You will need to import the file before each new funding quarter. WellSouth will advise when your import file is ready.
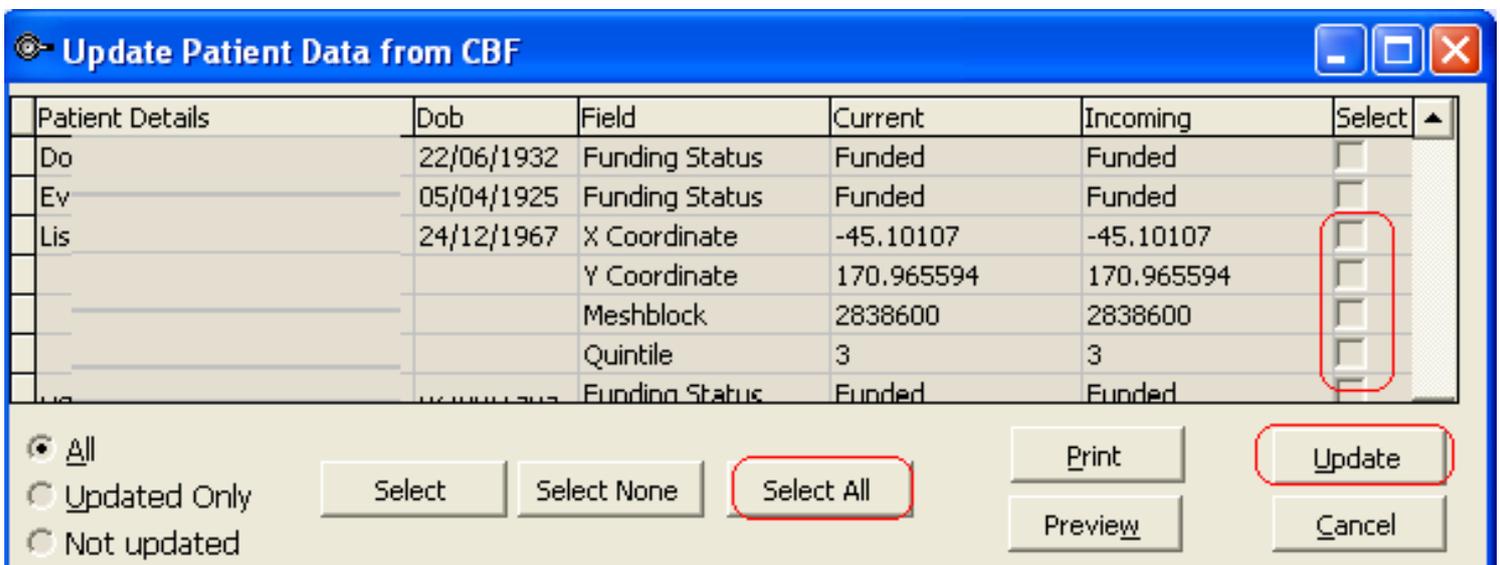
*Note: if your practice is very large (approx. 10,000 patients or more) you may need to unzip the Import file before uploading it. Please contact IT support if you need help with this or are unsure

1. Go to the computer that runs HealthLink (probably your server).

2. Open Houston VIP.

3. Click on the File menu then select PHO Import/Export >> Import >> ASR Report.

4. Click the Dial-out and get the Import button

You will be presented with a message stating that "This process is for Funding Period 01/xx/20xx - 3x/xx/20xx. Do you want to continue to process it. Click the Yes button when you get this prompt

If you get a message "The practice ID doesn't match. Cannot continue the process" please contact Houston Support

5. Click the View and Update VIP database from the PHO upload button

6. Click the Select All button and wait until ticks appear in the last record (not every tick box will be ticked)

7. Click the **Update** button.

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

Email: support@healthit.net.nz