

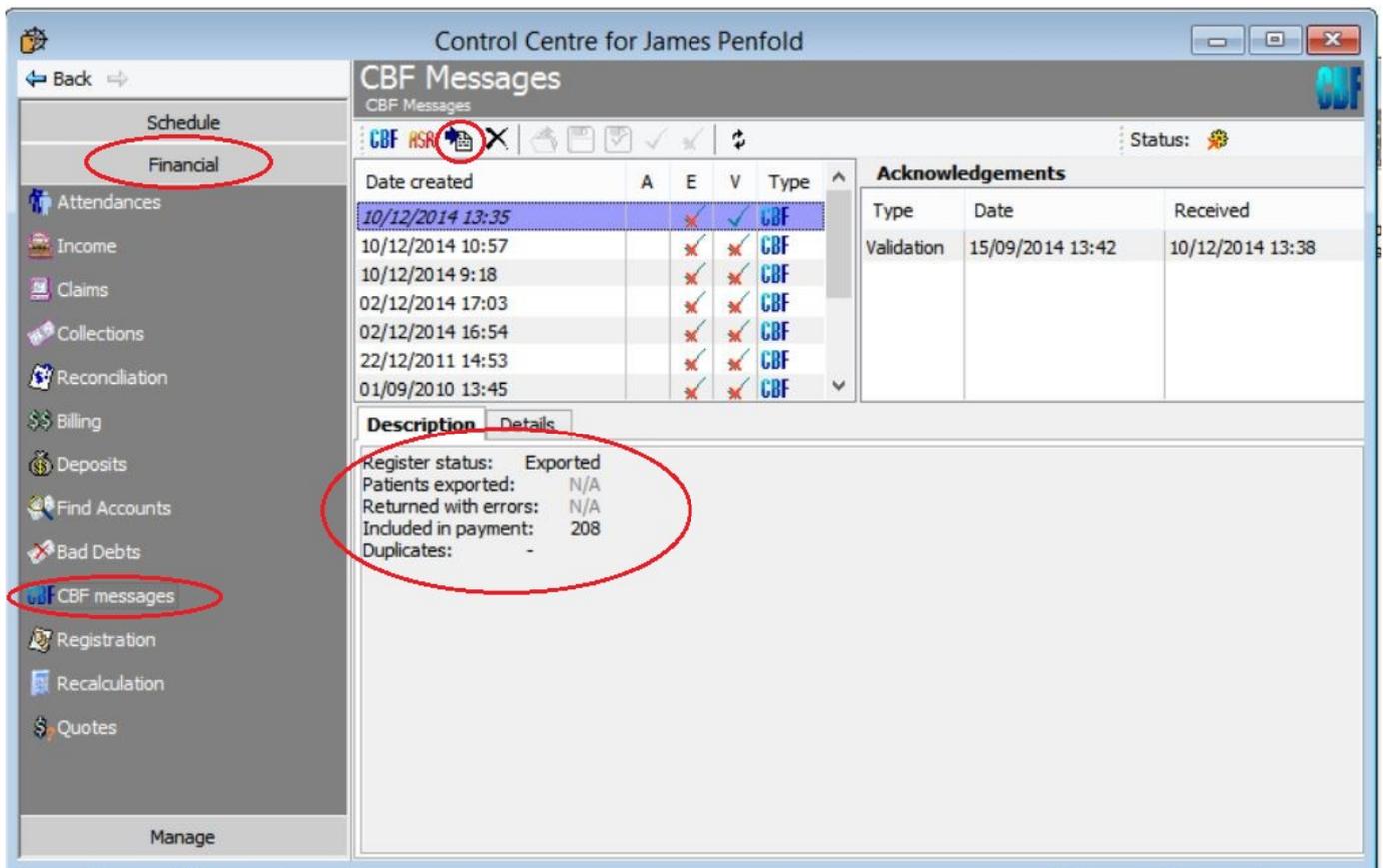
PROFILE FOR WINDOWS

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.

1. Open Profile for Windows
2. Click on Practice >> Control Centre
3. Click on the Financial tab and select CBF messages
4. Click the Import button
5. Click the Yes button

Your screen should look like this:



The screenshot shows the 'Control Centre for James Penfold' interface. The 'Financial' tab is selected in the left-hand menu, and 'CBF messages' is highlighted. The main window displays a table of CBF Messages with columns for Date created, A, E, V, and Type. The first row is highlighted, showing a date of 10/12/2014 13:35. Below the table, a 'Description' section is visible, containing the following information:

Type	Date	Received
Validation	15/09/2014 13:42	10/12/2014 13:38

Register status: Exported
Patients exported: N/A
Returned with errors: N/A
Included in payment: 208
Duplicates: -

The file will update the funding status for your patients. You will see a small report listing how many patients have been funded (Included in Payment) and how many have been rejected (Returned with errors)

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

Email: support@healthit.net.nz