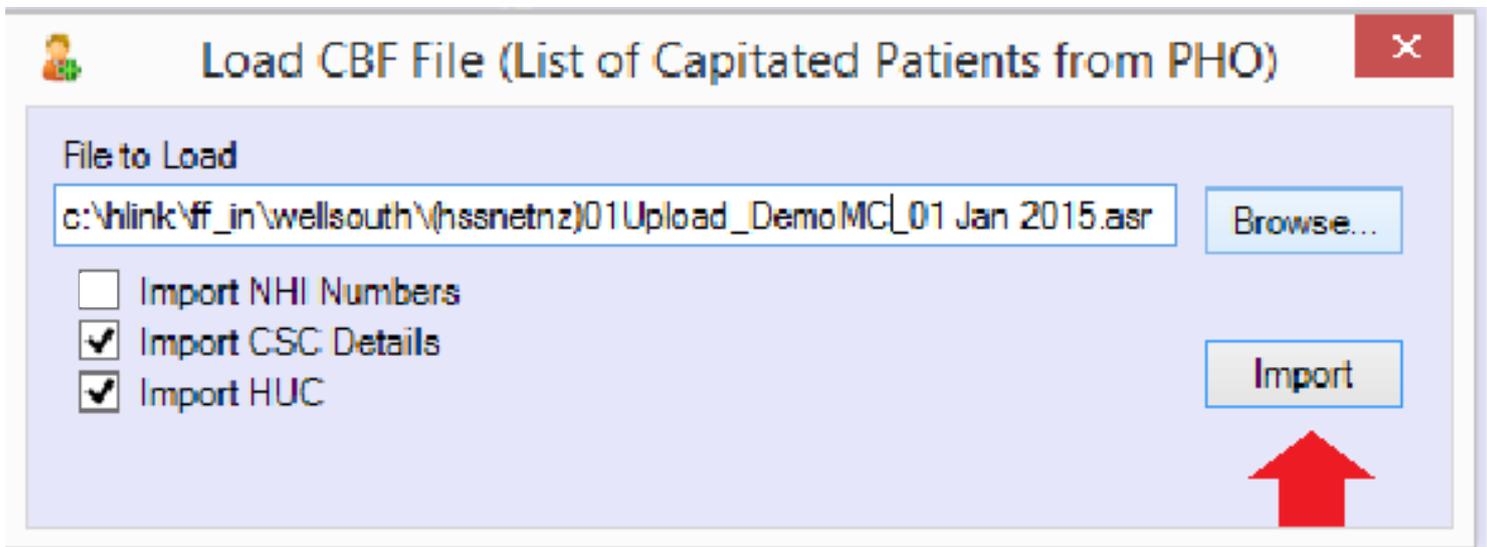


You will need to import the file before each new funding quarter. WellSouth will advise when your import file is ready.

1. Go to the computer that runs HealthLink (probably your server).
2. Open MyPractice
3. Click on **Tools** then select **Downloads** and then **Load Capitated (CBF) file from PHO**.
4. Click **Browse...** and select the import file

Your screen should look like this:



File to Load

c:\hlink\ff_in\wellsouth\ (hssnetnz)01Upload_DemoMC_01 Jan 2015.asr

Browse...

Import NHI Numbers

Import CSC Details

Import HUC

Import

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**.

5. Leave 2 tick-boxes ticked as shown above.
6. Click **IMPORT**

MyPractice will now be updated with the new funding status for your patients. Their NHI, CSC and HUC details will also be updated.

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

Email: support@healthit.net.nz