



NHS Finance Forum user guide

The NHS Finance Forum has been created by HFMA and FFF to provide a private space for the NHS finance community to share and discuss information relating to our collective response to Covid-19.

In order to help you navigate your way around the Forum we have compiled some guidance in the following areas:

1. [Updating your profile](#)
2. [Useful links and discussion boards](#)
3. [Posting a new topic and replying to existing topics](#)
4. [Replying to an older post in a topic thread](#)
5. [Customising posts \(hyperlinks, bold text, bullet points etc\)](#)
6. [Uploading documents](#)
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1. Updating your profile

Before starting please make sure you are logged in to the Forum. If you have not registered as a member please [begin the registration process here](#).

Click on the 'Profile' button in the grey navigation bar.

- Click '**Identity**' in the sub-navigation bar and fill in your details. Once you are finished click 'Update Profile'
- Click '**Settings**' in the sub-navigation bar to change your preferences. (Please note that the user forum email function is currently unsupported.)
Once you are finished click 'Update Profile'
- Click '**Signature**' to enter your email signature. This will appear at the bottom of all your posts. We encourage all Forum members to include the following details in their signature:
 - name
 - job title
 - organisation.

You can also customise the content style of your signature and your posts by using 'Forum code' (see section 5 below).

Once you are finished click 'Update Profile'

- Click '**Avatar**' to upload a small photo which will appear next to your posts. Please pay particular attention to the file size requirements.

To resize any image in a Windows device open it in Microsoft 'Paint'.

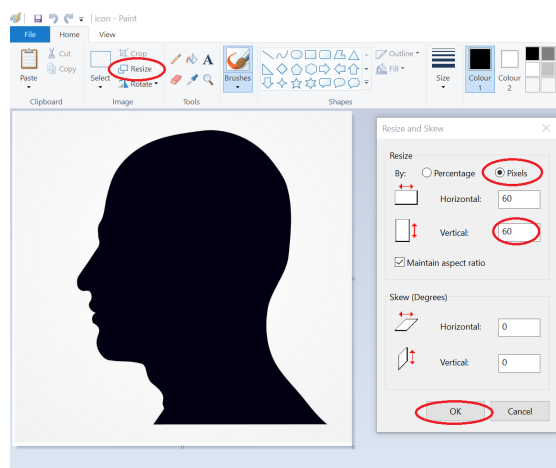
1) Click resize

2) Click pixels

3) Change vertical to 60

4) Click OK

5) Save picture



- 6) At the bottom of the paint window you should see your files size for example "📄 Size: 146kb". If this file size is more than 200kb you should make your image smaller by further reducing the number of vertical pixels.

You can upload your avatar to the Forum by clicking the 'Choose file' button on the webpage and then selecting the location of your image and finally clicking 'Update profile'.

2. Useful links and discussion boards

If you click 'Home' in the navigation bar you will be taken to a page with two sections.

Useful links

Please use this area to share helpful links to guidance, tools or articles available outside of the Forum, which you feel would be of benefit to other Forum members. All examples will be considered for inclusion on the [HFMA Covid-19 map](#).

Discussion boards

There are a number of discussion boards covering different categories, for example, annual accounts, VAT and tax, national cost collection.

Please take some time to browse the discussion boards, which are structured by topic. The most recently active topics will appear at the top of each category feed.

Please use the discussion boards to raise any queries, dilemmas or suggestions relating to your response to the pressures created by Covid-19. Do feel free to post new topics relevant to each particular discussion board and suggest new discussion boards where required.

You will all be coming up with practical solutions to the new challenges you face due to Covid-19. Please use the Forum as a place to share what you are doing with others. All examples shared

within the discussion boards will be considered for inclusion in the HFMA Covid-19 map, which is shared outside of the Forum.

3. Posting a new topic and replying to existing topics

Within each discussion board you can either reply to other members on an existing topic or you can post a new topic for discussion.

Post a new topic

Below you can see that in the 'Annual Accounts 2019/20' discussion board there are two active topics. If you want to make a point about 'Annual Accounts 2019/20' but you don't think your topic has already been covered then click 'Post new topic' to create one.

NHS Finance Forum → ANNUAL ACCOUNTS 2019/20

Topics: 2		RSS forum feed		Subscribe
Topics	Replies	Views	Last post	
Provisions for clinicians' pensions by debbie.paterson	0	25	Yesterday 16:20:59 by debbie.paterson	
WIP accruals for the year end by debbie.paterson	1	5	Yesterday 15:31:24 by debbie.paterson	

Pages 1

Post new topic

Alternatively, you can click on an existing topic and begin chatting with colleagues.

Post a reply to an existing topic

Once you have clicked on your favoured topic you will see the posts and replies in that feed.

Posts: 2

debbie.paterson
Member
Online

Yesterday 15:28:25 (edited by debbie.paterson Yesterday 15:31:47) 1

Topic: WIP accruals for the year end

This question was posed to the Provider TIG members:
Given that for 2020/21, all contracts will be block are providers and commissioners expecting to do WIP accruals in 2019/20 for patients in hospital over the year end?

Report Quote

debbie.paterson
Member
Online

Yesterday 15:31:24 (edited by debbie.paterson Yesterday 15:32:59) 2

Re: WIP accruals for the year end

The consensus in the responses from Provider TIG was that there would be accruals for patients part way through their treatment at the year-end as well as for the maternity pathway. These amounts would therefore need to be shared with commissioners as part of the agreement of balances exercise.

However, the accrual is likely to be a very different amount to prior year or to plan as elective care will have been reduced by 31 March 2020 as beds were cleared ahead of the Covid-19 patients being admitted.

Report Quote

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Post reply

Simply click 'Post reply' at the bottom of the thread. The following window will appear:

Post a new reply

Compose and post your new reply

Write a message

Hello Debbie,
This is a test :)

Never show smiles as icons for this post.
 Subscribe to this topic.

[Submit reply](#) [Preview reply](#)

If you want to check that there haven't been more posts whilst you have been constructing your reply, or you want to see what your post will look like in the forum, you can click 'Preview reply'. Alternatively, you can simply click 'Submit reply' to post.

To make your post more engaging please look at section 5 for tips on customising your messages.

4. Replying to an older post in a topic thread

Sometimes you may wish to reply to an older post, but the conversation in that topic has already moved on. In this case the quote function can be used.

At the base of every comment there is a 'Quote' button. Click this to reply directly to this comment regardless of how old the post is. You can then add your own message. Your quote will look like the image below.

RSTEST
Member
Online

Today 16:49:46 3

Re: WIP accruals for the year end

debbie.paterson wrote:
The consensus in the responses from Provider TIG was that there would be accruals for patients part way through their treatment at the year-end as well as for the maternity pathway. These amounts would therefore need to be shared with commissioners as part of the agreement of balances exercise.
However, the accrual is likely to be a very different amount to prior year or to plan as elective care will have been reduced by 31 March 2020 as beds were cleared ahead of the Covid-19 patients being admitted.

This is a very good point Debbie, thanks

Forum Test
Richard S

[Report](#) [Delete](#) [Edit](#) [Quote](#)

Posts: 3

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[Post reply](#)

5. Customising posts (hyperlinks, bold text, bullet points etc)

While the Forum isn't set up to easily adapt the style of individual posts, Forum members are able to use simple code to achieve some familiar outcomes.

Forum code

Text appearance in user posts can be changed with the following inputs or 'tags'.

Input	Output
<code>[b]Bold text[/b]</code>	Bold text
<code>[u]Underlined text[/u]</code>	<u>Underlined text</u>
<code>[i]Italic text[/i]</code>	<i>Italic text</i>
<code>[color=#FF0000]Red text[/color]</code>	Red text
<code>[color=blue]Blue text[/color]</code>	Blue text
<code>[b][u]Bold, underlined text[/u][b]</code>	<u>Bold, underlined text</u>
<code>[h]Heading text[/h]</code>	Heading text

You can create links to other documents or to email addresses using the following tags:

<code>[url=https://forums.hfma.org.uk/]NHS Finance Forum[/url]</code>	NHS Finance Forum
<code>[url]https://forums.hfma.org.uk/[url]</code>	https://forums.hfma.org.uk/
<code>[email]name@example.com[/email]</code>	name@example.com
<code>[email=name@example.com]My email address[/email]</code>	My email address

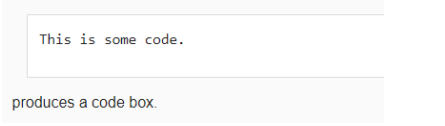
To quote someone use the quote tag:

<code>[quote=James]This is the text I want to quote.[/quote]</code>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>James wrote: This is the text I want to quote.</p> </div>
---	---

You can use the quote tag without specifying a name:

<code>[quote]This is the text I want to quote.[/quote]</code> produces a bare quote box.	<div style="border: 1px solid #ccc; padding: 5px;"> <p>This is the text I want to quote.</p> </div> <p>produces a bare quote box.</p>
--	---

When displaying source code, you should make sure that you use the code tag. Text displayed with the code tag will use a monospaced font and will not be affected by other tags.













<pre>[code]This is some code.[/code] produces a code box.</pre>	 <p>This is some code. produces a code box.</p>
---	---

To create a list, you can use the list tag. You can create 3 types of list: bulleted, numbered and alphabetised.

<pre>list[*]Example list item 1.[/*][*]Example list item 2.[/*][*]Example list item 3.[/*][/*]</pre>	 <p>RSTEST Today 17:15:00</p> <ul style="list-style-type: none"> • Example list item 1. • Example list item 2. • Example list item 3.
<pre>[list=1][*]Example list item 1.[/*][*]Example list item 2.[/*][*]Example list item 3.[/*][/*]</pre>	 <p>RSTEST Today 17:16:04</p> <ol style="list-style-type: none"> 1. Example list item 1. 2. Example list item 2. 3. Example list item 3.
<pre>[list=a][*]Example list item 1.[/*][*]Example list item 2.[/*][*]Example list item 3.[/*][/*]</pre>	 <p>RSTEST Today 17:17:17</p> <ol style="list-style-type: none"> A. Example list item 1. B. Example list item 2. C. Example list item 3.

Smilies

The forum can also convert text into smile icons to be included in your posts.

:) and =)	
: and =	
:(and =(
:D and =D	
:o and :O	
;)	
;/	
:P and :p	
:lol:	
:mad:	
:rolleyes:	
:cool:	

6. Uploading documents

Uploading documents is not currently supported. However users can post a URL link to a document of interest.

7. Messaging other Forum members

Currently direct messaging in the Forum is unsupported. If you are happy for other users to have your contact details, please include your email address within your profile signature (see section 1 for updating your profile).

8. Reporting inappropriate content

At the base of every comment there is a 'Report' button. Please click this and provide a reason why you feel the post is inappropriate. This message will then be passed to the Forum moderators at HFMA and FFF for consideration.

We rely on the Forum community to flag inappropriate content where they see it. All Forum members must abide by the [Forum Rules](#) which they agreed to when registering with the Forum.

9. Forum contact details

If you have any queries or suggestions regarding the Forum please contact Forum@hfma.org.uk.
