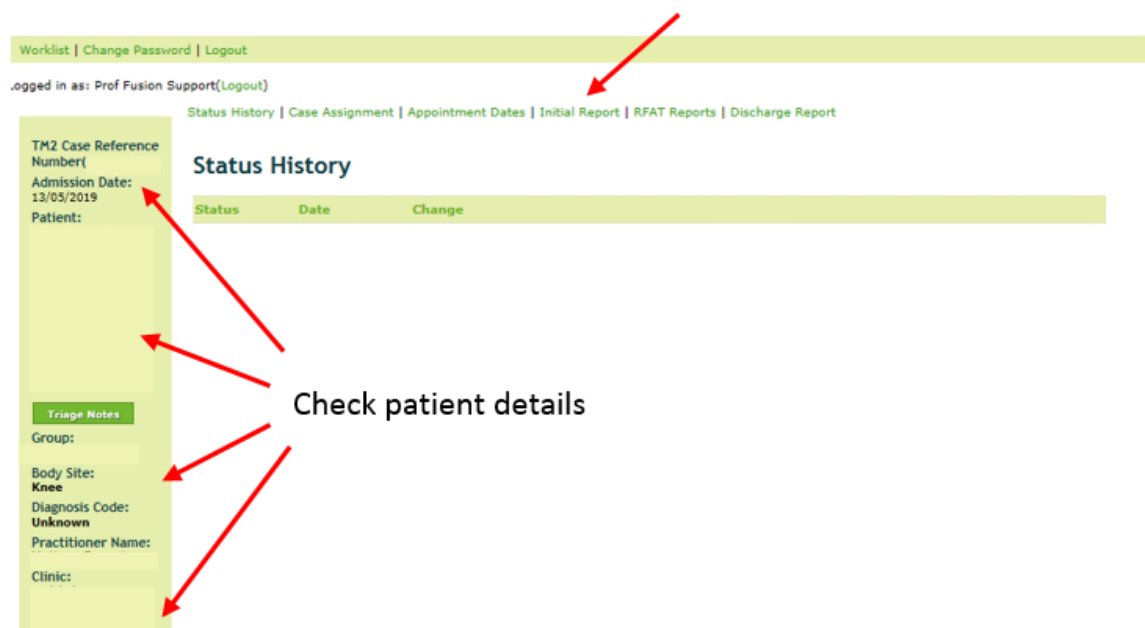


# How to Submit an Initial Report

Once a patient has completed their 45 minute Initial Assessment with you, we require their Initial Report to be submitted to us within 24 hours of their session.

The information we require is to allow us to have an insight into what you are treating, how you will measure improvement and what modalities you will use to do this. You do not have to write masses, but it must be clinically relevant. Please use the below steps to guide you through how to do this:

1. From the Work List screen, select the Patient and click on 'View Case' at the end of the patient row
2. On the 'Status History' screen verify you have selected the correct patient name by checking the details in the shaded column on the left side of the screen
3. On the 'Status History' screen select 'Initial Report' option at the top of the page

**Check patient details**

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Approved by: Physiotherapy EAG			
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4. Once you select Initial Report you will see the screen below:

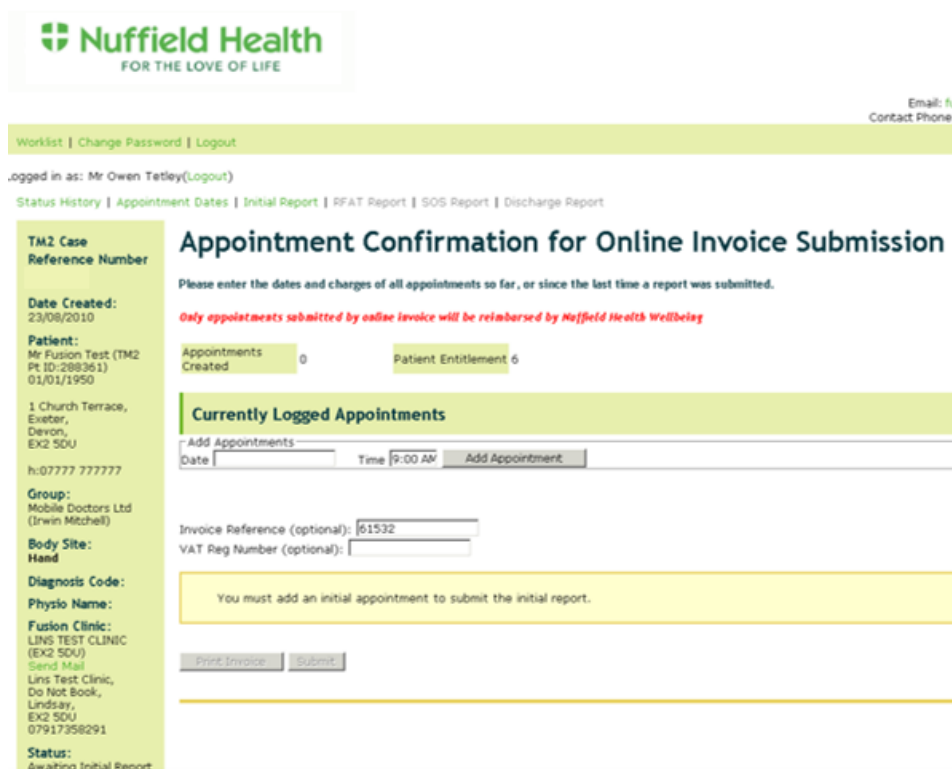


Points to note on report submission:

- All fields are mandatory and you will be prompted if you have not entered details into all fields.
- All free text fields (e.g. subjective markers is a free text field) have a minimum of 5 character/digit input, meaning you must type in at least 5 characters/digits into these fields
- The notes field at the end of the report is a field for special notes you may wish to relay to the Clinical Team
- The 'Save (Hold)' option at the bottom of the page saves your work for times when you have to leave the screen
- The Fusion Work List Portal will time-out after 20 minutes of inactivity and if you have not saved your work all entered details will be lost (typing does not count as activity)
- If you click on the cancel button – all your notes will be lost and you will have to start again
- Select 'Print' if you wish to print a copy for your notes

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- Select 'Next' to enter the Invoicing screen shown below:



**Nuffield Health**  
FOR THE LOVE OF LIFE

Worklist | Change Password | Logout

Email: f Contact Phone

logged in as: Mr Owen Tetley (Logout)

Status History | Appointment Dates | Initial Report | RFAT Report | SOS Report | Discharge Report

### Appointment Confirmation for Online Invoice Submission

Please enter the dates and charges of all appointments so far, or since the last time a report was submitted.

*Only appointments submitted by online invoice will be reimbursed by Nuffield Health Wellbeing*

Appointments Created: 0 Patient Entitlement: 6

#### Currently Logged Appointments

Add Appointments

Date: [ ] Time: 9:00 AM Add Appointment

Invoice Reference (optional): 61532

VAT Reg Number (optional): [ ]

You must add an initial appointment to submit the initial report.

Print Invoice Submit

Status: Awaiting Initial Report

- Once you entered the initial assessment date in the 'Date' box, select 'Add Appointment'
- An automatic invoice reference will be generated, please note this for your records.
- Once you are satisfied that everything you have entered is correct then select 'Submit'
- Once the Initial Report has been submitted the Confirmation of Actions screen will display as shown below:

## Confirmation of Actions in this session

The following list details all actions you have carried out since you logged into Fusion. Your most recent action will be listed first

[Return to Work list](#)

- Initial Report Submitted

[Return to Work list](#)

- Verify that the Initial Report has been submitted and click on 'Return to Work List' option

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## Next Steps

- You will receive a confirmation e-mail confirming the report has been sent to our clinical team once the Initial Report has been submitted
- Once the report has been reviewed by the clinical team, it will either be Approved, returned to your worklist with the status **Awaiting RFAT/Discharge**, or Rejected by being returned to you with a request for further information
- You will receive an e-mail each time something happens with a patient report, however the reasoning will not be included. To view this you will need to check the patient file on your work list
- While Nuffield Health are awaiting authorisation on a report, the patient will not appear on your Work List
- **You must not treat for any more sessions than communicated to you by Nuffield.** Please be aware that some insurers can take up to 48 days to respond to treatment requests. Your clinic will not be paid for any unauthorised treatment

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