

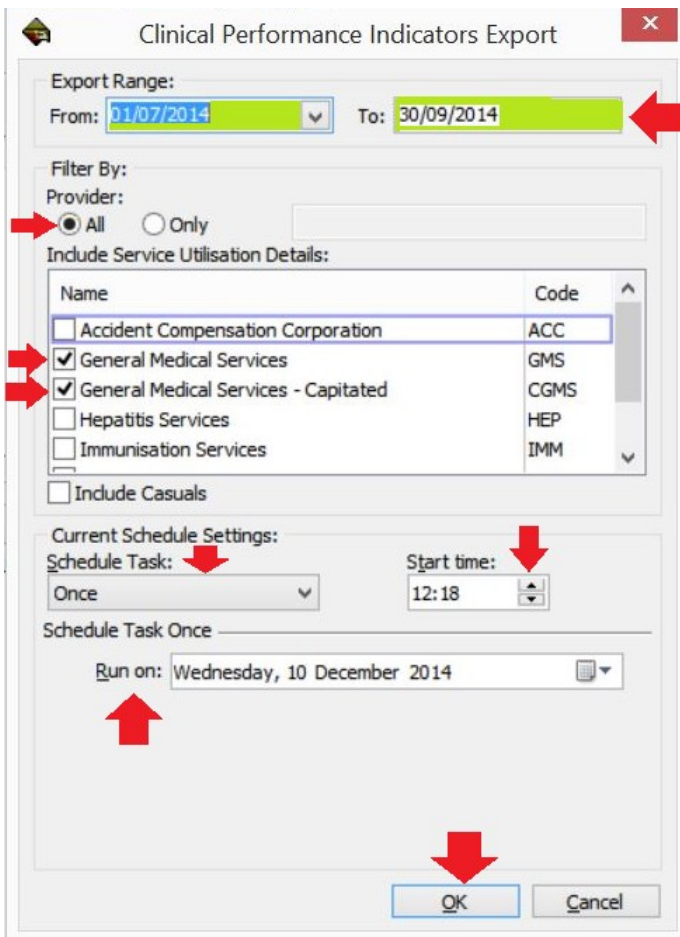
PROFILE FOR WINDOWS

Instructions for PHO Export—CPI

This will send Service Utilization and Clinical Performance Information to WellSouth, which will be sent in an anonymized, summarized format to DHBNZ for use with the Integrated Performance Incentive Framework.

1. Open Profile for Windows
2. Click on Practice menu and choose **Import & Export >> General...**
3. Click on **Capitation Based Funding**, then choose **Clinical Performance Indicators** and click the **Start** button

Your screen should look like this – ALTHOUGH YOU SHOULD ENTER THE DATE RANGE AS SPECIFIED BY WELLSOUTH.



| Name | Code |
|--|------|
| <input type="checkbox"/> Accident Compensation Corporation | ACC |
| <input checked="" type="checkbox"/> General Medical Services | GMS |
| <input checked="" type="checkbox"/> General Medical Services - Capitated | CGMS |
| <input type="checkbox"/> Hepatitis Services | HEP |
| <input type="checkbox"/> Immunisation Services | IMM |

4. Enter the correct date range (as advised by WellSouth).

5. Tick **All** for **Provider**:

6. Tick **General Medical Services (GMS)** and **General Medical Services – Capitated (CGMS)** and untick all other boxes

7. Set the **Schedule Task**: to **Once**, and set the **Start time** and **Run on** boxes to the date/time that you want the export to run

8. Click the **OK** button

Confirm that the task is scheduled and enabled by following these steps:

1. Click on **Practice** menu and choose **System Tasks Explorer**

2. Find the **CPI Export** task – check that the **Status** is **Enabled**, and that the **Next Run Time** is the same as the date/time you selected in step 7

3. If the status is not **Enabled**, double click on the **CPI Export** task, and tick **Enabled** (task runs according to the specified time)

4. If the **Next Run Time** is incorrect, repeat steps 1 to 8

Your Clinical Event export will now be generated and loaded into HealthLink to be sent to WellSouth.

For assistance please log any issues with support.healthit.net.nz OR

Email: support@healthit.net.nz