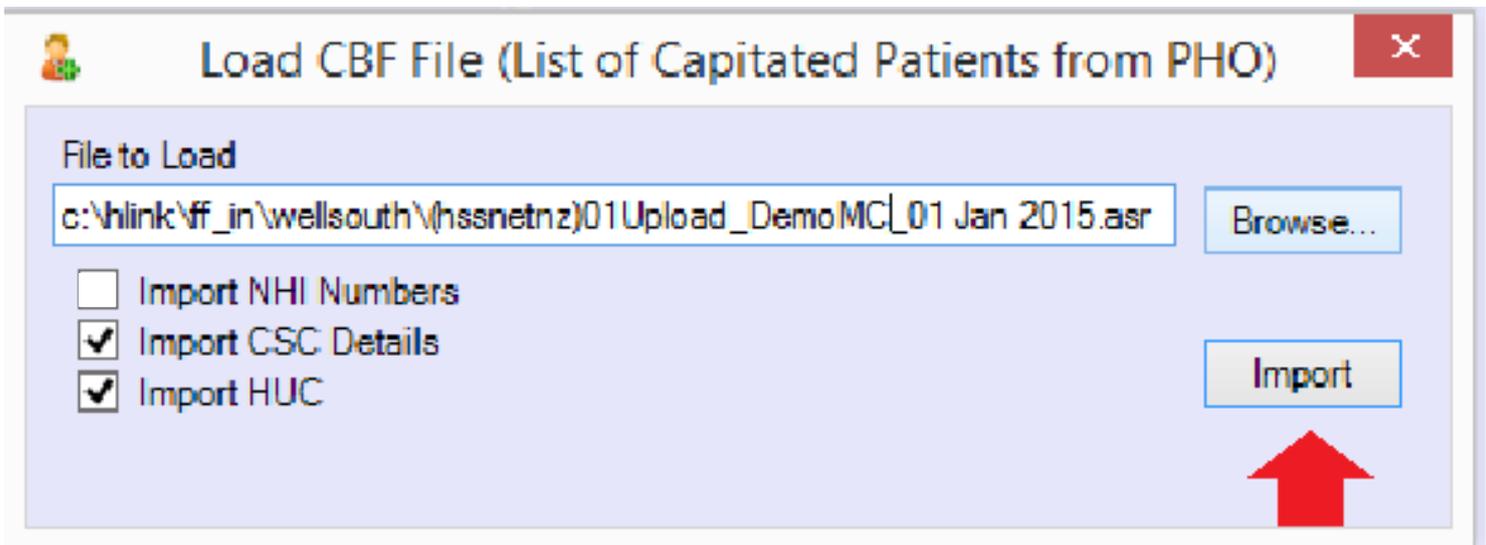**You will need to import the file before each new funding quarter. WellSouth will advise when your import file is ready.**

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 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:

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.

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

Email: support@healthit.net.nz