



Dental Services

NHS Dental Services

E Reporting Good Practice Guide

Building Reports: Using calculations & adding graphs

Supporting the NHS, supplying the NHS, protecting the NHS

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



Building reports

In E-reporting it is possible to build your own reports using simple (and more complicated) calculations. As an example a simple report will be created showing the breakdown of FP17s by patient charge band and status

Techniques shown in earlier parts of the user guide will be used , if unsure of any please refer back

Copy the Activity Skeleton Report into your favourites and rename it "Charge Band". Then click on modify on this new report



Even when building your own reports, it is recommended that the starting point is the Activity Skeleton Report, as this has been formatted and includes titles etc



Building reports

 Result Objects

Contract Health Body Code

Contract Health Body Name

Contract Number Name or Company Name

Number of FP17s

Schedule Month (YYYYMM)

Patient Charge Band

 Query Filters

Range of Schedule Year Month (YYYYMM)

Add Patient Charge Band to the query and run it for a suitable period



Building reports

Patient Charge Band	Number of FP17s
Band 1	33,889
Band 2	17,501
Band 3	2,632
Charge exempt	1,342
Domiciliary Visit Only	38
Ortho Appliances	2
Orthodontic Claim	542
Reg 11 Replacement Appliance (Ortho)	19
Urgent	4,391
Withdrawn Claim	0

Remove the column Name or Company Name and replace Contract Number with Patient Charge Band , therefore creating a PCO level table



Building reports

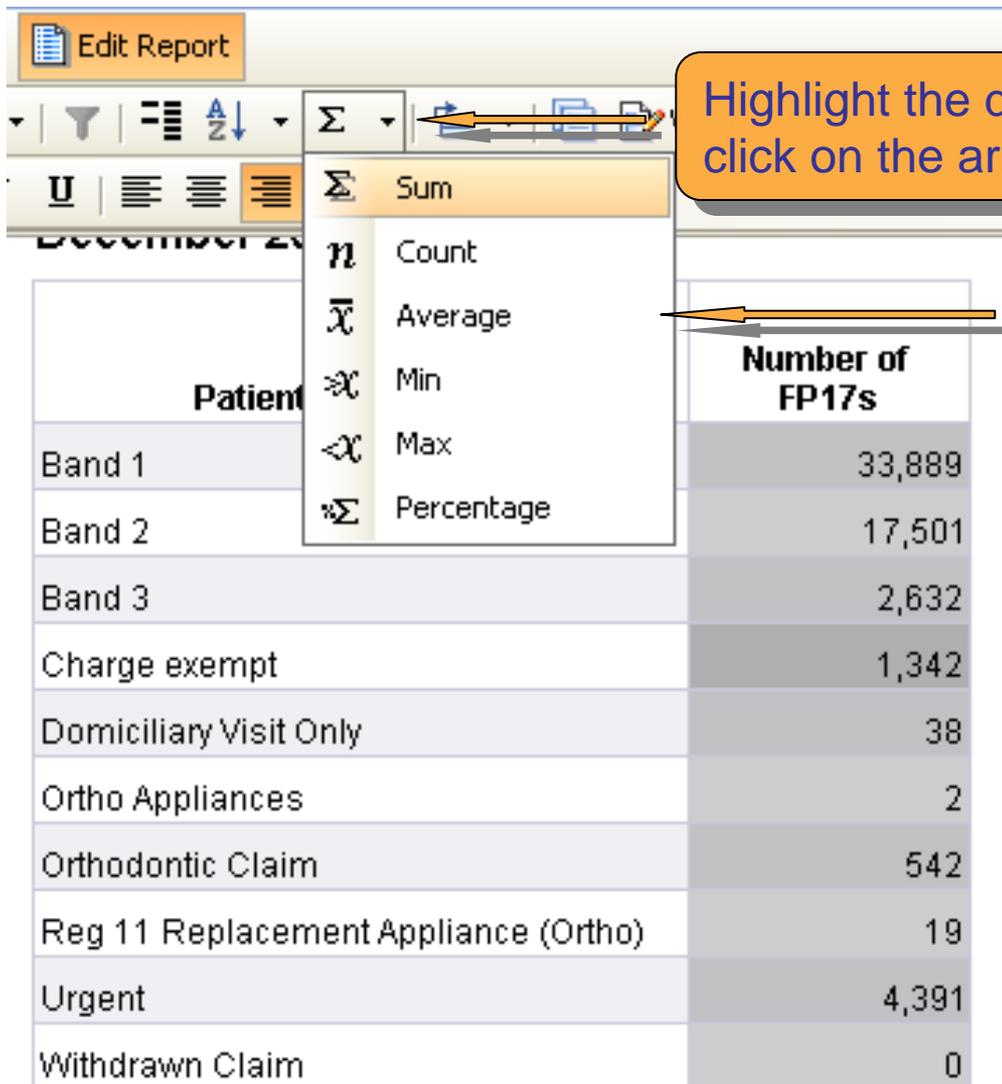


Table with 2 columns: Patient and Number of FP17s.

Patient	Number of FP17s
Band 1	33,889
Band 2	17,501
Band 3	2,632
Charge exempt	1,342
Domiciliary Visit Only	38
Ortho Appliances	2
Orthodontic Claim	542
Reg 11 Replacement Appliance (Ortho)	19
Urgent	4,391
Withdrawn Claim	0

Highlight the data column Number of FP17s then click on the arrow next to the symbol Σ

Click on Sum. This creates a sum of the number of FP17s

Click on Percentage. This creates a percentage of total FP17s for each Patient Charge Band



Building reports

Cells can also be dragged to another cell for example to have total sum and percentage figures side by side

Reg 11 Replacement Appliance (Ortho)	19	0.03%
Urgent	4,391	7.28%
Withdrawn Claim	0	0.00%
Sum:	60,356	
	Percentage:	

`=Percentage([Number of FP17
100.00%`

Report 1

Drop here to replace cell



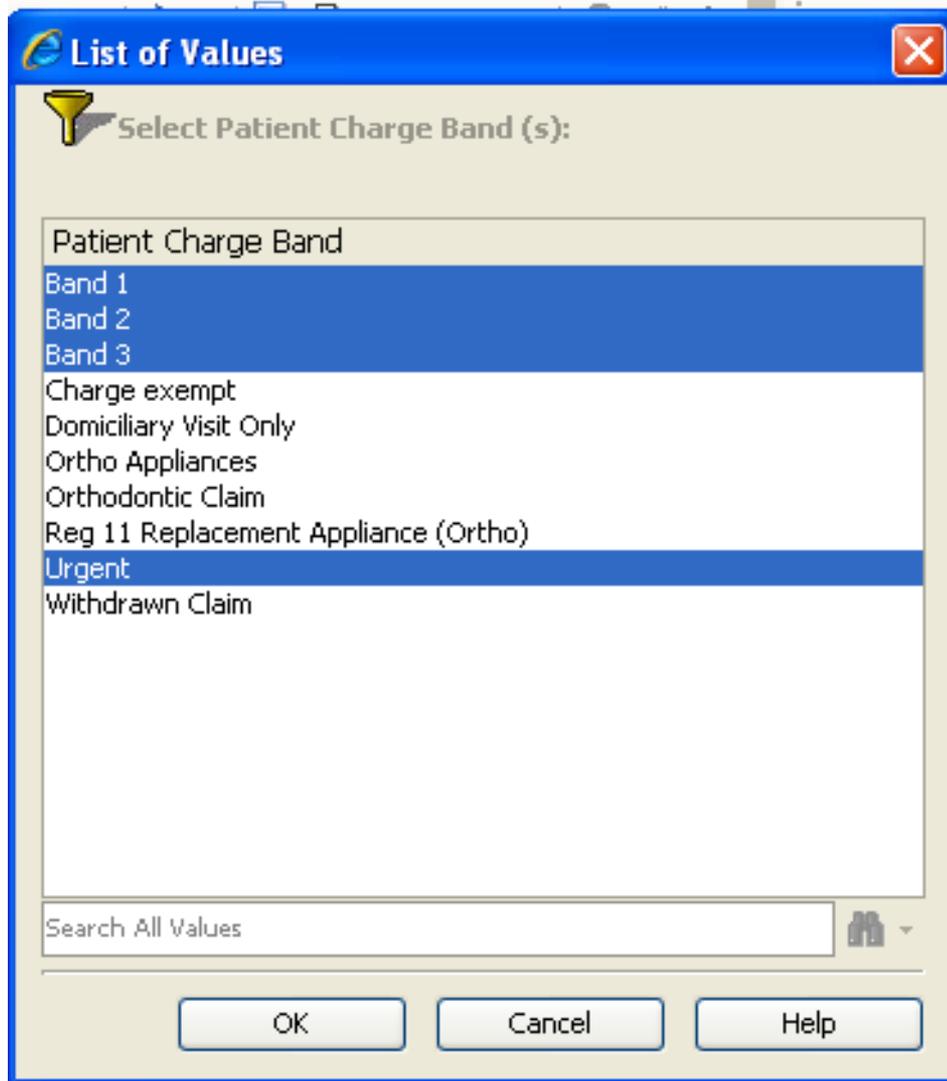
Building reports

Patient Charge Band	Number of FP17s	Percentage
Band 1	33,889	56.15%
Band 2	17,501	29.00%
Band 3	2,632	4.36%
Charge exempt	1,342	2.22%
Domiciliary Visit Only	38	0.06%
Ortho Appliances	2	0.00%
Orthodontic Claim	542	0.90%
Reg 11 Replacement Appliance (Ortho)	19	0.03%
Urgent	4,391	7.28%
Withdrawn Claim	0	0.00%
Sum:	60,356	100.00%

We now have a simple report for the PCO showing the number of FP17s by Patient Charge Band and expressed as a percentage of the total



Building reports



We can restrict the data to show only the main treatment bands by adding a filter

Use Ctrl on your keyboard to select multiple elements to filter



Building reports

Patient Charge Band	Number of FP17s	Percentage
Band 1	33,889	58.02%
Band 2	17,501	29.96%
Band 3	2,632	4.51%
Urgent	4,391	7.52%
Sum:	58,413	100.00%

Now showing numbers and percentages just for Band 1,2,3 and Urgent FP17s

We can now add a graph. Make a copy of the table and remove the column with percentages and the row with the total

Patient Charge Band	Number of FP17s	Percentage
Band 1	33,889	58.02%
Band 2	17,501	29.96%
Band 3	2,632	4.51%
Urgent	4,391	7.52%
Sum:	58,413	100.00%

Patient Charge Band	Number of FP17s
Band 1	33,889
Band 2	17,501
Band 3	2,632
Urgent	4,391



Building reports

Patient Charge Band	Number of FP17s	Percentage
Band 1	33,889	58.02%
Band 2	17,501	29.96%
Band 3	2,632	4.51%
Urgent	4,391	7.52%
Sum:	58,413	100.00%

Patient Charge Band	Number of FP17s
Band 1	33,889
Band 2	17,501
Band 3	2,632
Urgent	4,391

Right Click on the copied table

Patient Charge Band	Number of FP17s	Percentage
Band 1	33,889	58.02%
Band 2	17,501	29.96%
Band 3	2,632	4.51%
Urgent	4,391	7.52%
Sum:	58,413	100.00%

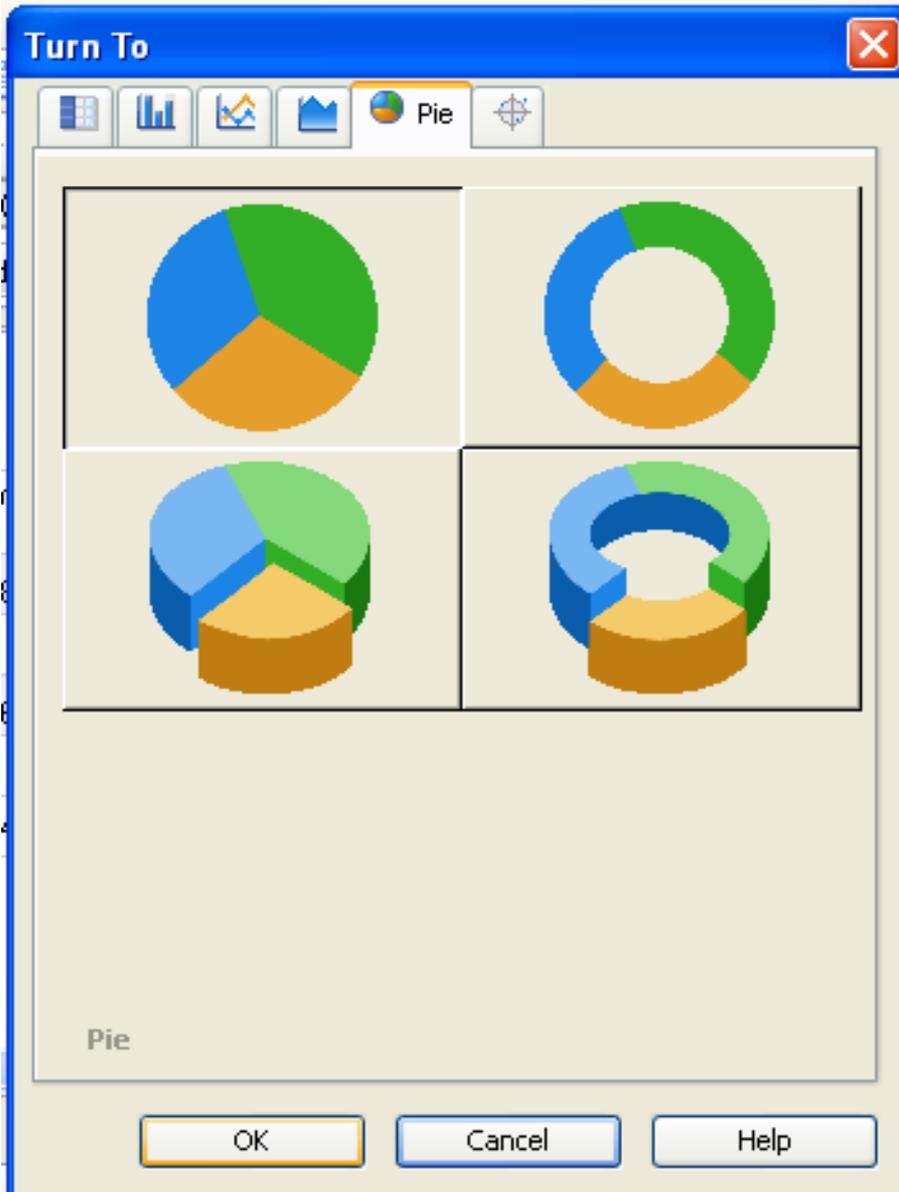
Patient Charge Band
Band 1
Band 2
Band 3
Urgent

- Cut
- Copy
- Copy as text
- Paste
- Turn To
- Remove
- Edit Format
- Position

Click on Turn to



Building reports



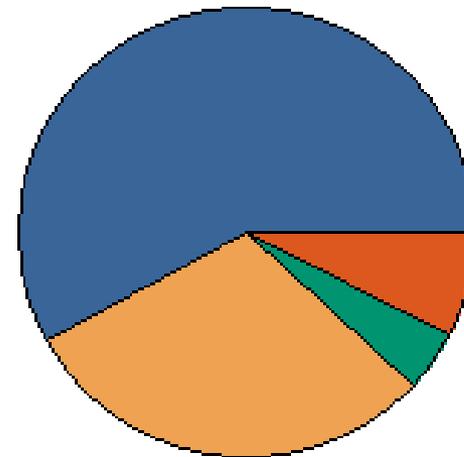
Select the type of graph you would like then press ok



Building reports

Now have a table and graph side by side

Patient Charge Band	Number of FP17s	Percentage
Band 1	33,889	58.02%
Band 2	17,501	29.96%
Band 3	2,632	4.51%
Urgent	4,391	7.52%
Sum:	58,413	100.00%



Patient Charge Band

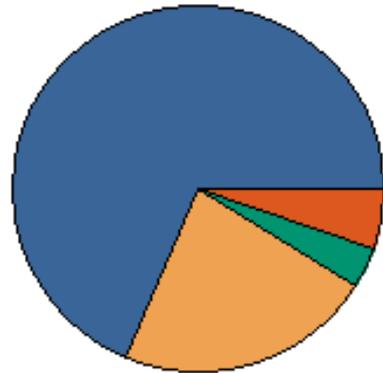
- Band 1
- Band 2
- Band 3
- Urgent

Number of FP17s



Building reports

Patient Charge Band	Number of FP17s	Percentage
Band 1	2,916	68.74%
Band 2	945	22.28%
Band 3	156	3.68%
Urgent	225	5.30%
Sum:	4,242	100.00%



Number of FP17s

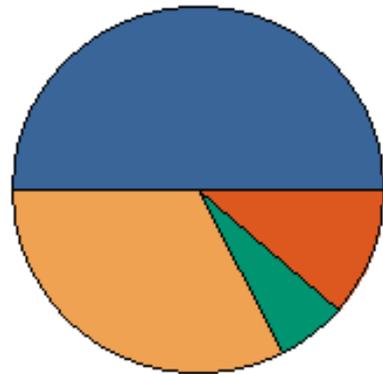
Patient Charge Band

- Band 1
- Band 2
- Band 3
- Urgent

Can add Contract Number as a Section to replicate this report for each individual contract

XXXXX/0001

Patient Charge Band	Number of FP17s	Percentage
Band 1	387	50.06%
Band 2	251	32.47%
Band 3	48	6.21%
Urgent	87	11.25%
Sum:	773	100.00%



Patient Charge Band

- Band 1
- Band 2
- Band 3
- Urgent



Can add a filter to the contract number to show a selection of contracts

