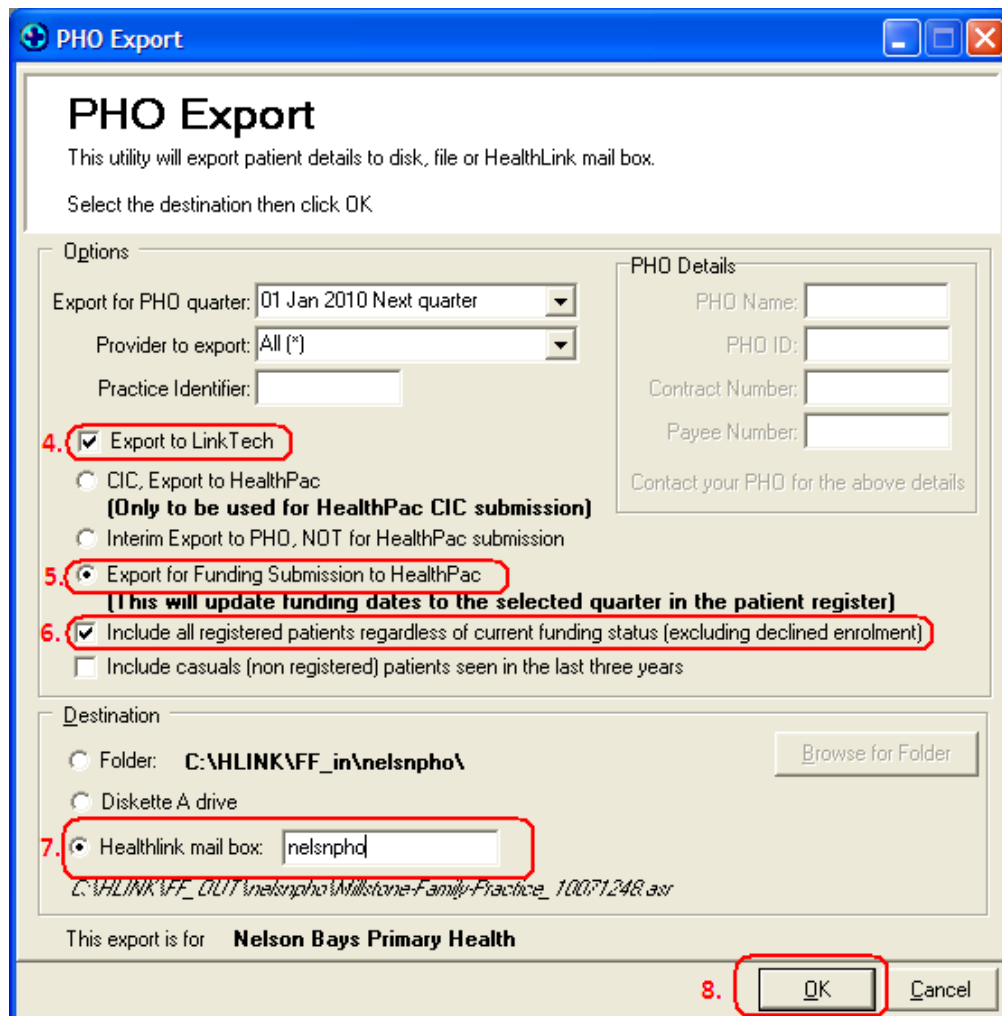


INSTRUCTIONS FOR DOING THE PHO EXPORT

This will send a list of your registered patients to the PHO for submission to HealthPAC for funding.

1. Go to the computer that runs HealthLink (probably your server).
2. Open MedTech.
3. Click on **Utilities** then select **LinkTech** and then **PHO Export**.
4. Tick **Export to LinkTech**.
5. Select **Export for Funding Submission to HealthPac**.
6. Tick **Include all registered patients regardless of current funding status (excluding declined enrolment)**.
7. Set the **Destination** to **Healthlink mail box**: and make sure that you enter **nelsnpho** into the box beside it.

Your screen should look like this (don't worry if the 'Export for PHO Quarter', 'PHO Details', or 'Practice Identifier' boxes are different – we don't use them).



8. Click **OK**.

If you send an email to cbf@nelsonbayspho.org.nz to let us know that it is on its way, we will let you know if it doesn't arrive. If you require assistance, please phone **Nathan** on **03 539 1659**.

Adapted from a user guide provided by Karo Data Management.