

CS R4+ (Scotland Only)

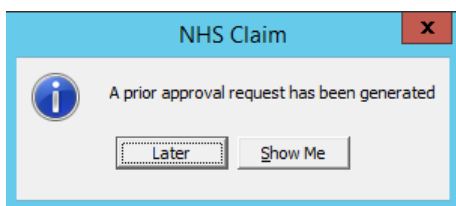
ePrior Approval – Sending a Prior Approval Request

This guide is intended for all clinical team members and covers how to send a Prior Approval request in the CS R4+ practice management software.

A Prior Approval claim will be generated if the Prior Approval limit is reached, or a discretionary code is added to the treatment plan.

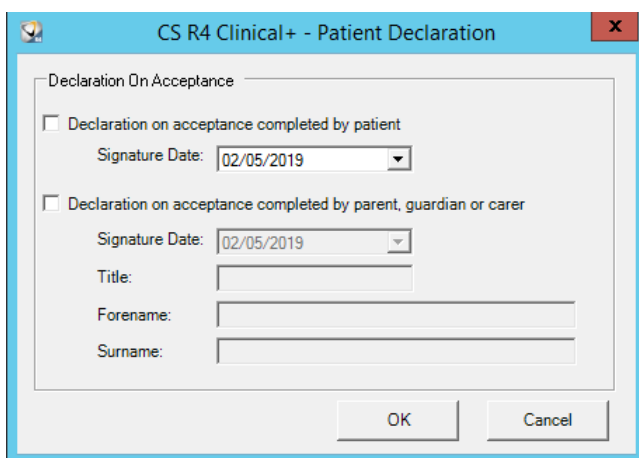
Sending a Prior Approval Request

- 1 When the **NHS Claim** window appears click **Show Me**. The **Patient Declaration** window is displayed.



Note: If you are going to send the Prior Approval immediately then click **Later**.

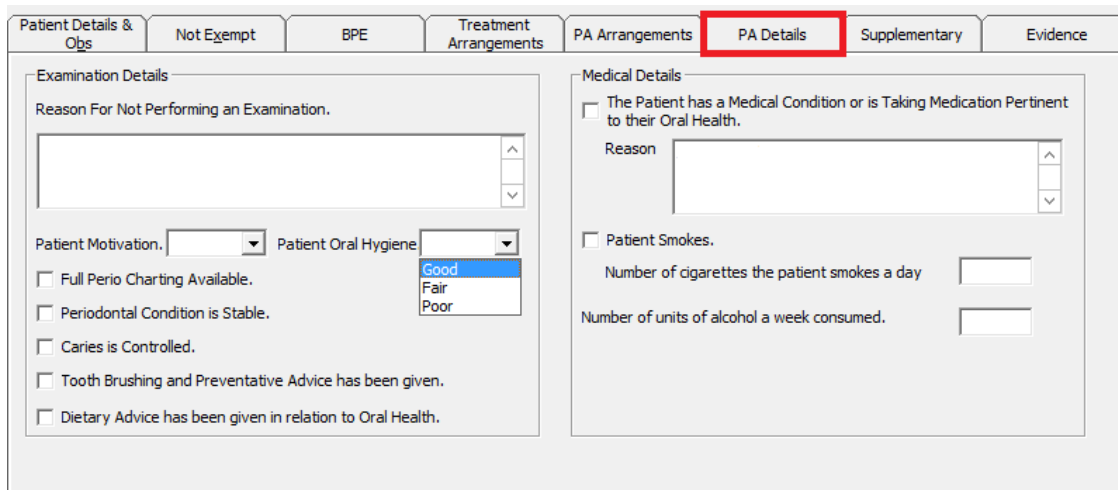
- 2 Complete the relevant declaration fields and click **OK**. The **Prior Approval Claim Form** is displayed.



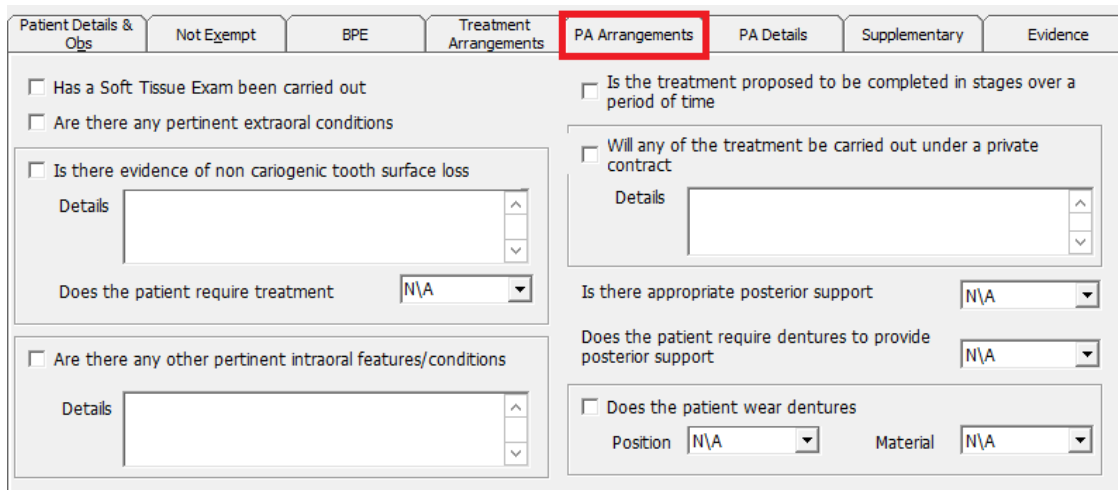
Handout



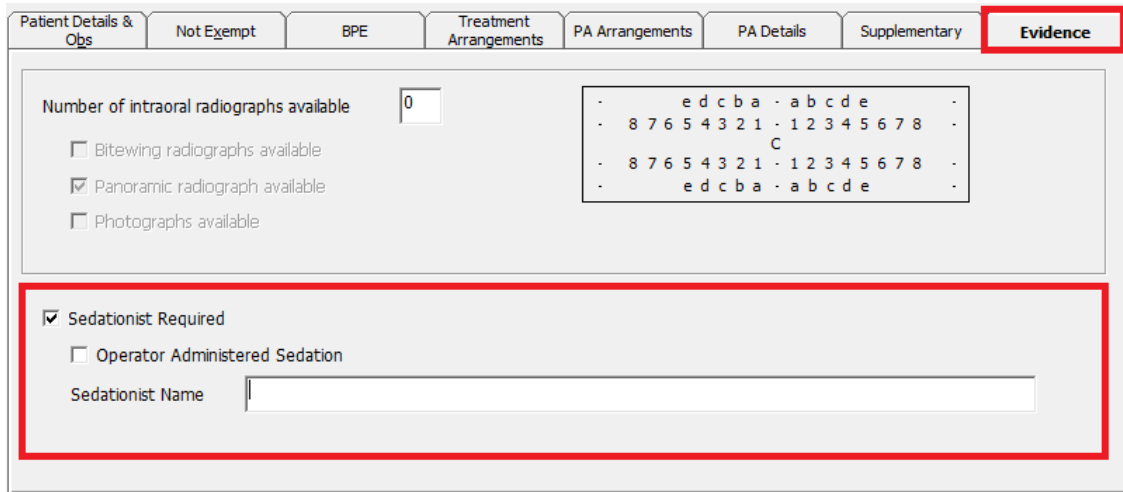
3 Click the **PA Details** tab and enter any required information in the relevant fields.



4 If any treatment is to be provided privately, click the **PA Arrangements** tab and enter the relevant details.



- 5 If any treatment is to be carried out under sedation click the Evidence tab and enter the name of the dentist administering the sedation.

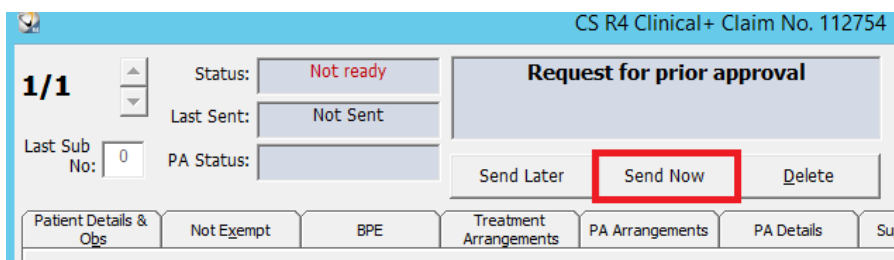



Note: The **Sedationist Name** must be entered for all Prior Approvals requests that include sedation.



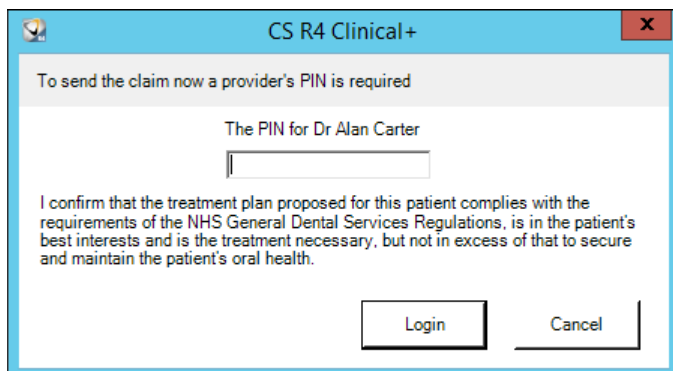
Note: Only tick **Operator Administered Sedation** if the sedation is being carried out by the same dentist that has created the treatment plan

- 6 Once all the relevant information has been entered, click **Send Now**.



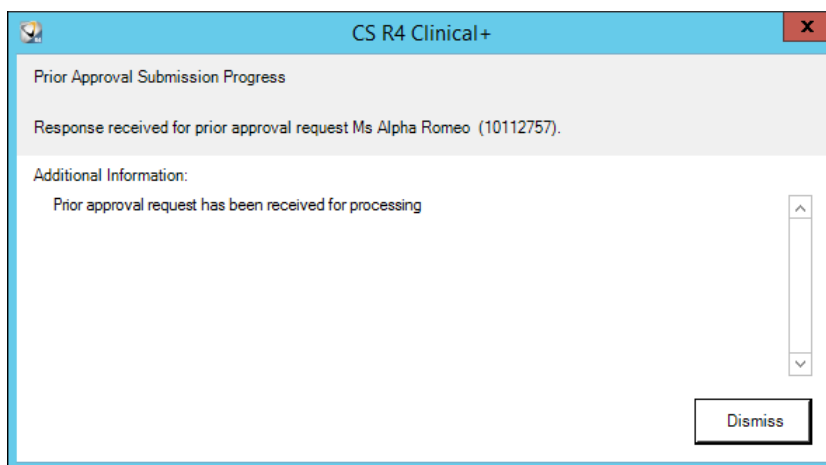

Note: The majority of the mandatory fields will be populated automatically but if any fields are not completed a warning message will be displayed allowing you to return and enter the missing information.

- 7 Enter the treatment provider's PIN and click **Login** to submit the Prior Approval request.



The screenshot shows a dialog box titled "CS R4 Clinical+" with a close button (X) in the top right corner. The main text reads: "To send the claim now a provider's PIN is required". Below this, it says "The PIN for Dr Alan Carter" followed by a text input field. A confirmation statement follows: "I confirm that the treatment plan proposed for this patient complies with the requirements of the NHS General Dental Services Regulations, is in the patient's best interests and is the treatment necessary, but not in excess of that to secure and maintain the patient's oral health." At the bottom, there are two buttons: "Login" and "Cancel".

- 8 Once the response is received, click Dismiss.



The screenshot shows a dialog box titled "CS R4 Clinical+" with a close button (X) in the top right corner. The main text reads: "Prior Approval Submission Progress". Below this, it says "Response received for prior approval request Ms Alpha Romeo (10112757)". Under the heading "Additional Information:", it states "Prior approval request has been received for processing". A vertical scrollbar is visible on the right side of the text area. At the bottom right, there is a "Dismiss" button.