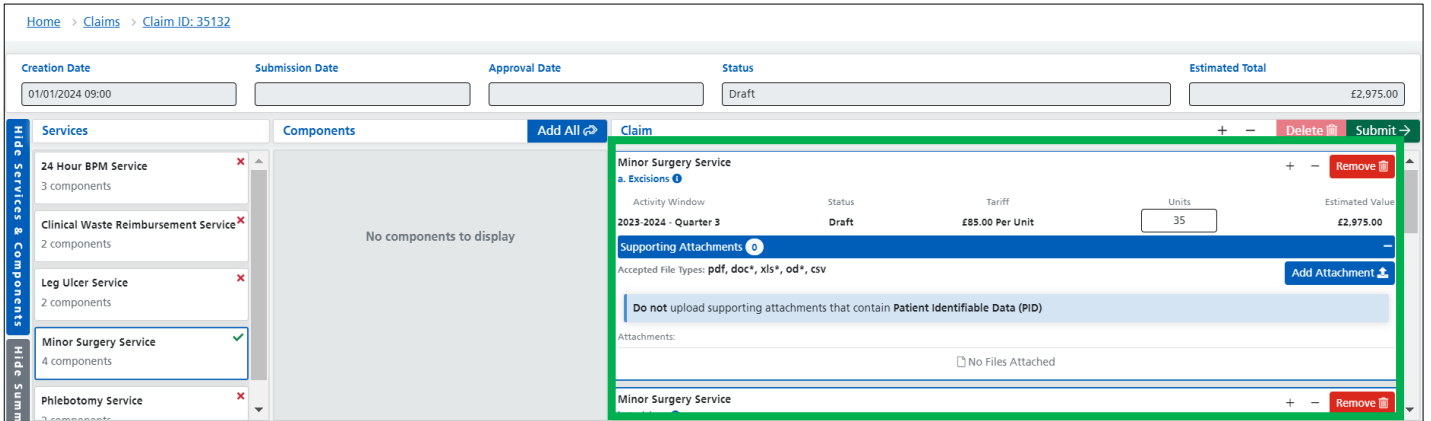
1. Log into CQRS Local.
2. From your home page, click on the **Claims** menu tile.
3. Next is to click on the **+New Claim** button.
4. Click on the first Service you are claiming for.



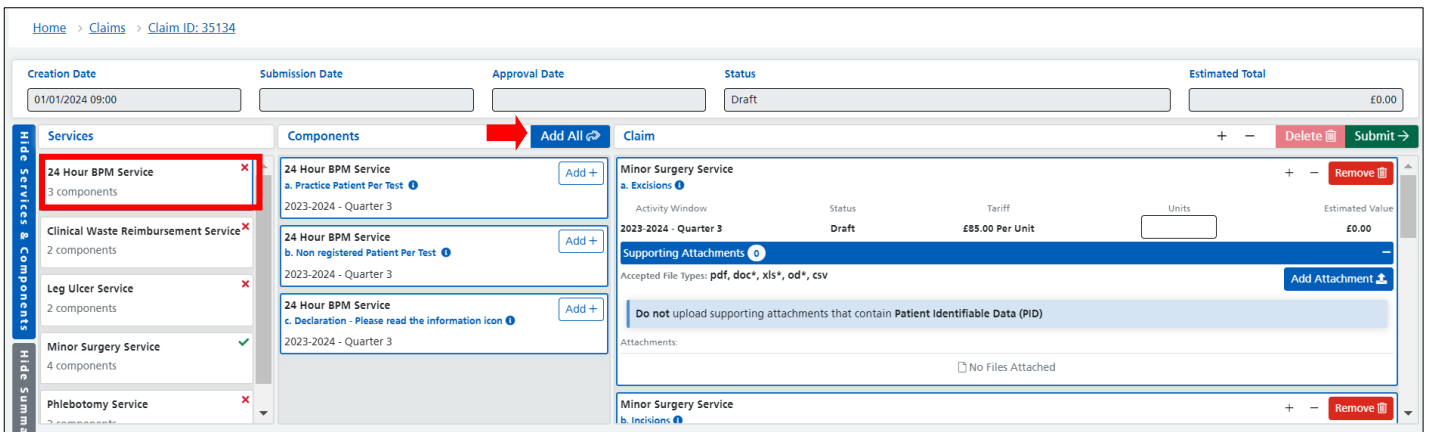
5. Click on the **Add All** button (do not use the individual **Add+** buttons).



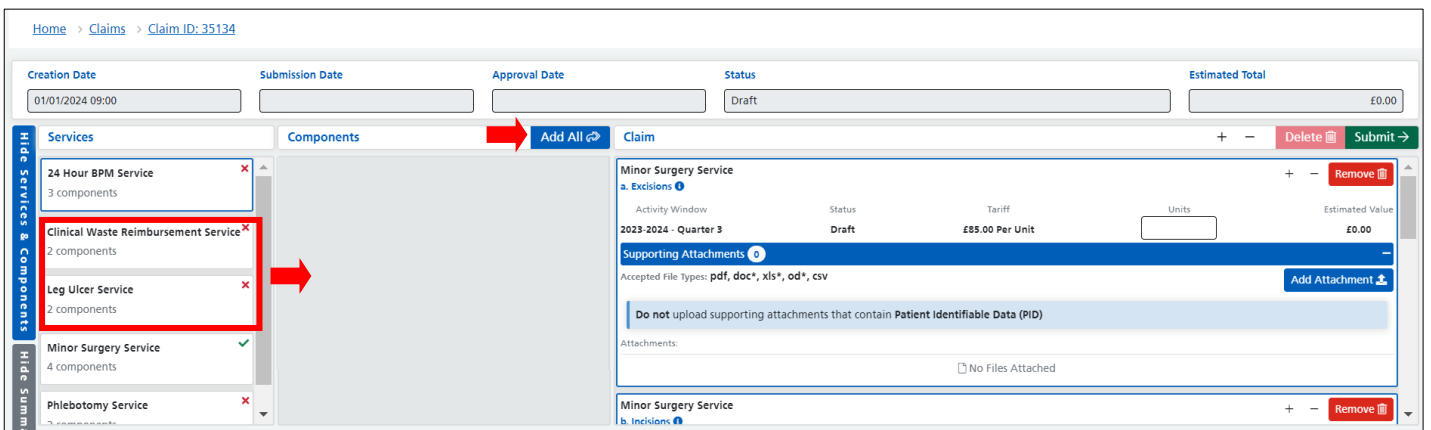
6. The Minor Surgery and ALL its components have now been placed into the Claims section.



7. Select your next service from the list.
8. Again, click on the **Add All** button.



9. Continue adding your services and ALL components.



10. Now do the following:

- a. Enter your Units in exactly the same way as before.
- b. Add your supporting documentation if requested.
- c. Scroll down to see the next component (s).
- d. Complete ALL Units boxes. If you haven't undertaken any components you **MUST** enter a zero.

Please note that the Retainer tick boxes are no longer used. Adding any retainer components to your claim replaces the tick box.

Home > Claims > Claim ID: 35134

Creation Date: 01/01/2024 09:00 | Submission Date: | Approval Date: | Status: Draft | Estimated Total: £0.00

Services: 24 Hour BPM Service (3 components), Clinical Waste Reimbursement Service (2 components), Leg Ulcer Service (2 components), Minor Surgery Service (4 components), Phlebotomy Service (2 components)

Components: Add All

Claim: Minor Surgery Service a. Excisions

Activity Window	Status	Tariff	Units	Estimated Value
2023-2024 - Quarter 3	Draft	£85.00 Per Unit	<input type="text"/>	£0.00

Supporting Attachments: 0 | Evidence Required | Add Attachment

Please upload your completed template. Thanks

Do not upload supporting attachments that contain Patient Identifiable Data (PID)

Attachments: No Files Attached

Minor Surgery Service b. Incisions

11. When you finished, click on the **Submit** button.

Home > Claims > Claim ID: 35134

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Supporting Attachments: 0 | Add Attachment

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

Do not upload supporting attachments that contain Patient Identifiable Data (PID)

Attachments: No Files Attached

Minor Surgery Service b. Incisions

Please note that if any of the Units boxes are left blank, the system will not allow you to submit the claim. You will see the following messages:

Remember, if you haven't undertaken any components you **MUST** enter a zero – this will make the claim complete.



Errors

Unit value is invalid

Help and Support

The CQRS Service Desk are here for you. If you have any queries, please contact us using the contact details below:

Telephone: 0330 124 4039

Email: support@cqrs.co.uk

Useful Training Resources

New User Interface Guide for Service Providers: [Click here](#)

New User Interface FAQ Document: [Click here](#)

Video Tutorial: [Click here](#)