PROFILE FOR WINDOWS

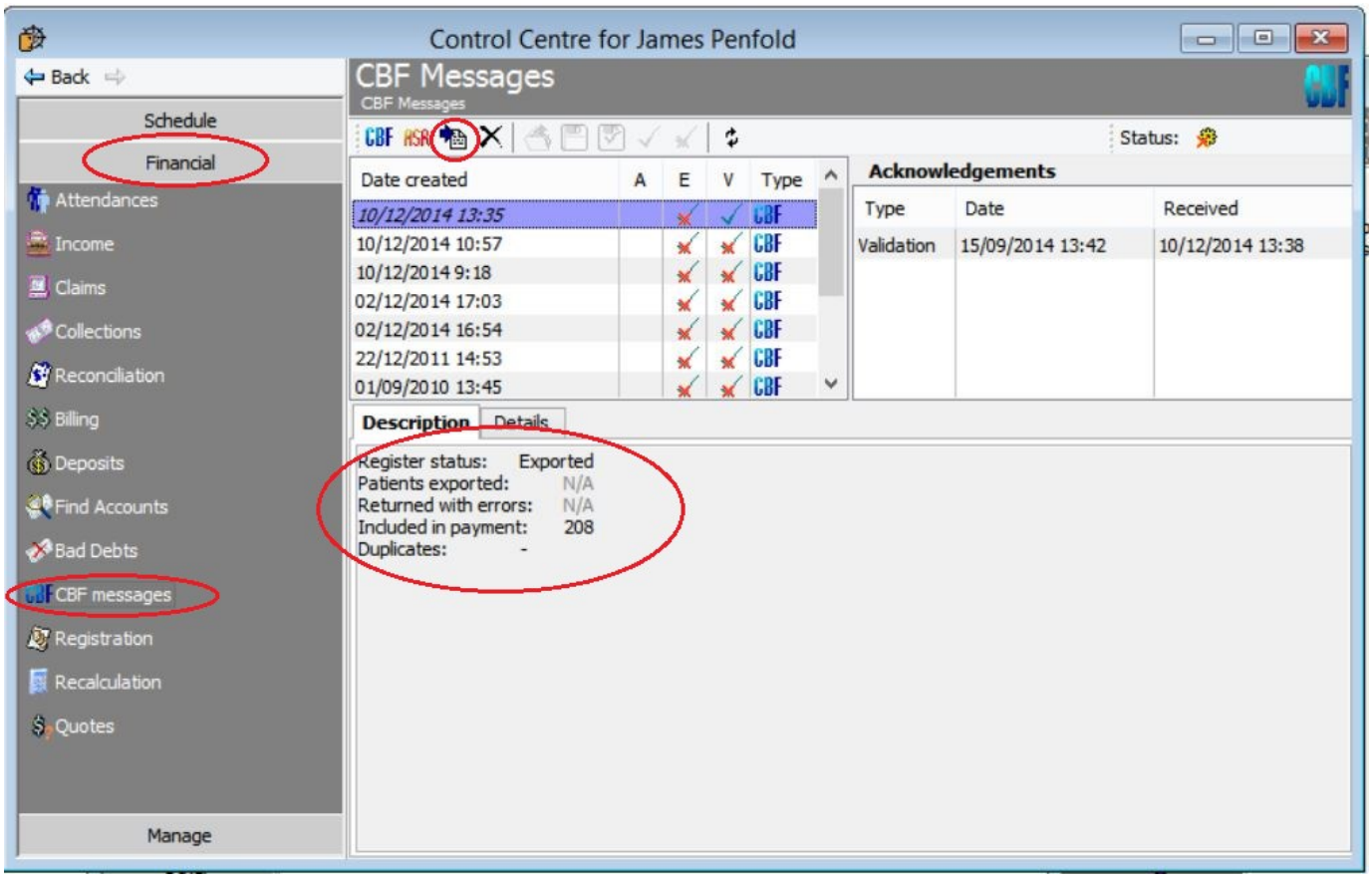
WellSouth Primary Health Network
Hauora Matua Ki Te Tonga

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 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

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