

Systems for Dentists

# Transmissions and UDA Report Guide

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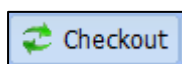
## Clinician Transmissions

### How do Dentists/Therapists complete and transmit course of treatment?

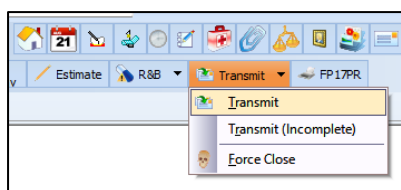
When all dental work has been completed, they must be marked as complete on your treatment plan and charged.

Item	Description	Performer	Notation	Price	✓	Completed	£	Charged
<b>Appointment 1</b>								
0101	Clinical Examination	MFH		NHS	✓	26/06/24	✓	26/06/24
1001	Scaling and Polishing	MFH		NHS	✓	26/06/24	✓	26/06/24
<b>Appointment 2</b>								
1401	Amalgam Filling	MFH	LRE - O	NHS	✓	26/06/24	✓	26/06/24

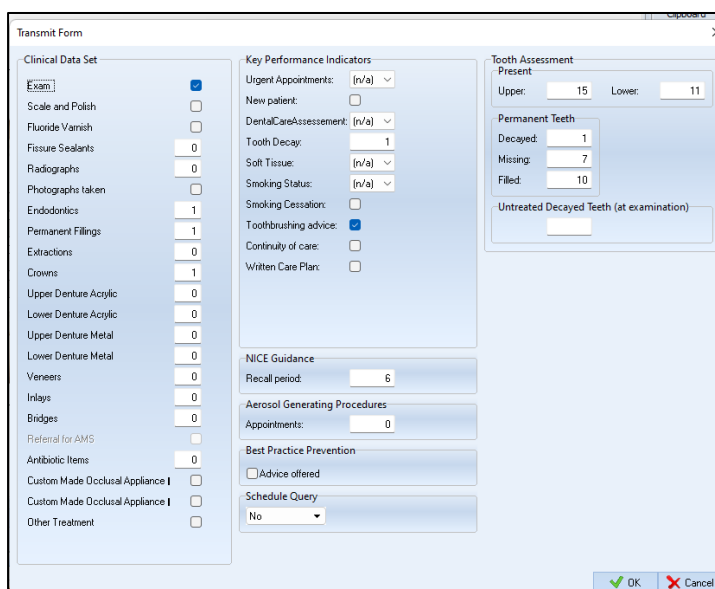
Click checkout to update the system.



Whilst still in the treatment area, click **Transmit** on the toolbar. Select **Transmit** from the drop down.



Fill out the required details on the **NHS Treatment form**. Clinical data sets will have been calculated automatically based on your completed treatment. *Remember to select Best Practice Prevention.*



**Transmit Form**

**Clinical Data Set**

- Exam: ☒
- Scale and Polish: ☐
- Fluoride Varnish: ☐
- Fissure Sealants: 0
- Radiographs: 0
- Photographs taken: ☐
- Endodontics: 1
- Permanent Fillings: 1
- Extractions: 0
- Crowns: 1
- Upper Denture Acrylic: 0
- Lower Denture Acrylic: 0
- Upper Denture Metal: 0
- Lower Denture Metal: 0
- Veneers: 0
- Inlays: 0
- Bridges: 0
- Referral for AMS: ☐
- Antibiotic Items: 0
- Custom Made Occlusal Appliance I: ☐
- Custom Made Occlusal Appliance II: ☐
- Other Treatment: ☐

**Key Performance Indicators**

- Urgent Appointments: (n/a)
- New patient: ☐
- Dental Care Assessment: (n/a)
- Tooth Decay: 1
- Soft Tissue: (n/a)
- Smoking Status: (n/a)
- Smoking Cessation: ☐
- Toothbrushing advice: ☒
- Continuity of care: ☐
- Written Care Plan: ☐

**NICE Guidance**

- Recall period: 6

**Aerosol Generating Procedures**

- Appointments: 0

**Best Practice Prevention**

- Advice offered: ☐
- Schedule Query: No

**Tooth Assessment**

Present

Upper: 15 Lower: 11

**Permanent Teeth**

Decayed: 1

Missing: 7

Filled: 10

Untreated Decayed Teeth (at examination):

OK Cancel

Click **OK** when complete.

Select the **recall type** and **months**. Click **Save**.

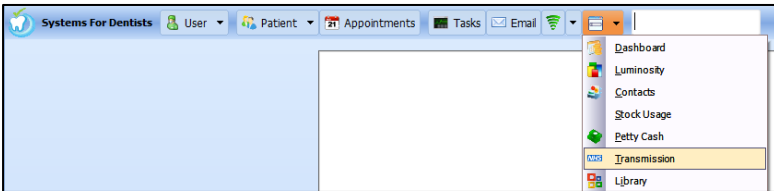
[illegible]

The completed form will now be closed and placed in the transmissions area. The form will need to be prepared to send to the Board.

## Sending Transmissions to the Board

## How do you check forms and send

Transmissions can be found by clicking the further option button on the main menu toolbar. Select Transmissions from the drop down.



The transmission screen will open on the pending forms. Each form will show the number of UDA's and indicate the type of form being sent.

- If the form has no tick, it is a standard routine form.
- A tick in the G column indicates this is guaranteed work.
- A tick in the C column indicates it is a continuation.
- A tick in the F column indicates it is an FTR

Make File

Send / Receive

Print

Performer: (everyone)

Pending Forms

Outbox

Sent Files

Inbox Files

Inbox Forms

Complete not Sent

Outstanding Claims

Kick Back

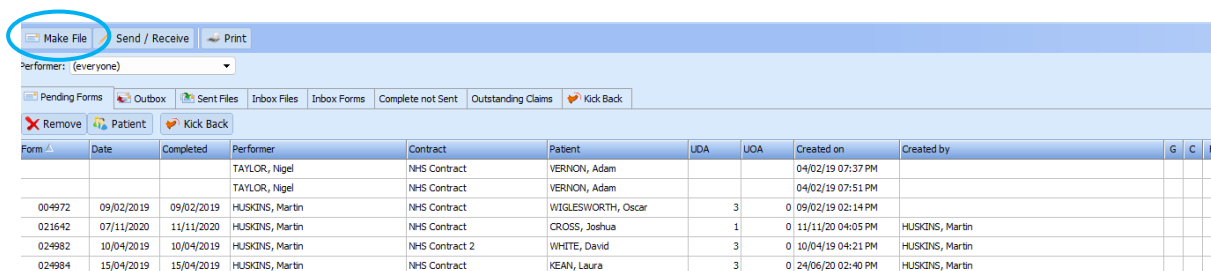
Remove

Patient

Kick Back

Form	Date	Completed	Performer	Contract	Patient	UDA	UOA	Created on	Created by	G	C	F
025044	12/12/2019	12/12/2019	HUSKINS, Martin	NHS Contract	JEFFERIES, Hope	3	0	12/12/19 01:17 PM	HUSKINS, Martin			
025057	14/01/2020	14/01/2020	HUSKINS, Martin	NHS Contract	JEFFERIES, Hope	12	0	14/01/20 01:40 PM	HUSKINS, Martin			✓
025303	15/11/2021	15/11/2021	HUSKINS, Martin	NHS Contract	REAY, Mia	3	0	15/11/21 02:01 PM	HUSKINS, Martin			
025305	15/11/2021	15/11/2021	HUSKINS, Martin	NHS Contract	REAY, Mia	1	0	12/07/23 03:45 PM	HUSKINS, Martin			
025306	22/11/2021	22/11/2021	HUSKINS, Martin	NHS Contract	TENNINSON, Laura	3	0	22/11/21 02:00 PM	HUSKINS, Martin			✓
025369	14/01/2022	14/01/2022	HUSKINS, Martin	NHS Contract	CLIBURN, Christopher	3	0	14/01/22 12:57 PM	HUSKINS, Martin			✓
025491	23/06/2022	23/06/2022	HUSKINS, Martin	NHS Contract	EDGEELL, Sophia	3	0	23/06/22 02:59 PM	HUSKINS, Martin			
025504	06/07/2022	06/07/2022	HUSKINS, Martin	NHS Contract	GILLINS, Ben	3	0	06/07/22 03:03 PM	HUSKINS, Martin			
025508	14/07/2022	14/07/2022	HUSKINS, Martin	NHS Contract	ACOMB, Henry	3	0	14/07/22 02:44 PM	HUSKINS, Martin			✓

To send Transmissions, Click **Make File**.



Performer: (everyone)

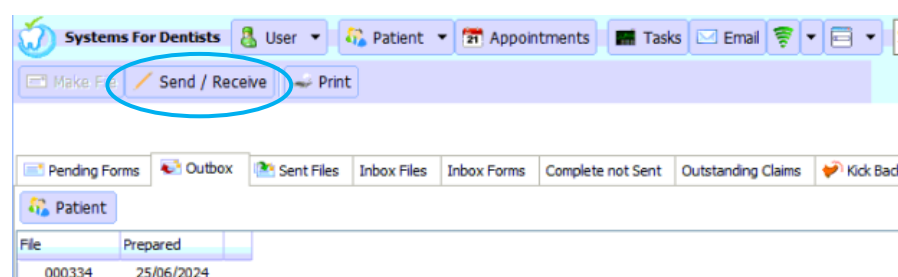
Pending Forms Outbox Sent Files Inbox Files Inbox Forms Complete not Sent Outstanding Claims Kick Back

Remove Patient Kick Back

Form	Date	Completed	Performer	Contract	Patient	UDA	UOA	Created on	Created by	G	C	F
			TAYLOR, Nigel	NHS Contract	VERNON, Adam			04/02/19 07:37 PM				
			TAYLOR, Nigel	NHS Contract	VERNON, Adam			04/02/19 07:51 PM				
004972	09/02/2019	09/02/2019	HUSKINS, Martin	NHS Contract	WIGLESWORTH, Oscar	3	0	09/02/19 02:14 PM				
021642	07/11/2020	11/11/2020	HUSKINS, Martin	NHS Contract	CROSS, Joshua	1	0	11/11/20 04:05 PM	HUSKINS, Martin			
024982	10/04/2019	10/04/2019	HUSKINS, Martin	NHS Contract 2	WHITE, David	3	0	10/04/19 04:21 PM	HUSKINS, Martin			
024984	15/04/2019	15/04/2019	HUSKINS, Martin	NHS Contract	KEAN, Laura	3	0	24/06/20 02:40 PM	HUSKINS, Martin			

The file will be prepared containing the transmitted forms from the **Pending** tab. The prepared file will be placed in the **Outbox** tab. Click in the outbox tab to view the prepared file.

Click the **Send/Receive** button to send the file to the BSA.



Systems For Dentists User Patient Appointments Tasks Email

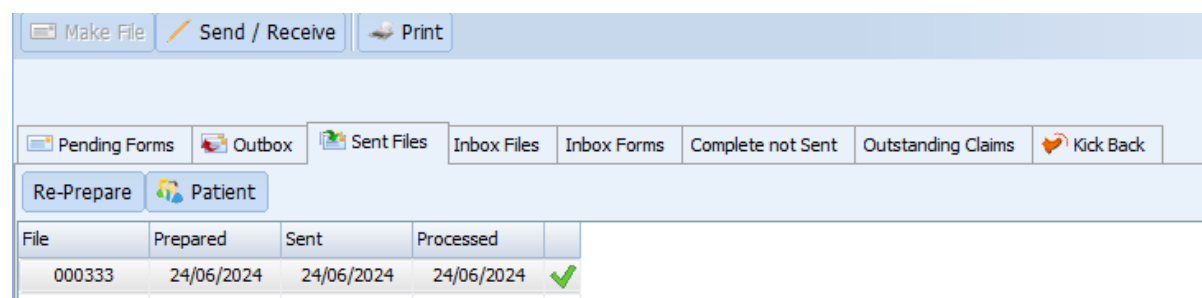
Make File Send / Receive Print

Pending Forms Outbox Sent Files Inbox Files Inbox Forms Complete not Sent Outstanding Claims Kick Back

Patient

File	Prepared
000334	25/06/2024

The sent file will appear in the **Sent files** tab. The Green tick will indicate if the file has been sent successfully.

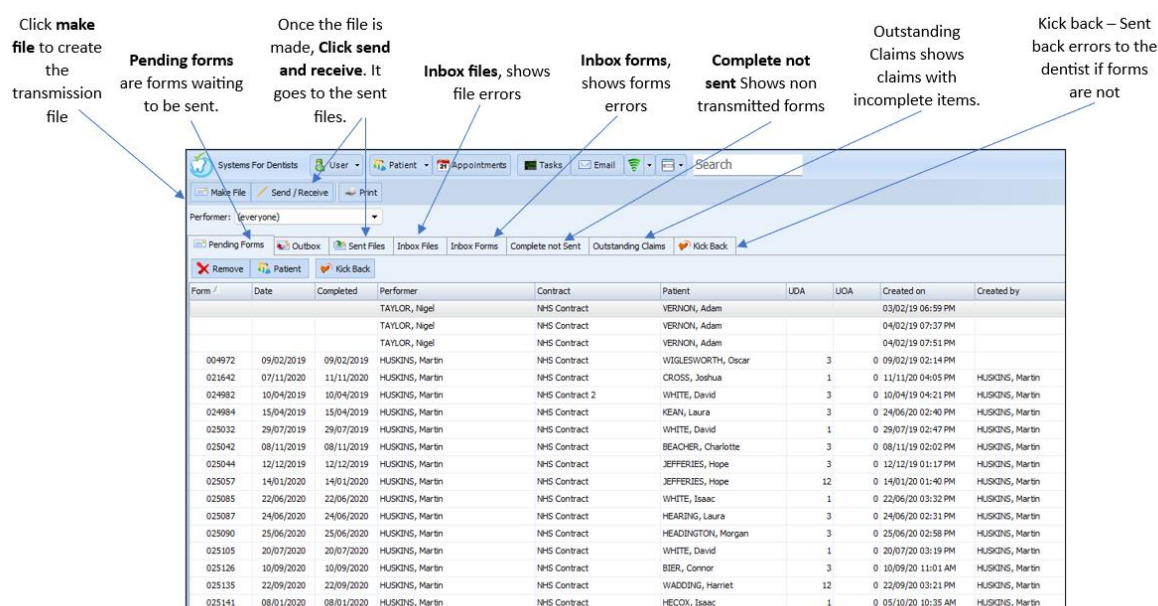


Make File Send / Receive Print

Pending Forms Outbox Sent Files Inbox Files Inbox Forms Complete not Sent Outstanding Claims Kick Back

Re-Prepare Patient

File	Prepared	Sent	Processed	
000333	24/06/2024	24/06/2024	24/06/2024	✓



Click **make file** to create the transmission file

**Pending forms** are forms waiting to be sent.

Once the file is made, Click **send and receive**. It goes to the sent files.

**Inbox files**, shows file errors

**Inbox forms**, shows forms errors

**Complete not sent** Shows non transmitted forms

**Outstanding Claims** shows claims with incomplete items.

**Kick back** – Sent back errors to the dentist if forms are not

Systems For Dentists User Patient Appointments Tasks Email Search

Make File Send / Receive Print

Performer: (everyone)

Pending Forms Outbox Sent Files Inbox Files Inbox Forms Complete not Sent Outstanding Claims Kick Back

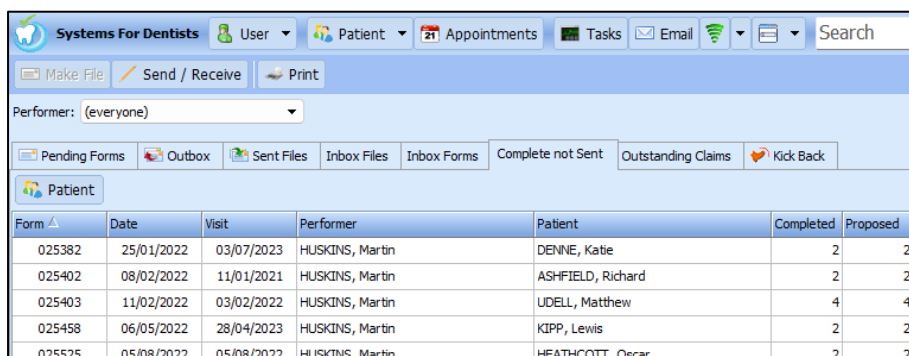
Remove Patient Kick Back

Form	Date	Completed	Performer	Contract	Patient	UDA	UOA	Created on	Created by
			TAYLOR, Nigel	NHS Contract	VERNON, Adam			03/02/19 06:59 PM	
			TAYLOR, Nigel	NHS Contract	VERNON, Adam			04/02/19 07:37 PM	
			TAYLOR, Nigel	NHS Contract	VERNON, Adam			04/02/19 07:51 PM	
004972	09/02/2019	09/02/2019	HUSKINS, Martin	NHS Contract	WIGLESWORTH, Oscar	3	0	09/02/19 02:14 PM	
021642	07/11/2020	11/11/2020	HUSKINS, Martin	NHS Contract	CROSS, Joshua	1	0	11/11/20 04:05 PM	HUSKINS, Martin
024982	10/04/2019	10/04/2019	HUSKINS, Martin	NHS Contract 2	WHITE, David	3	0	10/04/19 04:21 PM	HUSKINS, Martin
024984	15/04/2019	15/04/2019	HUSKINS, Martin	NHS Contract	KEAN, Laura	3	0	24/06/20 02:40 PM	HUSKINS, Martin
025032	29/07/2019	29/07/2019	HUSKINS, Martin	NHS Contract	WHITE, David	1	0	29/07/19 02:47 PM	HUSKINS, Martin
025042	08/11/2019	08/11/2019	HUSKINS, Martin	NHS Contract	BEACHER, Charlotte	3	0	08/11/19 02:02 PM	HUSKINS, Martin
025044	12/12/2019	12/12/2019	HUSKINS, Martin	NHS Contract	JEFFERIES, Hope	3	0	12/12/19 01:17 PM	HUSKINS, Martin
025057	14/01/2020	14/01/2020	HUSKINS, Martin	NHS Contract	JEFFERIES, Hope	12	0	14/01/20 01:40 PM	HUSKINS, Martin
025085	22/06/2020	22/06/2020	HUSKINS, Martin	NHS Contract	WHITE, Isaac	1	0	22/06/20 03:32 PM	HUSKINS, Martin
025087	24/06/2020	24/06/2020	HUSKINS, Martin	NHS Contract	HEADINGTON, Morgan	3	0	24/06/20 02:31 PM	HUSKINS, Martin
025090	25/06/2020	25/06/2020	HUSKINS, Martin	NHS Contract	HEADINGTON, Morgan	3	0	25/06/20 02:58 PM	HUSKINS, Martin
025105	20/07/2020	20/07/2020	HUSKINS, Martin	NHS Contract	WHITE, David	1	0	20/07/20 03:19 PM	HUSKINS, Martin
025126	10/09/2020	10/09/2020	HUSKINS, Martin	NHS Contract	BIER, Connor	3	0	10/09/20 11:01 AM	HUSKINS, Martin
025135	22/09/2020	22/09/2020	HUSKINS, Martin	NHS Contract	WADDOING, Harriet	12	0	22/09/20 03:21 PM	HUSKINS, Martin
025141	08/01/2020	08/01/2020	HUSKINS, Martin	NHS Contract	HECCO, Isaac	1	0	05/10/20 10:35 AM	HUSKINS, Martin

## Checking Completed not Sent

This is a very important area to check. Once all planned work has been completed on a treatment plan it should be submitted. However occasionally clinicians may forget to transmit the completed COT. The completed and not sent tab in the transmissions area will show any forms where the work is completed but not transmitted.

**NOTE: ONCE THE WORK HAS BEEN COMPLETED, THERE IS A TWO MONTH WINDOW TO CLAIM THE UDA'S. IT IS ADVISABLE TO REGULARLY CHECK THIS AREA AND TRANSMIT THE CLAIMS. THE 2 MONTH WINDOW IS TO SUBMIT THE CLAIM AND ALSO RESOLVE ANY POTENTIAL ERRORS. FAILURE TO DO SO WILL RESULT IN A LATE SUBMITTED CLAIM ERROR CODE.**



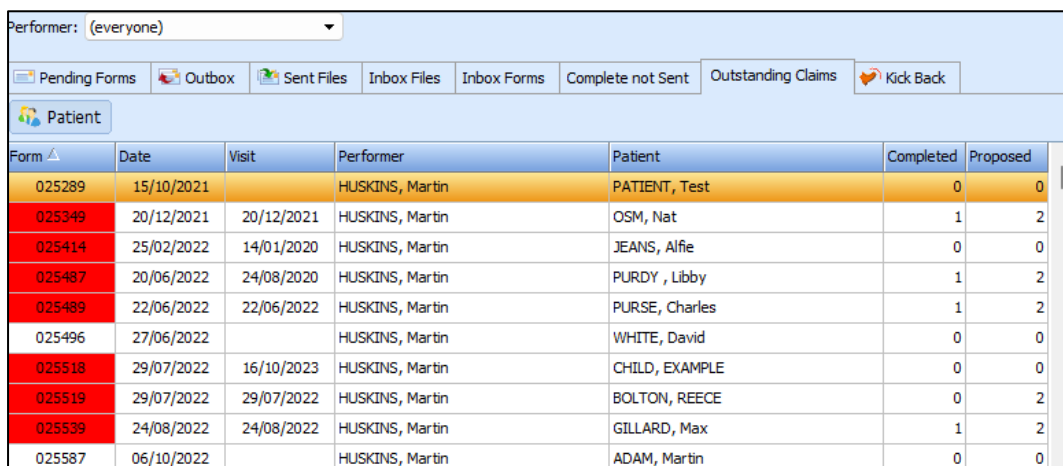
Form	Date	Visit	Performer	Patient	Completed	Proposed
025382	25/01/2022	03/07/2023	HUSKINS, Martin	DENNE, Katie	2	2
025402	08/02/2022	11/01/2021	HUSKINS, Martin	ASHFIELD, Richard	2	2
025403	11/02/2022	03/02/2022	HUSKINS, Martin	UDELL, Matthew	4	4
025458	06/05/2022	28/04/2023	HUSKINS, Martin	KIPP, Lewis	2	2
025525	05/08/2022	05/08/2022	HUSKINS, Martin	HEATHCOTT, Oscar	2	2

## Checking outstanding claims

The outstanding claims area will show open COTs with incomplete treatment items. It is important to regularly check this area. This allows you to monitor whether patient have appointments booked to complete the course of treatment planned.

**NOTE: IF A PATIENT FAILS TO RETURN OR REFUSES TREATMENT THESE CAN BE CLAIMED AS INCOMPLETE. THE 2 MONTH RULE DOES NOT APPLY IF THE PATIENT HAS FAILED TO RETURN FOR THE PLANNED TREATMENT.**

Colour Code	What this means
White	2 weeks since last visit
Amber	Over 2 weeks since last visit but under 21 days
Red	Over 21 days since last visit



Form	Date	Visit	Performer	Patient	Completed	Proposed
025289	15/10/2021		HUSKINS, Martin	PATIENT, Test	0	0
025349	20/12/2021	20/12/2021	HUSKINS, Martin	OSM, Nat	1	2
025414	25/02/2022	14/01/2020	HUSKINS, Martin	JEANS, Alfie	0	0
025487	20/06/2022	24/08/2020	HUSKINS, Martin	PURDY, Libby	1	2
025489	22/06/2022	22/06/2022	HUSKINS, Martin	PURSE, Charles	1	2
025496	27/06/2022		HUSKINS, Martin	WHITE, David	0	0
025518	29/07/2022	16/10/2023	HUSKINS, Martin	CHILD, EXAMPLE	0	0
025519	29/07/2022	29/07/2022	HUSKINS, Martin	BOLTON, REECE	0	2
025539	24/08/2022	24/08/2022	HUSKINS, Martin	GILLARD, Max	1	2
025587	06/10/2022		HUSKINS, Martin	ADAM, Martin	0	0

## Checking Responses

Response can be found in the inbox files and inbox form sections of the transmissions area. Some of the most common error codes and how to deal with them are list below.

Full list can be found: [https://www.nhsbsa.nhs.uk/sites/default/files/2024-03/Dental\\_Activity\\_processing\\_errors\\_V4.1\\_20240306.pdf](https://www.nhsbsa.nhs.uk/sites/default/files/2024-03/Dental_Activity_processing_errors_V4.1_20240306.pdf)

**Notes: most common code is @012 see table**

Error Code	Description	Possible Causes	Suggested Action
133	Free Repair/Replacement claim without any repairable or replaceable treatment item entered	Check currently temporarily suspended A claim for Free Repair/Replacement Within 12 Months does not include any repairable or replaceable treatment item	Add the missing item that caused the free repair/replacement
257	Claim already deleted	The claim being updated has already been simultaneously deleted by another user. Usually caused by two users, or more commonly two Compass sessions, accessing the same claim at the same time.	Use Compass to re-locate the claim and assess whether the desired action has been carried out.
401	Claim overlaps/duplicates an existing claim for the same patient the same contract or performer	On FP17s the dates of acceptance and completion match or overlap with the dates of acceptance and completion of a previously processed claim for the same patient under the same provider, contract or performer. On orthodontic claims this is where the Date of Assessment matches that of a previous FP17O claim for the same patient or, for a conclusion claim, where the Date of Completion matches that of a previous FP17O claim for the same patient, under the same provider, contract or performer.	Check the dates of the claim and amend as necessary. May also require the amendment of the dates of the previously processed claim too. Alternatively, if the rejected claim was designed to supersede the previous one, then use the SQ Ind procedure to replace the previous claim using the previous claim's original Claim Reference Number. Otherwise, do not resubmit the claim.
501	Invalid contract number or performer	Invalid contract number or performer	Correct the claim.
505	Claim dates are outside of the contract dates or performer's tenure with that contract	On an FP17 the dates of acceptance and completion are both outside of the contract dates or the performer's tenure. On an FP17O Assess and Review or Assess and Refuse claim, the Date of Assessment is outside of the contract dates or the performer's tenure. On an FP17O Assess/Appliance Fitted claims the Date Appliance Fitted is outside of the contract dates or the performer's tenure. For any other FP17O claim the Date of Completion is outside the contract dates or the performer's tenure.	Check the dates of the contract or the performer's tenure on Compass and amend the claim dates as appropriate. If the contract dates or tenure dates are incorrect then consult the local health body.
854	Missing or Invalid ID	Missing Location Id or the Location Id is not linked to the contract concerned	Correct the Location Id or ensure that the Location is added to the contract.
869	Further Treatment Within 2 Months invalid	The Date of Acceptance on the rejected claim is more than two months after the Date of Completion of the previous	Remove the Further Treatment item or adjust the Date of Acceptance of the rejected claim or

		<p>course of treatment for which Further Treatment is being claimed.</p> <p>The only applicable previous course of treatment found was for a lower band than that being claimed on the rejected claim or was for Urgent Treatment or was for Incomplete Treatment or was itself a Further Treatment claim.</p>	<p>the Date of Completion of the previous claim.</p> <p>Remove the Further Treatment item, adjust the accompanying Band or review the contents of the previous claim in respect of Band, Incomplete Treatment or Further Treatment.</p>
870	Free Repair/Replacement Within 12 Months invalid	<p>The Date of Acceptance on the rejected claim is more than 12 months after the Date of Completion of the previous course of treatment for which Free Repair/Replacement is being claimed.</p> <p>The only applicable previous course of treatment found was for a lower band than that being claimed on the rejected claim.</p> <p>Another very common cause for this is the inability to find the previous claim because (a) the patient has moved house in the meantime or (b) has visited another practice in the meantime. In both instances, in the absence of the unique NHS Number being used, Compass has assumed the patient to be a different person to that of the original course of treatment.</p>	<p>Remove the Free Repair/Replacement item or adjust the Date of Acceptance of the rejected claim or the Date of Completion of the previous claim.</p> <p>Remove the Free Repair/Replacement item, adjust the accompanying Band or review the contents of the previous claim in respect of Band.</p> <p>Reference to NHS Dental Services is advisable.</p>
@012	Reference to NHS Dental Services is advisable.	Invalid or missing contract or performer on an EDI claim or performer does not relate to the contract entered	Review the use of the contract id or the performer.
@13	Invalid PIN	<p>Either an invalid PIN has been used for the clinician concerned</p> <p>Clinician has not yet been allocated a personal id</p> <p>Clinician is not yet added to the contract concerned.</p>	<p>Use the correct PIN</p> <p>Create the clinician in order to allocate a personal id</p> <p>Add the clinician to the contract</p>
@212	EDI claim where original is already present (based on Perf Det Id and Claim Reference Number	Possible missing Schedule Query Indicator if the intention is to delete or replace the original version of the claim.	Use the appropriate Schedule Query Indicator.
@307	Invalid or missing location id on an EDI claim	Missing Location Id or the Location Id is not linked to the contract concerned	Correct the Location Id or ensure that the Location is added to the contract.
@330	SQ Ind claim where original cannot be found	SQ Ind deletion request where original cannot be found using contract, performer and claim reference number	Check that the claim reference number refers to a previously submitted valid claim. If one was previously submitted, ensure that the contract id or the performer was the same on that claim
@333	Schedule query not carried out. Original claim cannot be deleted as it is for a different provider	Schedule query not carried out. Original claim has been located but cannot be deleted as it is for a different provider. The Schedule Query process can only be used to amend for claims previously submitted under the same provider.	If the claims needs amendment, then the provider associated with the original claim will need to be contacted.

@346	Schedule Query cannot be processed as it refers to a claim pertaining to a past financial year	Once the processing cut-off date for June has passed no further amendments can be made using the SQ Ind facility to claims pertaining to the previous financial year	If the claim adjustment is imperative contact Dental Services who can still make a manual adjustment to the claim on Compass if necessary
	Late Submitted Claim	Claim as been completed too late	No action be taken.

## Checking UDA's

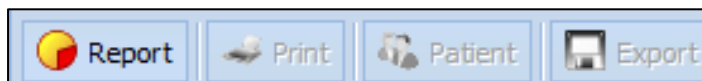
### *How to check UDAs using the UDA report*

**It is vital that you check the UDA schedule to make sure that your practice/site are receiving the correct amount of UDAs for the work that has been completed.**

If your practice provides NHS treatment then checking UDA/UOA's is an important KPI that a practice manager will need to keep an eye on. There are two reports which a practice will want to keep an eye on which includes the UDA report.



Select **report** to start the report generation.



You can then fill in the specific filters required such as contract and also date range.

Select Dates

Dates: All

Contract: NHS Contract

☐ Patients entered in this period

OK

Cancel

Once the report has run you will then be shown a UDA summary for that date range selected which will show all performers, the amount of UDA/UOA's processed through SFD and also the SDL which is the amount of UDA/UOA's that have been scheduled which reports back into the system from NHS compass.

Dates: 01/01/2023 to 21/04/2023

Records: 20

Performer: (all)

Totals	Summary	Forms	Non-Scheduled	Open Courses
Month	Performer	UDA	UOA	SDL
01/2023	Total	8.00	44.00	0.00
01/2023	HUSKINS, Martin	8.00	44.00	0.00
02/2023	Total	7.00	27.00	0.00
02/2023	HUSKINS, Martin	7.00	27.00	0.00
03/2023	Total	17.00	0.00	0.00
03/2023	HUSKINS, Martin	17.00	0.00	0.00
04/2023	Total	15.00	23.00	0.00
04/2023	HUSKINS, Martin	15.00	23.00	0.00

Within the report there are different tabs available to find different bits of key information relating to the NHS claims.

Totals	Summary	Forms	Non-Scheduled	Open Courses
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The **Summary** tab gives the viewer an overview of which types of claims have been sent and what treatments have been claimed for.

The **Forms** tab will then give you a full list of all treatment forms created during the date range the report was ran for. This can be filtered based on performer and it will also give you information as to whether the treatment form has been scheduled or not.

Form #	Date	Completion	Performer	Patient	Charge	UDA	UOA	SDL	Date SDL
025642	20/01/2023	20/01/2023	HUSKINS, Martin	REAVES, Louis	0.00		21.00		
025643	20/01/2023	20/01/2023	HUSKINS, Martin	REAVES, Louis	0.00		0.00		
025644	23/01/2023	23/01/2023	HUSKINS, Martin	PRINGLE, William	65.20	3.00			

The **Non-Scheduled** shows a list of treatment forms which have been transmitted through SFD but at this point they have not been scheduled for payment. These are claims that the practice will want to keep an eye on.

Form #	Date	Completion	Performer	Patient	UDA	UOA
025642	20/01/2023	20/01/2023	HUSKINS, Martin	REAVES, Louis		21.00
025643	20/01/2023	20/01/2023	HUSKINS, Martin	REAVES, Louis		0.00
025644	23/01/2023	23/01/2023	HUSKINS, Martin	PRINGLE, William	3.00	

The last tab in this report is to show the user the **Open Courses** that have been created within the date range of the report. This report shows who the patient is and also the proposed and completed UDA activity of each form. You can also see if the patient has a future appointment booked as well if they show with a calendar in the last column of the report.

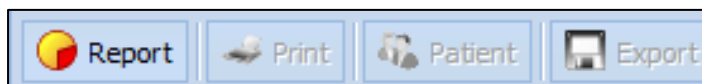
Form	Date		Performer	Patient	Completed	Proposed	
025646	25/01/2023		HUSKINS, Martin	MALBROUGH, Sophie	0.00	0.00	21
025648	26/01/2023		HUSKINS, Martin	KINDRED, Joe	0.00	0.00	21
025653	01/02/2023		HUSKINS, Martin	GILBERT, Archie	1.00	1.00	21
025660	10/02/2023		HUSKINS, Martin	THACKSTON, Francesca	1.00	1.00	21

### UDA Summary

The UDA Summary report is very similar to the UDA report but this report can be run for the contract year only.



Select **report** to start the report generation.



You can then select which contract to report on and also which contract year.

Year

Year:

2023 - 2024

Contract:

NHS Contract

OK

Cancel

Once the report has completed processing you will then get a summary of the contract per month.

Month Total	Week Total	Summary	Forms	Non-Scheduled	Open Courses	By Category	Removed From Schedule Report	
<div> <div>Year</div> <div>2022/2023</div> <div>Performer Name</div> <div>(all)</div> </div>								
Month	UDA	SDA	Target	%	UOA	SOA	Target	%
April	18.00	0.00	0.00	7.83	50.00	0.00	0.00	14.84
May	42.00	0.00	0.00	18.26	65.00	0.00	0.00	19.29
June	6.00	0.00	0.00	2.61	21.00	0.00	0.00	6.23
July	18.00	0.00	0.00	7.83	0.00	0.00	0.00	0.00
August	31.00	0.00	0.00	13.48	0.00	0.00	0.00	0.00
September	50.00	0.00	0.00	21.74	44.00	0.00	0.00	13.06
October	24.00	0.00	0.00	10.43	21.00	0.00	0.00	6.23
November	9.00	0.00	0.00	3.91	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	65.00	0.00	0.00	19.29
January	8.00	0.00	0.00	3.48	44.00	0.00	0.00	13.06
February	7.00	0.00	0.00	3.04	27.00	0.00	0.00	8.01
March	17.00	0.00	0.00	7.39	0.00	0.00	0.00	0.00
Total	230.00	0.00	0.00		337.00	0.00	0.00	

This will show the amount of UDA/UA's claimed through SFD during this contract year and also the SDA/SOA (Scheduled) received for those claims. This will also show how the practice has performed against targets which can be set for the practice and also the individual dentists. This report can also be filtered based on performer so you can focus on particular dentists' performance.

The UDA summary report includes some of the same tabs which are in the UDA report so you can find out the same information but as an overall of the contract year selected. There are some additional tabs however for further breakdowns such as **Week Total** and also the ability to filter claims based on treatment types etc in **By Category**.

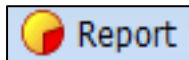
### Resending non-scheduled claims

**NOTE: Issues can arise with transmissions such as forms on the wrong contract number or incorrect performer pin. These claims can be resent on mass.**

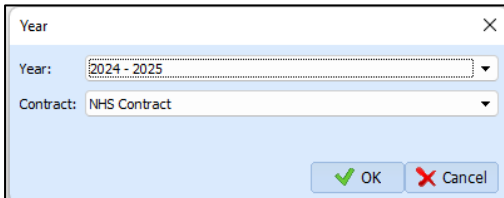
Open the **UDA summary** report.



Select **Report** to generate.

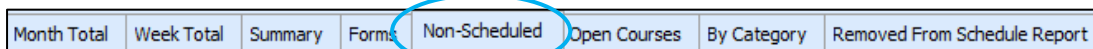


Choose the **date range** and check the correct **contract** is selected. Click **OK**.

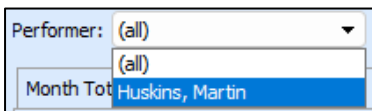


A dialog box titled 'Year' with a close button (X). It contains two dropdown menus: 'Year:' set to '2024 - 2025' and 'Contract:' set to 'NHS Contract'. At the bottom are 'OK' and 'Cancel' buttons.

Select the **non-scheduled** tab.



All non-scheduled claims should be listed. Check the **performer** is correct. The performer can be filtered from the drop down.



A dropdown menu labeled 'Performer:' with '(all)' selected. The dropdown is open, showing '(all)' and 'Huskins, Martin' as options. Below the dropdown, the text 'Month Tot' is visible.

All forms should be listed for that performer.

Report

Print

Patient

Re-send

Export

Year:2024/2025

Records:13

Sum

Performer:(all)

Month Total	Week Total	Summary	Forms	Non-Scheduled	Open Courses	By Category	Removed From Schedule Report
Form	Date	Completion	Performer	Patient	UDA	UOA	
026029	25/03/2024	19/04/2024	HUSKINS, Martin	FAY, Jennifer	12.00		
026032	03/04/2024	03/04/2024	HUSKINS, Martin	TREECE, Jasmine	12.00		
026033	03/04/2024	03/04/2024	HUSKINS, Martin	WIGTON, Bradley	12.00		
026035	03/04/2024	03/04/2024	HUSKINS, Martin	SMITHER, Jessica	12.00		
026041	05/04/2024		HUSKINS, Martin	WEST, Megan	12.00		
026045	16/04/2024	16/04/2024	HUSKINS, Martin	WHITWORTH, Georgina	5.00		
026047	18/04/2024	18/04/2024	HUSKINS, Martin	CLASS, John	1.20		
026054	25/04/2024	25/04/2024	HUSKINS, Martin	HANKINS, Daisy	3.00		
026056	26/04/2024	26/04/2024	HUSKINS, Martin	HAMLEY, Lara		23.00	
026061	03/05/2024	03/05/2024	HUSKINS, Martin	GALLISON, Hollie	3.00		
026063	08/05/2024	08/05/2024	HUSKINS, Martin	MELLOR, Mia	12.00		
026067	09/05/2024	09/05/2024	HUSKINS, Martin	JAMES, Abigail	7.00		
026068	09/05/2024	09/05/2024	HUSKINS, Martin	CREAMER, Isobel	12.00		

Click **Re-send** from the toolbar.

