

PROFILE FOR WINDOWS

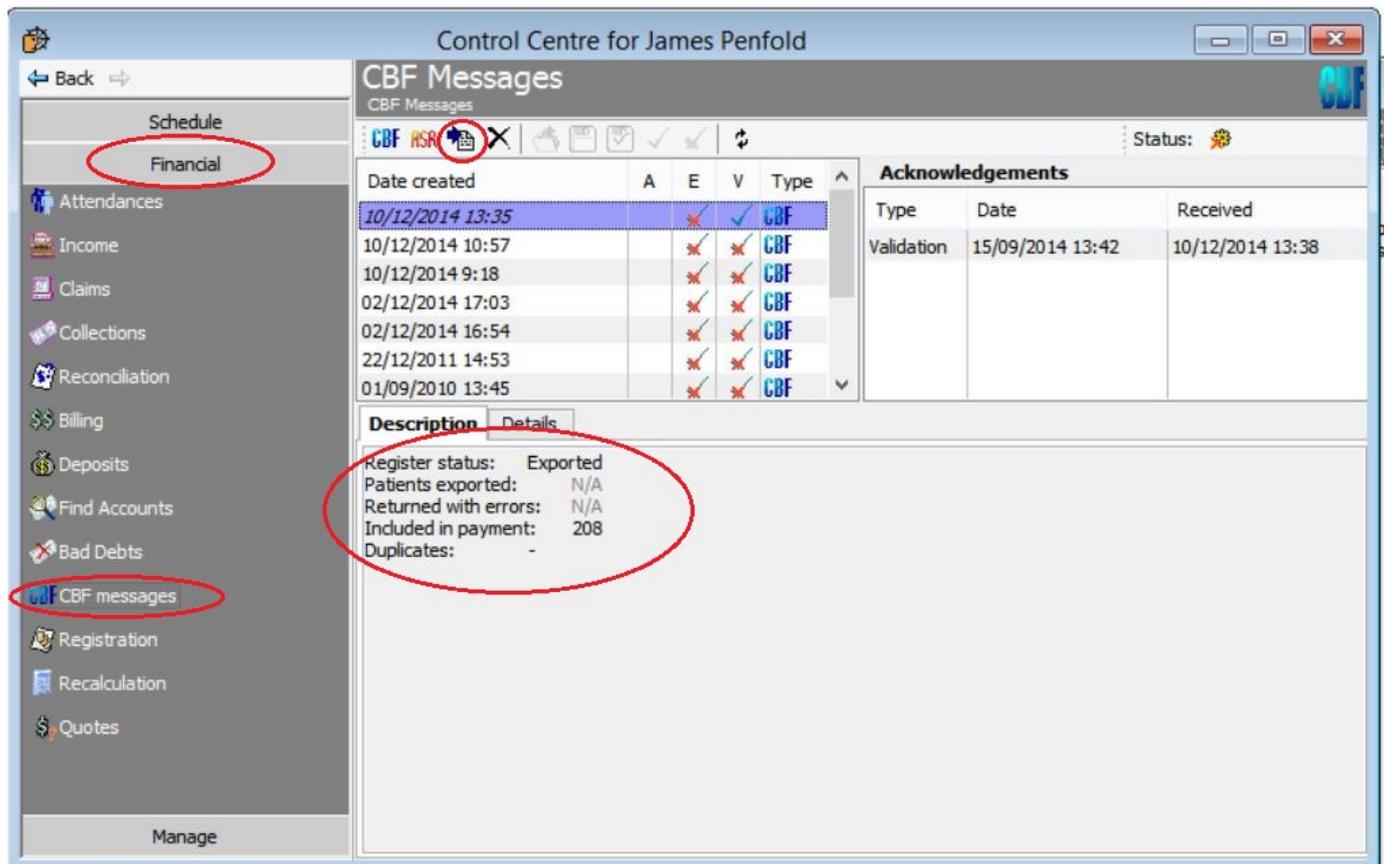
Instructions for PHO IMPORT—CBF

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

**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. 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:



Control Centre for James Penfold

CBF Messages

CBF Messages

Status: 

Date created	A	E	V	Type
10/12/2014 13:35		✗	✓	CBF
10/12/2014 10:57		✗	✗	CBF
10/12/2014 9:18		✗	✗	CBF
02/12/2014 17:03		✗	✗	CBF
02/12/2014 16:54		✗	✗	CBF
22/12/2011 14:53		✗	✗	CBF
01/09/2010 13:45		✗	✗	CBF

Acknowledgements

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

Description Details

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

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

Email: support@healthit.net.nz