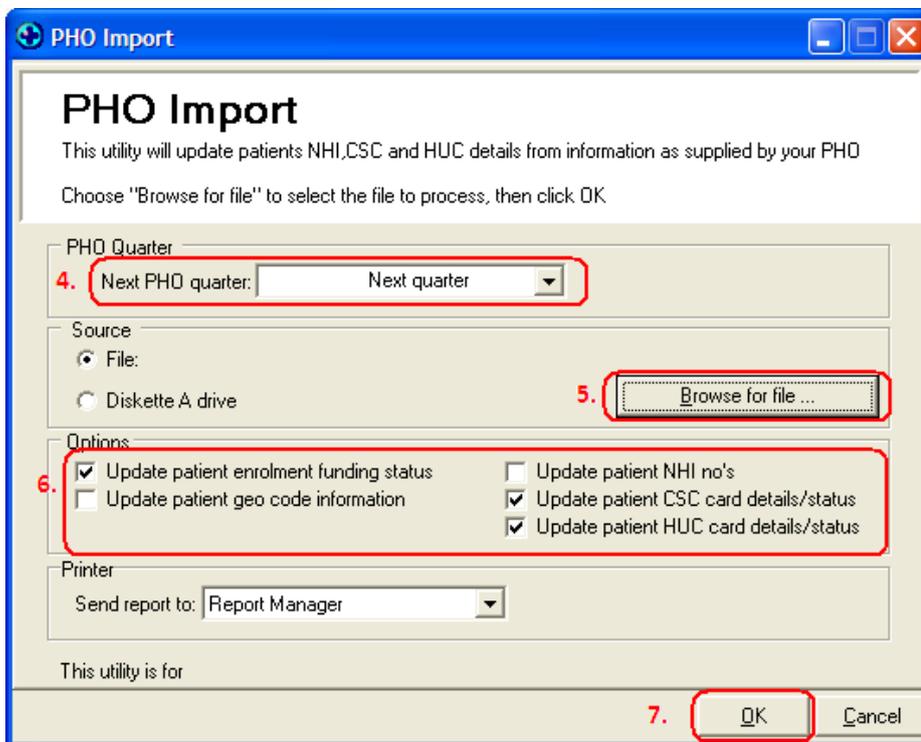


You will need to import the file before each new funding quarter. WellSouth will advise when your import file is ready.

1. Go to the computer that runs HealthLink (probably your server).
2. Open MedTech.
3. Click on **Utilities** then select **LinkTech** and then **PHO Import**.

Your screen should look like this:



The screenshot shows the 'PHO Import' dialog box. It has a title bar with a blue icon and the text 'PHO Import'. The main area contains the following elements:

- PHO Import** (Section Header)
- Text: "This utility will update patients NHI,CSC and HUC details from information as supplied by your PHO"
- Text: "Choose 'Browse for file' to select the file to process, then click OK"
- PHO Quarter** section: A dropdown menu labeled "Next PHO quarter:" with "Next quarter" selected. A red box labeled '4.' highlights this dropdown.
- Source** section: Radio buttons for "File:" (selected) and "Diskette A drive". A red box labeled '5.' highlights the "Browse for file ..." button.
- Options** section: A group of six checkboxes. Three are checked: "Update patient enrolment funding status", "Update patient CSC card details/status", and "Update patient HUC card details/status". A red box labeled '6.' highlights this entire section.
- Printer** section: A dropdown menu labeled "Send report to:" with "Report Manager" selected.
- Text: "This utility is for"
- Buttons: "OK" and "Cancel". A red box labeled '7.' highlights the "OK" button.

4. Make sure that the **Next PHO Quarter** is filled in correctly – it should be the start date of the new quarter.

5. Click **Browse for file**:

On a default HealthLink installation you will find the file in the folder
C:\HLINK\FF_in\wellsouth\.

Look for a file named (hssnetnz)xxUpload_PracticeName_01 Month Year.asr where PracticeName is a short version of your practice name and 01 Month Year is the first day of the new quarter (e.g. the quarter starting 1 Oct 2014 would have a filename (hssnetnz)xxUpload_PracticeName_01 Oct 2014.asr).

Select the file and click **Open**.

6. Leave 3 tick-boxes ticked as shown above
7. Click **OK**

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

Email: support@healthit.net.nz