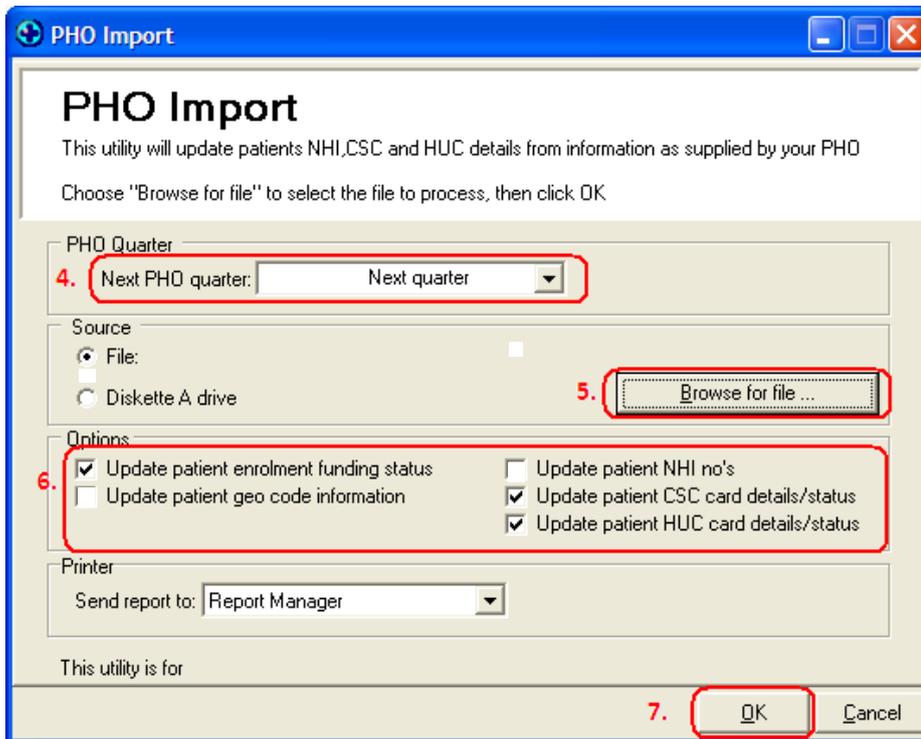


You will need to import the file before each new funding quarter. WellSouth will advise when your import file is ready.

**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 MedTech.
3. Click on **Utilities** then select **LinkTech** and then **PHO Import**.

Your screen should look like this:



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