



New User Interface Single-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 Single-Service Claim Submissions?

Single-Service Claim Submissions mean that your Commissioner has requested that all service claims should be submitted individually. You will need to process a 'New Claim' for each and every service claim.

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.

ation Date S	Submission Date	Approval Date	Status	Estimated Total
/01/2024 09:00			Draft	£0.0
Services	Components	Add All 🔊 Claim		+ – Delete 🛍 Subm
24 Hour BPM Service X 4 3 components	Minor Surgery Service a. Excisions 2023-2024 - Quarter 3	Add +		
Clinical Waste Reimbursement Service X 2 components	Minor Surgery Service b. Incisions ()	Add +	No components adde	d to claim
Leg Ulcer Service ×	2023-2024 - Quarter 3			
2 components	Minor Surgery Service c. Injections ① 2023-2024 - Quarter 3	Add +		
Minor Surgery Service × 4 components	2023-2024 - Quarter 5			

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

_								
	Home > Claims > Claim ID: 35132							
	reation Date 5 01/01/2024 09:00	Submission Date	Approval Date		Status Draft	Estimated To	tal	£0.00
Hid	Services	Components	Add All 🔊	Claim		+ -	Delete 🛍	Submit $ ightarrow$
e Servic	24 Hour BPM Service X 4 3 components	Minor Surgery Service a. Excisions () 2023-2024 - Quarter 3	Add +					
es & Coi	Clinical Waste Reimbursement Service × 2 components	Minor Surgery Service b. Incisions ①	Add +		No components added to claim			
Hide Services & Components	Leg Ulcer Service X 2 components	2023-2024 - Quarter 3 Minor Surgery Service c. Injections ()	Add +					
	Minor Surgery Service × 4 components	2023-2024 - Quarter 3 Minor Surgery Service						
Hide Summai	Phlebotomy Service X	d. Declaration - Please read the information	Add +					





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

eation Date	Submis	sion Date	Approval Date	2	Status			Estimated Tota	al		
1/01/2024 09:00					Draft				£2,975		
Services	c	omponents	Add	i Ali 🔊	Claim			+ -	Delete 🗎 Subr		
24 Hour BPM Service	X 🔺				Minor Surgery Service				+ – Remove [
3 components					a. Excisions ①	Status	Tariff	Units	Estimated Va		
Clinical Waste Reimbursement Servic	e×.				2023-2024 - Quarter 3	Draft	£85.00 Per Unit	35	£2,975.00		
2 components		No compone	nts to display		Supporting Attachments 0						
Leg Ulcer Service	×				Accepted File Types: pdf, doc*, xl	s*, od*, csv			Add Attachment		
2 components					Do not upload supporting a	ttachments that contain Pat	ient Identifiable Data (PID)				
Minor Surgery Service	~				Attachments:						
4 components							🗅 No Files Attached				

- 7. 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 <u>ALL</u> 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.

ation Date	Sul	omission Date	Approval Date	Status Es	stimated Total
/01/2024 09:00				Draft	£0
Services		Components	Add All 🔊	Claim	+ - Delete 🗎 Subr
24 Hour BPM Service 3 components	< ^	24 Hour BPM Service a. Practice Patient Per Test 0 2023-2024 - Quarter 3	Add +	Minor Surgery Service a. Excisions ()	+ – Remove [
Clinical Waste Reimbursement Service 2 components	×	24 Hour BPM Service b. Non registered Patient Per Test	Add +	Zuzs-zuze - guarter s uratt 255.00 ver Unit	£0.00 Evidence Required
Leg Ulcer Service	ĸ	2023-2024 - Quarter 3		Please upload your completed template. Thanks	Add Attachment
2 components		24 Hour BPM Service c. Declaration - Please read the information	icon 🚯 🛛 🗛	Do not upload supporting attachments that contain Patient Identifiable Data (PID)	
		2023-2024 - Quarter 3		Attachments:	

8. When you have finished, click on the **Submit** button.

ation Date	Su	bmission Date	Approval Date		Status			Es	timated Total	
/01/2024 09:00					Draft					
Services		Components	Add All 🔊	Claim					+ -	Delete 🗎 🛛 S
24 Hour BPM Service 3 components	×			Minor Surgery Serv a. Excisions ()	vice					+ – Remo
Clinical Waste Reimbursement Service 2 components	×			Activity Window 2023-2024 - Quarter			Tariff 85.00 Per Unit	Units		Estimate £0.0
	×			Supporting Attach	df, doc*, xls*, od*, csv					Add Attachme
e components				1	upporting attachments that	contain Patient Identif	able Data (PID)			
Minor Surgery Service 4 components	1			Attachments:			No Files Attached			

9. To process your next claim, follow the exact same steps from step 2 above.





Remember, if you haven't undertaken any components you MUST enter a zero – this will make the claim complete. If any Units boxes have been left blank, you will see the below messages when you attempt to submit the claim.



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: <u>support@cqrs.co.uk</u>

Useful Training Resources

New User Interface Guide for Service Providers: Click here

New User Interface FAQ Document: Click here

Video Tutorial: Click here