

CS R4+

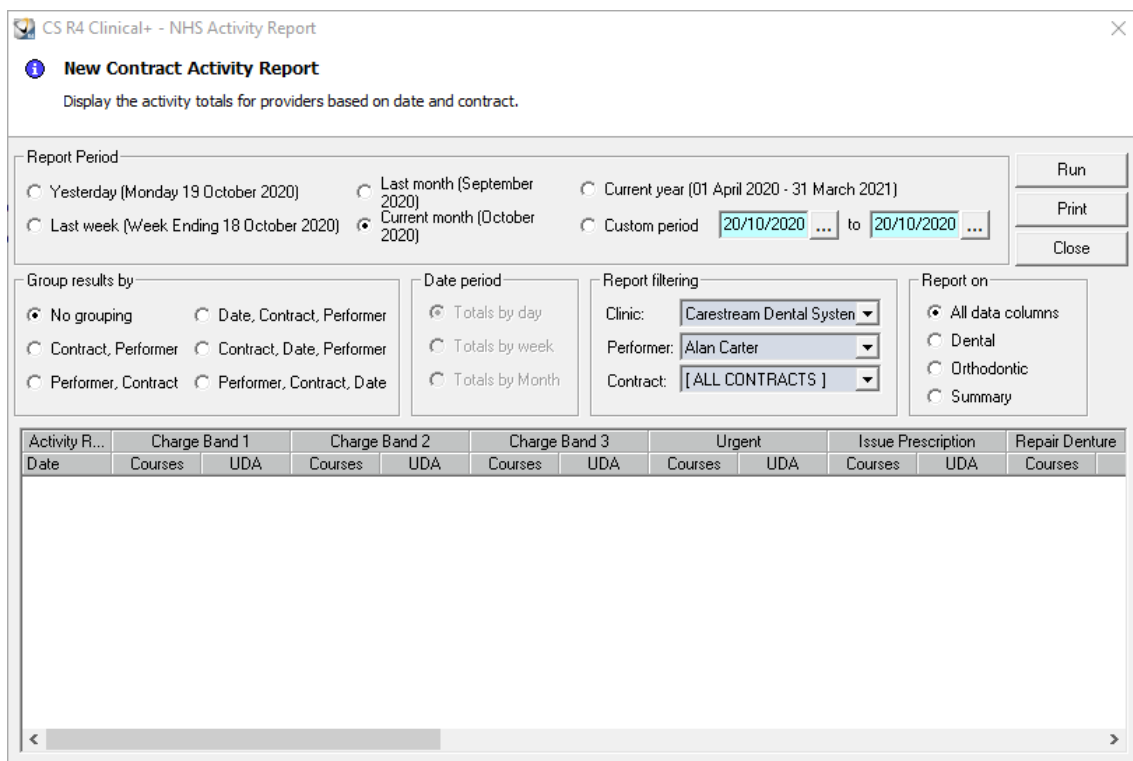
Using the NHS Activity Report (England, Wales & IoM only)

This job aid is aimed at all practice staff and explains how to use the NHS Activity Report in CS R4+ practice management software.

Using the NHS Activity Report

The NHS Activity Report allows you to view UDA or UOA activity in greater detail than can be found on the Contract Overview screen. You can use it to report on activity completed by specific practitioners on specific days, as well as how many courses were completed for each charge band.

The report can be accessed from the Reports about patients – Reports about NHS contracts and NHS claims section of Report Manager or from NHS Contracts under the Edit menu.



- **Report Period** – This allows you to select one of the pre-configured date ranges, such as yesterday or last month, or a custom period over whatever date range is required.
- **Group results by** – This allows you to configure the way that the activity data is displayed to suit your requirements. This can be useful if you are running the report for all providers or if you have multiple contracts in operation.
- **Date period** – This allows you to configure how the totals are displayed but only becomes active when the option that has been selected in Group results by includes the date.



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- **Report Filtering**
 - Clinic – This is only applicable to multi-clinic sites and allows you to report on individual clinics or all clinics
 - Performer – This allows you to run the report for an individual performer or for all performers
 - Contract – This allows you to run the report for a specific contract or for an individual contract if applicable.
- **Report on – This allows you to select if the report displays all of the individual charge bands for UDA and for UOA activity, all of the individual charge bands for UDA activity only, all of the individual charge bands for UOA activity only, or a summary of the UDA and UOA activity.**
- **Run – Click this once all the filters a have been selected.**
- **Print – Click to open the data in an Excel spreadsheet where it can then be printed.**
- **Close – Click to close the NHS Activity Report window**



Note: The report will display UDA and UOA activity for completed courses of treatment regardless of whether the claim form has been submitted or not.