

HOUSTON VIP

Instructions for PHO IMPORT—CBF

You will need to import the file before each new funding quarter. WellSouth will advise when your import file is ready.

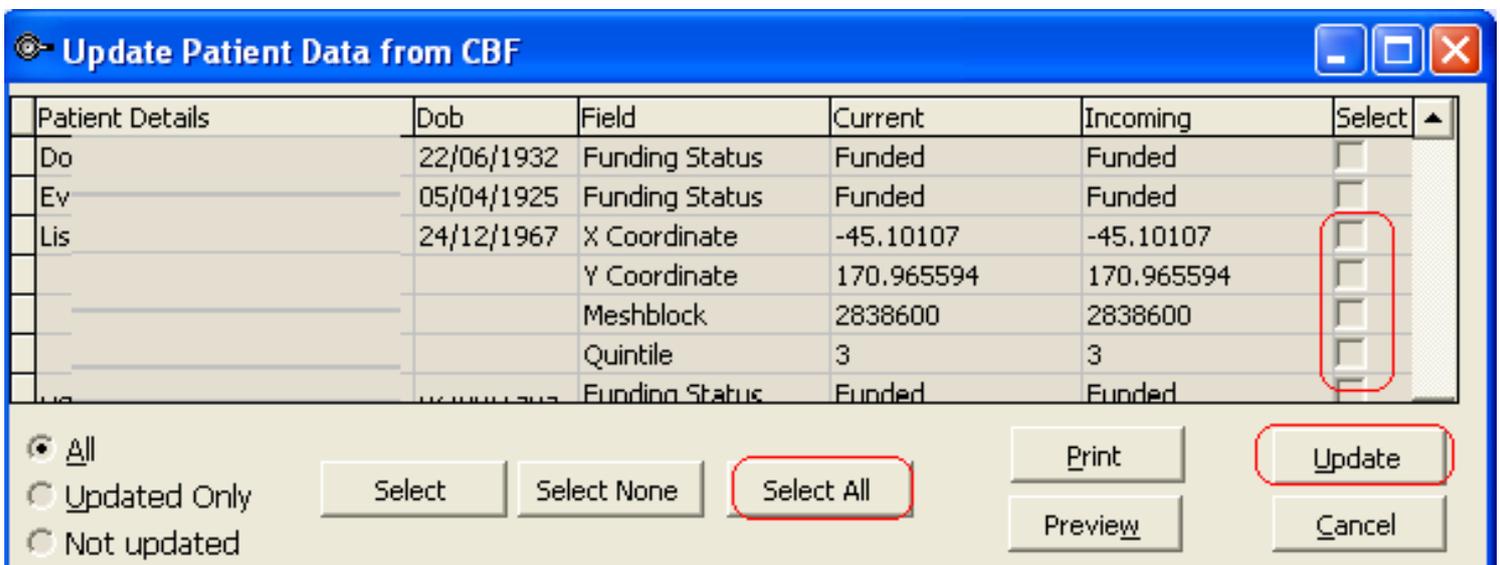
**Note: if your practice is very large (approx. 10,000 patients or more) you may need to unzip the Import file before uploading it. Please contact IT support if you need help with this or are unsure*

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



Patient Details	Dob	Field	Current	Incoming	Select
Do	22/06/1932	Funding Status	Funded	Funded	<input type="checkbox"/>
Ev	05/04/1925	Funding Status	Funded	Funded	<input type="checkbox"/>
Lis	24/12/1967	X Coordinate	-45.10107	-45.10107	<input type="checkbox"/>
		Y Coordinate	170.965594	170.965594	<input type="checkbox"/>
		Meshblock	2838600	2838600	<input type="checkbox"/>
		Quintile	3	3	<input type="checkbox"/>
		Funding Status	Funded	Funded	<input type="checkbox"/>

All
 Updated Only
 Not updated

Select Select None **Select All** Print Preview Update Cancel

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