Print Version For Reports

Whilst we would always encourage you to consider the environment and print your reports only where necessary, we recognise that your existing processes may still require you to do so. To minimise the paper needed for printing, we have produced a 'Print Version' option for 3 of the larger reports:

- Item of Service Detail Report
- Item of Service Adjustments Report
- Registration Detail Report

When you run these reports, you will see an additional tab at the bottom, called 'Print Version', see below:

Item of Service Detail	Print Version	
Item of Servic	ce Adjustments 📄 F	Print Version
R	Registration Detail	Print Version

When you select this tab you will see the same information as the online version, but with all formatting stripped away to allow more information to be displayed per page.

You still have the option to print the online version, if that is your preference.

Regardless of which tab you select, you **must** enter the page numbers you wish to print, or both online and print version will be printed.

Print Version

The total number of pages that will print is displayed at the top right hand corner of the reports:

Item of Servic	e Detail report - Payment for the period	Jul 2015								P	ige 1/3	
List Number	00000 Name Mr Joe Bloggs									_		
Case ID	Patient	DoB	Claim Type	Accept Date	Sum Auth	Pat Charges	DSS Remit	Award %	Amt	Referral Claimed	Auth	Dep IOS Amount

Online Version

The total number of pages that will print is displayed at the bottom centre of the reports:

	Patient Name			Sex	Date of Birth			
	Cas	e ID	Patient ID	CHI	Postcode	SIMD	Claim Type	Acceptance Date
	Sum Authorised	Patient Charge	DSS Remission	% Award	Award Amount	Referrals Claimed	Referrals Authorised	Dep IOS Amount
					Page 1/3)		
						m		
4.2	E Item of Serv	ice Detail	rint Version					

If you opt to print the online version, the number of pages will increase. This is because you can view more information on your computer screen, than you can print on an A4 size piece of paper.

Printing reports

For printing reports select export to pdf button at the top left of your report



Or alternatively, export report as follows;

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Close Save as			lth B	oard Des	scription (A	ll val	ues) 🔻
Save to my	computer as	•		Excel			
Save report	to my computer as	•	C	PDF]		
Your Registr Patient regi	ation Detail report stration counts for	- P the		CSV CSV (w	vith options)	;h

Within the pdf document created select print, once you have selected the print option for your report you will be taken to the print screen. How this screen will look depends on the printer you use.

Using the example below, there are 43 pages in total; 1-40 make up the online version, 41-43 make up the print version.

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Treatment, payme	nt and patient rep	orting Paid under the Natio	anal Hanith Sa	nice (Scotland) A	H		
Payment for the pe	riod Jun 2014	alo unosi the reau.	alai nealui ae	raise (sconding) w			
l ist Number							
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Patient Name	- 10		Sex F	Date of Birth			
Cas	• 10	Patient ID	CHE	Postcode	SIMO	Claim Type	Acceptance Date
Sum Authorised	Patient Charge	DSS Remission	% Award	Award Amount	Referrals Claimed	Referrals Authorised	Dep IOS Amount
Patient Name			Sex M	Date of Birth	3		
Cas	e ID	Patient ID	CHI	Postcode	SIMD	Claim Type	Acceptance Date
Sum Authorised	Patient Charge	DSS Remission	% Award	Award Amount	Referrals Claimed	Referrals Authorised	Dep IOS Amount
Patient Name			Sex M	Date of Birth			
Cas	e ID	Patient ID	CHE	Postcode	SIMD	Claim Type	Acceptance Date
	Patient Charge	DSS Remission	% Award	Award Amount	Referrals Claimed	Referrals Authorised	Dep IOS Amount
Sum Authorised	A Second Press Plan						the second se

You would need to specify pages 41-43 to print the Print Version:

Print			—X —
Printer			
<u>N</u> ame:	\\pephredos\Don -	Pro	perties
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Print Ran <u>A</u> II	ige	Preview:	Composite
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Page	s 41- 43 Enter page numbers here	K	11.69 X
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If you experience any problems printing the reports, contact our dental helpdesk on 0131 275 6300 or e-mail us at nss.psddental@nhs.scot