Dental Services

Dental Services

NHS Dental Services

E Reporting Good Practice Guide

Using Template Reports

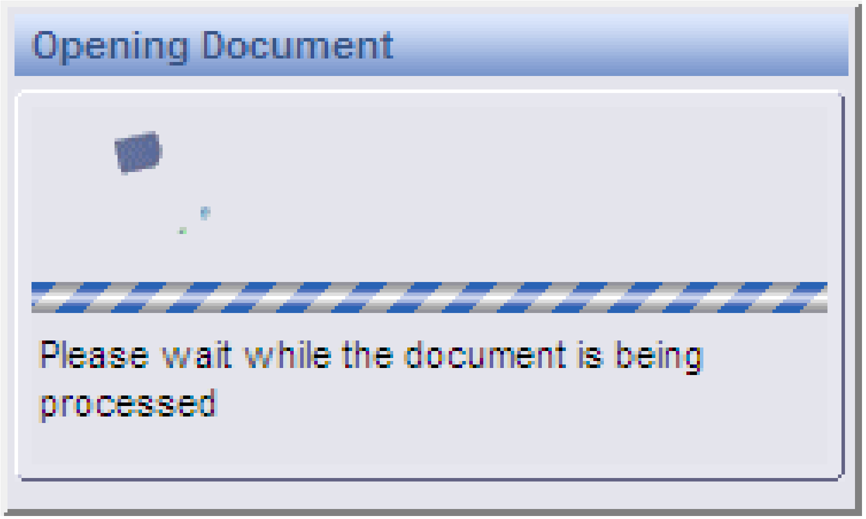
Supporting the NHS, supplying the NHS, protecting the NHS

NHS Dental Services is a service provided by the NHS Business Services Authority

Templates

To open a template, click on its name

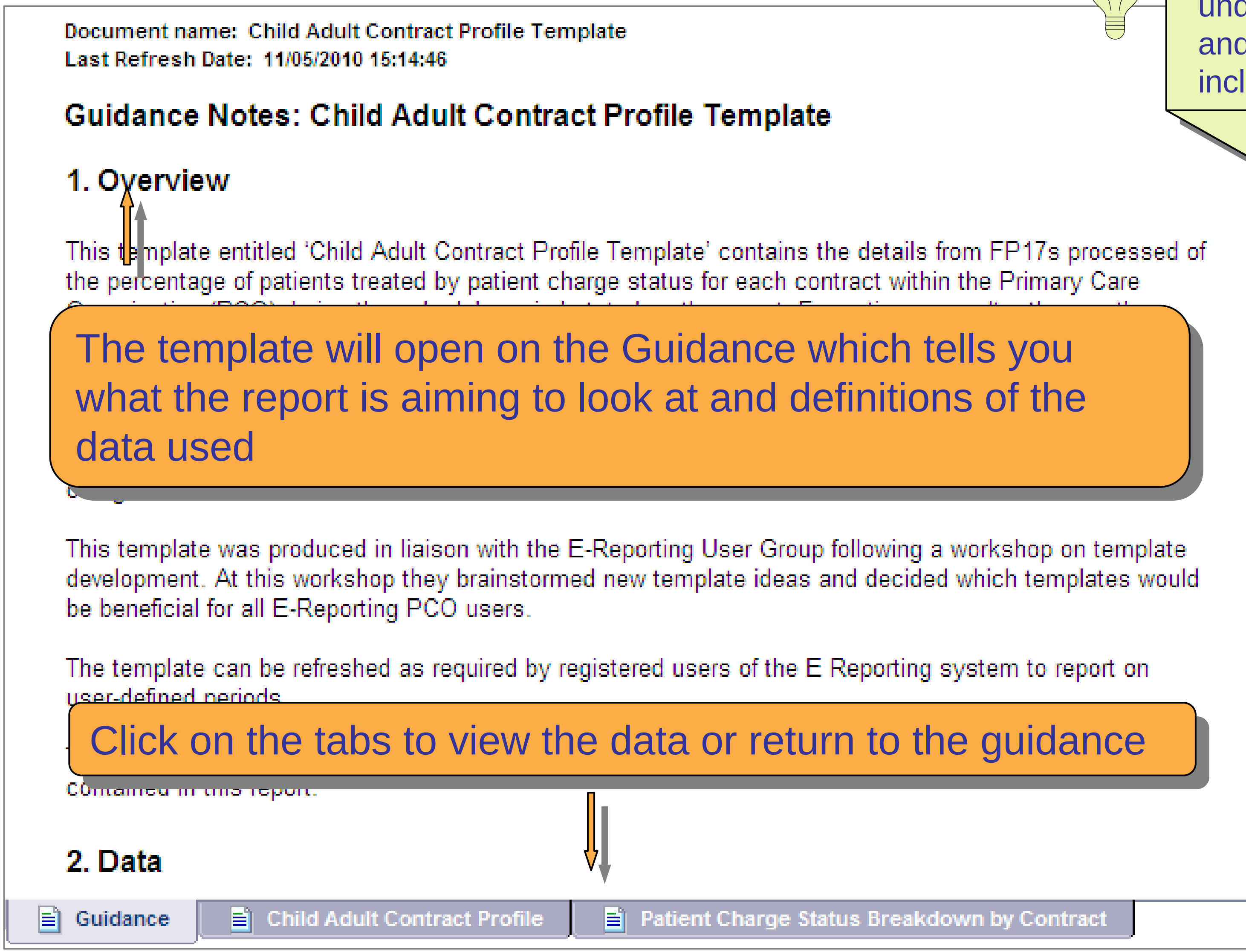
Templates



An “Opening Document” message will appear while the template is opening

Templates

Always read the guidance to help you understand the report and what data is included



Document name: Child Adult Contract Profile Template
Last Refresh Date: 11/05/2010 15:14:46

Guidance Notes: Child Adult Contract Profile Template

1. Overview

This template entitled 'Child Adult Contract Profile Template' contains the details from FP17s processed of the percentage of patients treated by patient charge status for each contract within the Primary Care

This template was produced in liaison with the E-Reporting User Group following a workshop on template development. At this workshop they brainstormed new template ideas and decided which templates would be beneficial for all E-Reporting PCO users.

The template can be refreshed as required by registered users of the E Reporting system to report on user-defined periods.

contained in this report.

2. Data

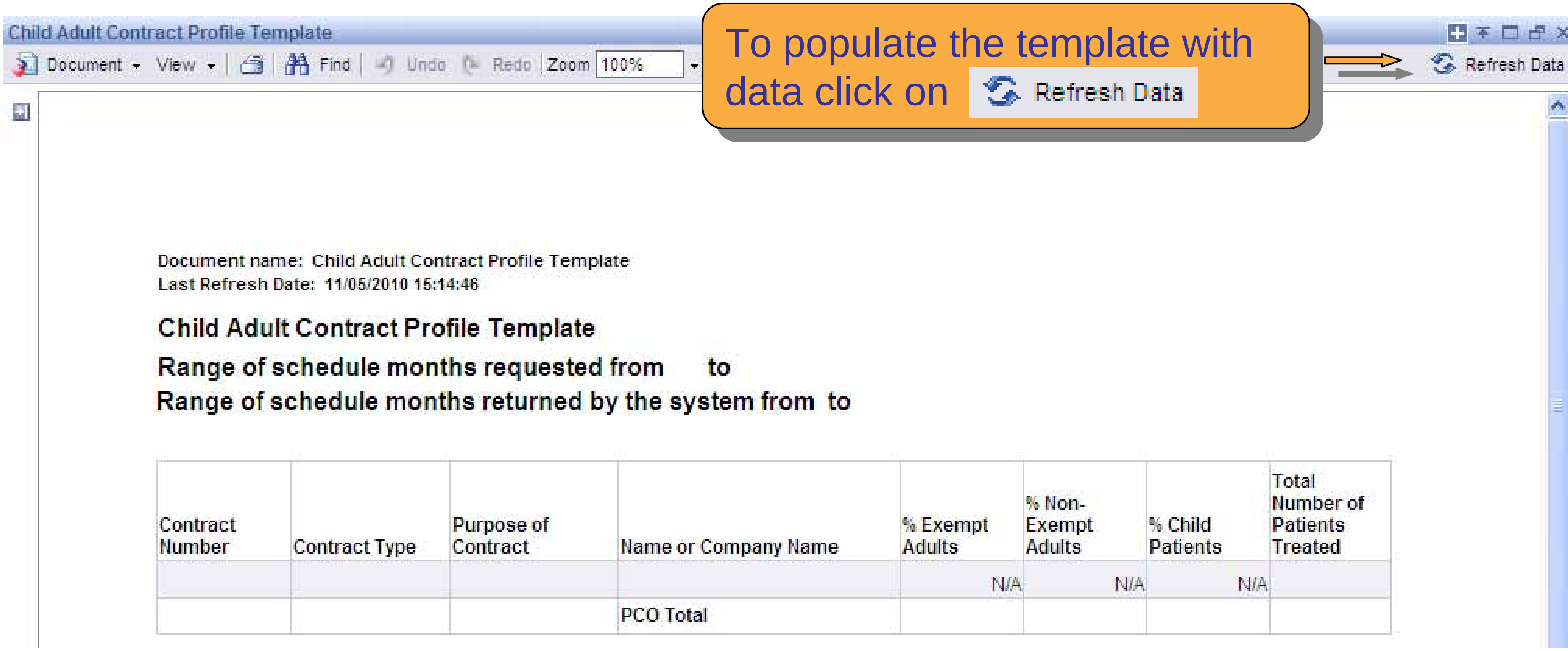
Guidance | Child Adult Contract Profile | Patient Charge Status Breakdown by Contract

The template will open on the Guidance which tells you what the report is aiming to look at and definitions of the data used

Click on the tabs to view the data or return to the guidance

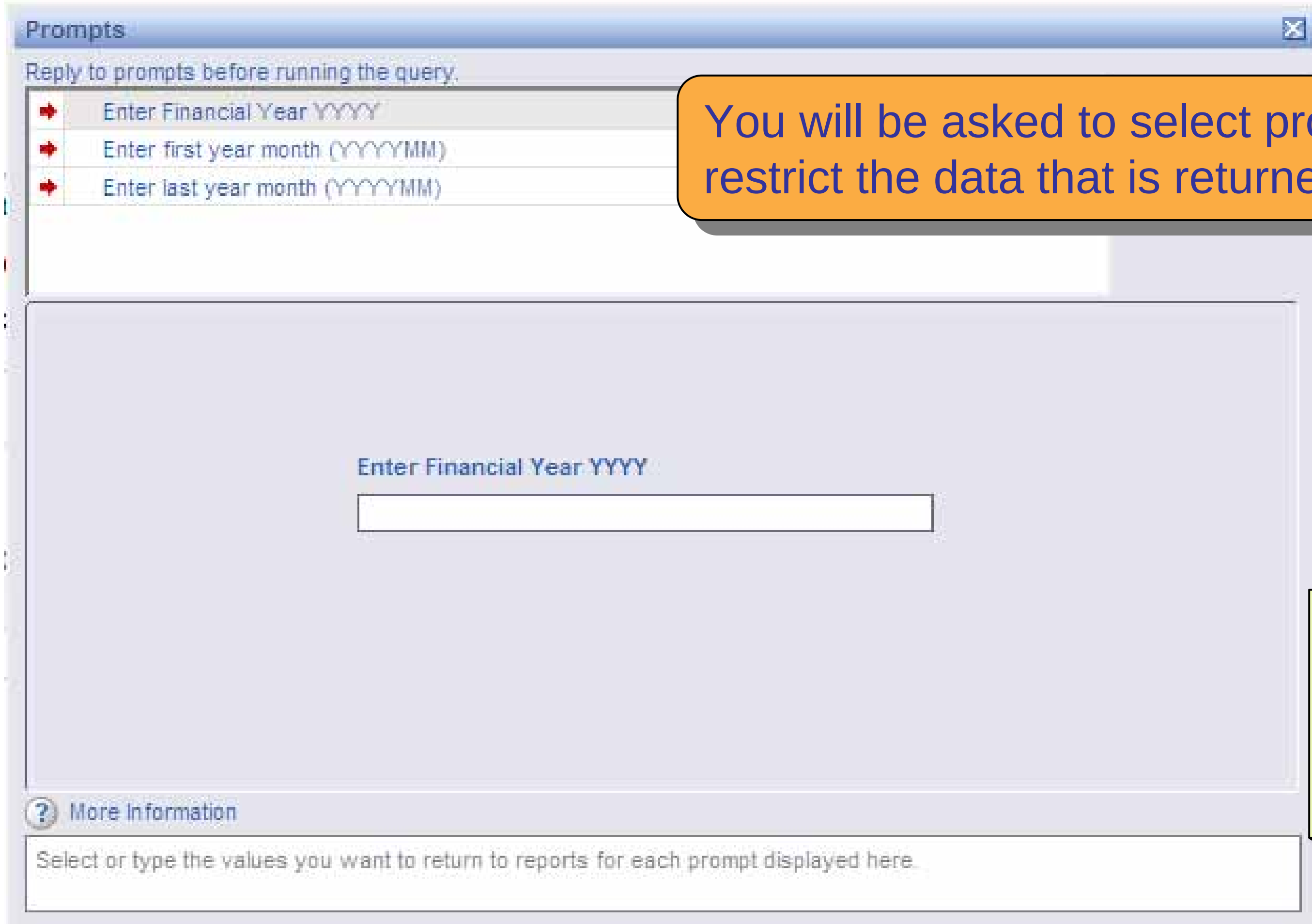
Running Templates

To populate the template with data click on Refresh Data



Initially there will be no data in the report

Running Templates



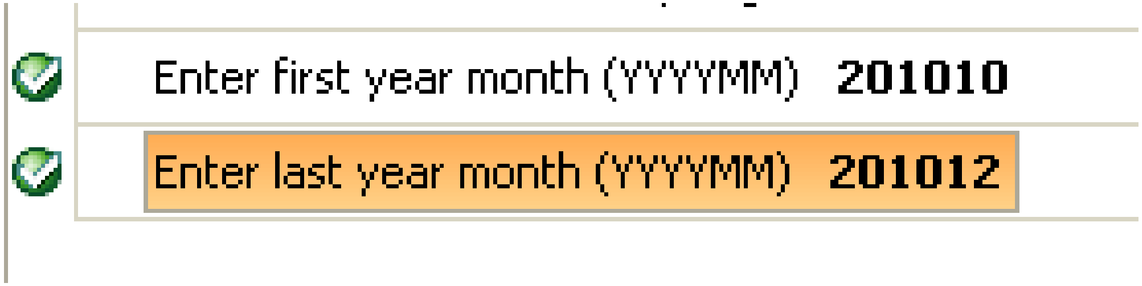
You will be asked to select prompts to restrict the data that is returned

Reports will always have restrictions on the data returned to aid the systems performance

Common prompts used in templates

Range of Schedule Year Month : this is the month the FP17 was processed and will consist of a start and end schedule month . The format is YYYYMM so for January 2011 enter 201101.

Please make sure that the start month and end month are entered in the correct order



Common prompts used in templates

Reporting Year : this is the year the treatment is allocated to based on the treatment acceptance date.

The format is YYYY and the value that is entered is based on the latest year; therefore for April 2009 - March 2010 enter 2010

The reporting year can also be used as a range to include more than one year or the current year and previous year

Enter Previous Reporting Year (eg 2010 for FY 2010/2011) : 2010

Enter Current Reporting Year (eg 2011 for FY 2010/2011) : 2011

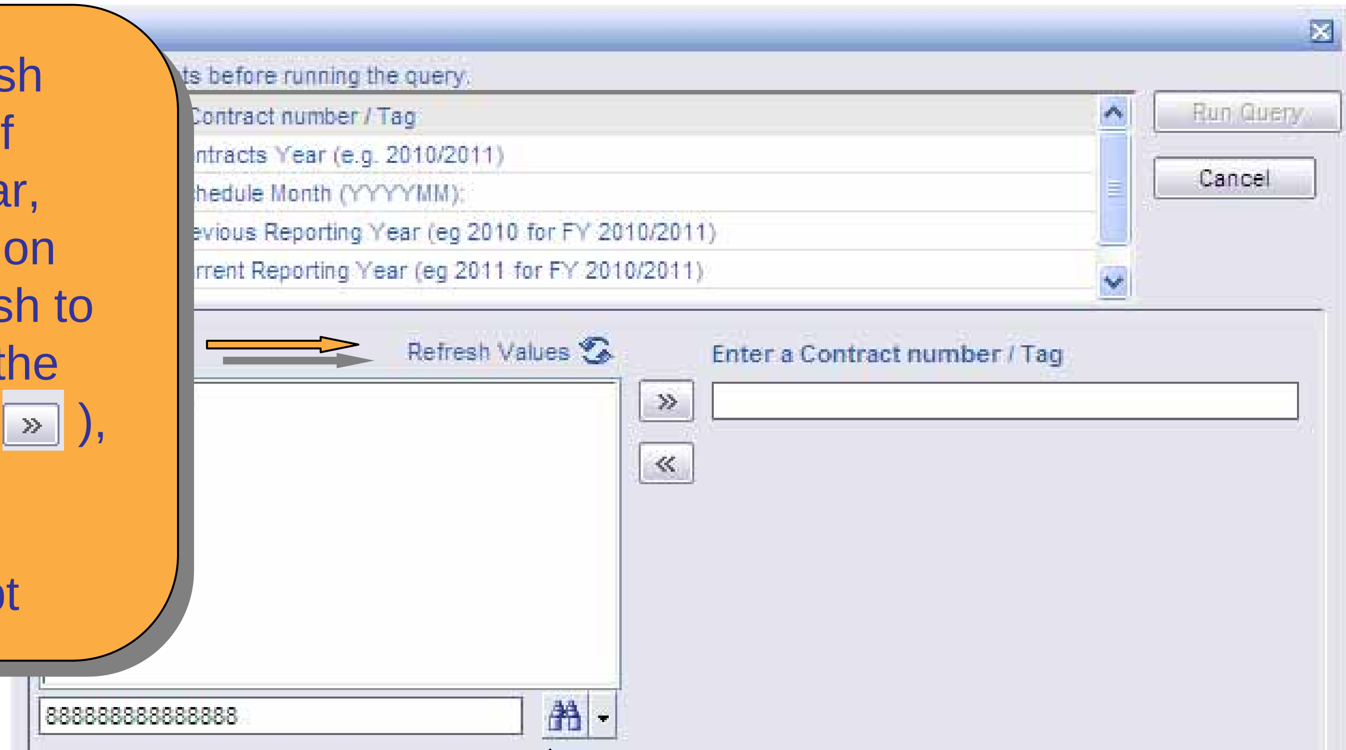
Common prompts used in templates

Contract Number : This consists of the Provider Number (6 characters) plus a Tag (4 characters). The tag starts at 0001 and is sequentially incremented by 1 for each contract with a PCT.) (Format CCCCCC/TTTT)

Please make sure that the contract number and tag have been entered correctly

Using Refresh and Search to enter a prompt

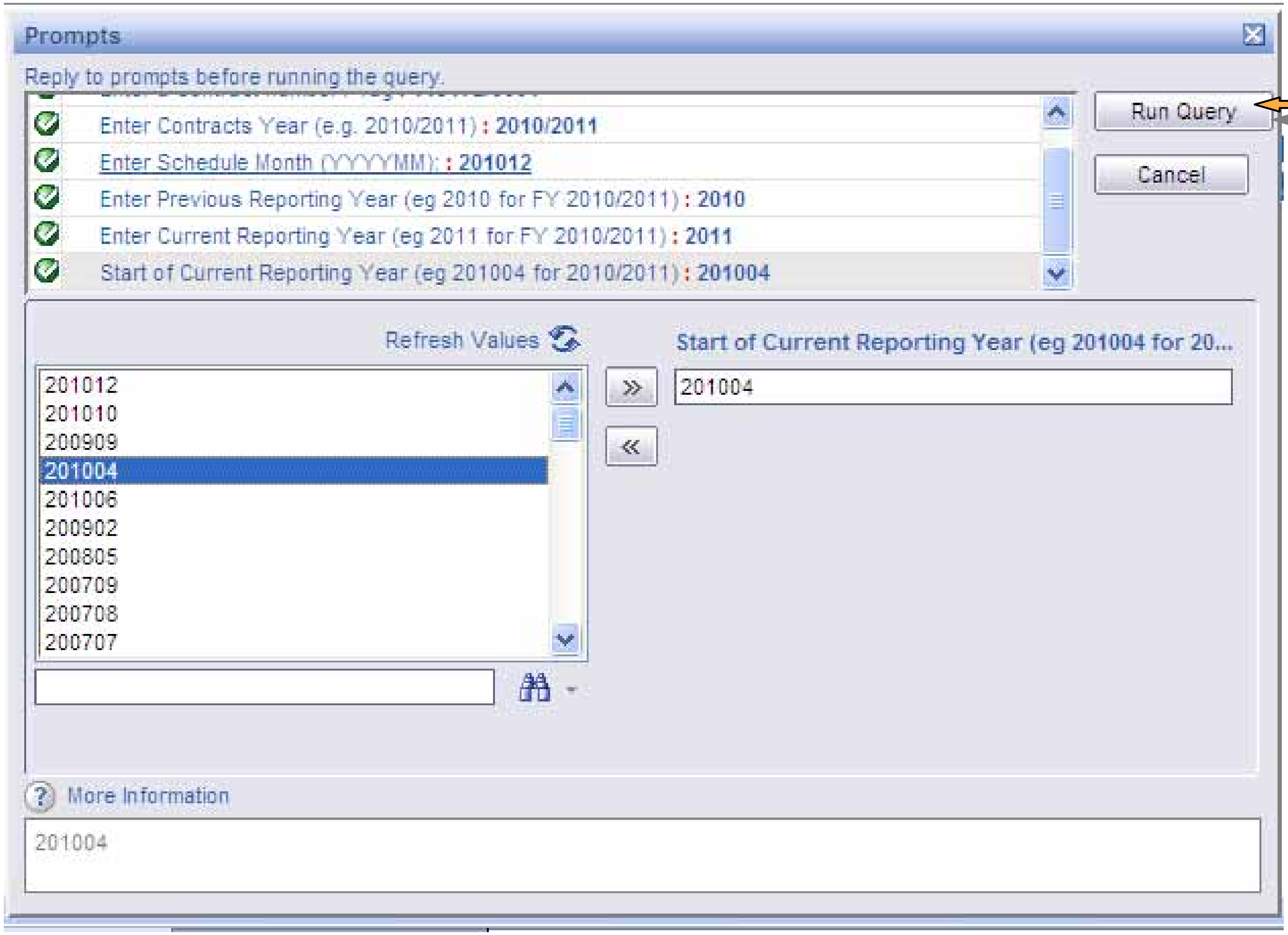
If you click on refresh values, then a list of contracts will appear, simply double click on the contract you wish to select (or highlight the contract then press »), this ensures that a correct number is entered as a prompt



You can also use search, just enter part of the number then click on , all contracts containing those numbers will appear.

This search function works for all prompts where a list appears

Running a Template



Once all the prompts are entered , you can then press Run Query to refresh data

Viewing a Template

The tables and charts in the report will now have been populated with data

Contract xxxxxx/yyyy : Re-Attendance Intervals by Patient Charge Status

Contract Health Body Code	Number of FP17s	Under 3 Months	3 to 6 Months	6 to 9 Months	9 to 12 Months	12 to 15 Months	15 to 18 Months	18 to 21 Months	21 to 24 Months	24 to 27 Months	27 months or more
Child	240	29	51	101	15	17	3	5	1	1	4
Exempt	42	13	9	6	3	3	0	1	0	1	2
Non-Exempt	78	18	17	15	8	9	1	1	0	0	5

Guidance | Overall Re-attendance intervals | Overall Re-attendance interval graph | Patient Charge Status | Patient Charge Band

Click on different tabs to see further data or guidance

Viewing a Template

XXX XXXXXXXX PCO

Document name: PCO Template - Re-attendance Report
Last Refresh Date: 24/01/2011 16:15:31

Re-attendance Report: Overall Re-attendance intervals

Range of schedule months requested from November 2010 to December 2010

Range of schedule months returned by the system from November 2010 to December 2010

Headings will appear on each page, with the name of your PCO, the document name and report title

Returned months refers to the actual months for which data has been included in the report

Requested months refers to the months entered in the prompts when refreshing the template

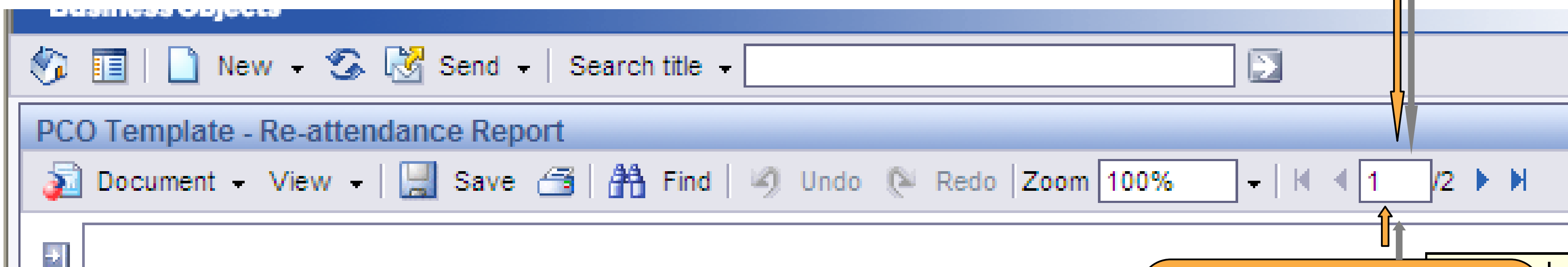
Generally the months will be the same, however as in the example below for a report run in December 2010 , the months requested are in the future therefore are not in the system and cannot be returned

Range of schedule months requested from November 2010 to September 2012

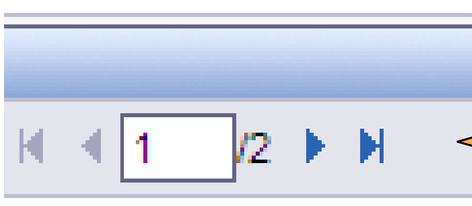
Range of schedule months returned by the system from November 2010 to December 2010

Navigating around a Template

Data/tables can spread across more than one page. Make sure you check how many pages there are in each tab



In this case there are 2 pages of data

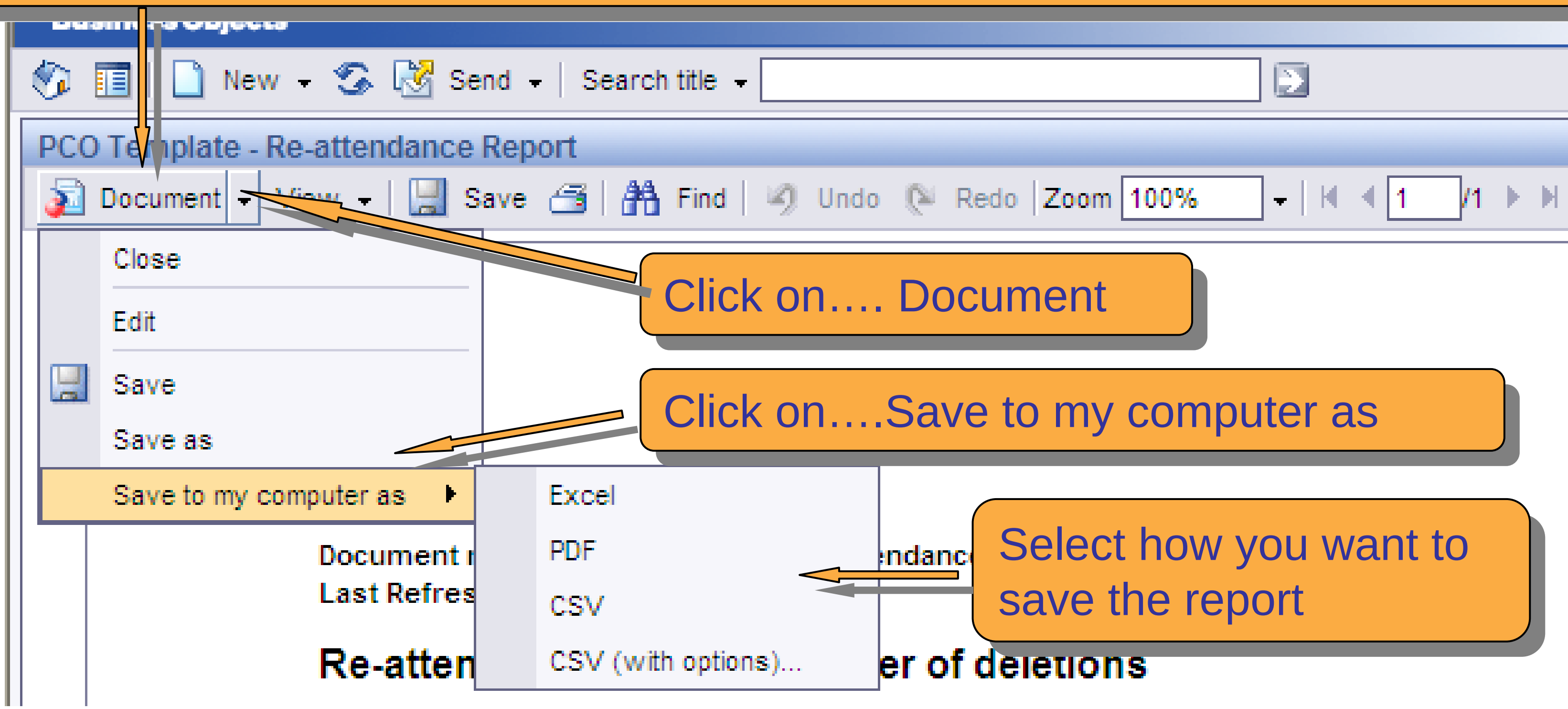


Click on to go to the next page

Click on to go to the last page

To save the Results of a Template

Once a template has been run, if you want to save the report for these results onto your own computer, you can save the document as an excel or pdf document



Click on…. Document

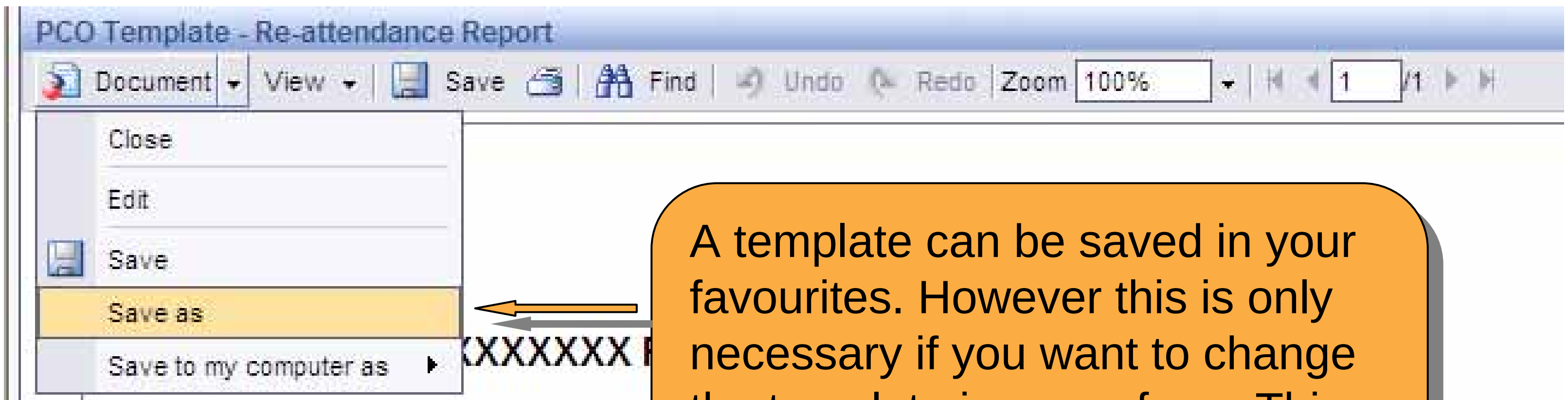
Click on….Save to my computer as

Select how you want to save the report

Templates have been designed to be saved as a pdf report. Some reports contain a lot of data columns so have been designed to be saved as excel. The guidance will state if the report has been designed to be saved as excel

To save the Actual Template

Templates can be run at any time and generally the same results will be returned provided the same prompts are entered



A template can be saved in your favourites. However this is only necessary if you want to change the template in some form. This will be covered in the **Building Reports** part of the user guide