

## Top Tips for Submitting LARC Claims

- **File Structure:** Do not alter the file structure by adding or removing columns. Any changes will cause the system to flag the data as incomplete.
- **Notes:** Do not add notes directly to the files. If you need to raise any issues, please include them in the email to [phcontracts@dorsetcouncil.gov.uk](mailto:phcontracts@dorsetcouncil.gov.uk).
- **Submission:** Only submit the current quarter's data unless you are submitting a late claim. If you are submitting a late claim, please highlight this in the email.
- **Device Recording:** Make sure that the device has been recorded in the relevant Ardens field for accurate reimbursement.
- **Coil Check Information:** You no longer need to submit coil check information, as it is not part of the current contract.
- **Insertion Type and Device Consistency:** Ensure the insertion type and device are consistent. For example, if "insertion of IUD/IUS" is selected, the device should be an IUD or IUS. If "insertion of implant" is selected, the device should be an implant.
- **Duplications:** We've noticed that sometimes SystemOne searches include duplicates- we will check for these in our processing (you don't need to do this as a practice).