

INSTRUCTIONS FOR DOING THE PHO IMPORT

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

1. Go to the computer that runs HealthLink (probably your server).
2. Open MedTech.
3. Click on **Utilities** then select **LinkTech** and then **PHO Import**.
4. Make sure that the **Next PHO Quarter** is filled in correctly – it should be the start date of the new quarter.
5. Click **Browse for file**:

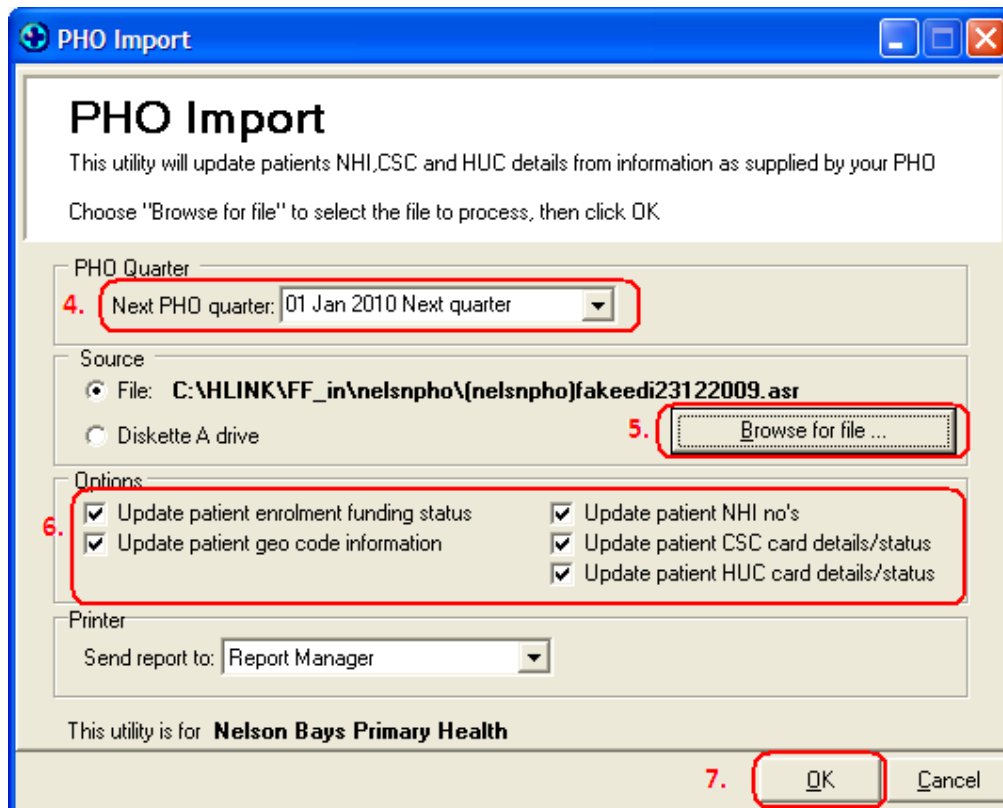
On a default HealthLink installation you will find the file in the folder **C:\HLINK\FF_in\nelsnpho**.

Look for a file named **(nelsnpho)xxxxxxddmmyyyy.asr** where **xxxxxx** is your practices HealthLink EDI and **ddmmyyyy** is the date we made the file.

Select the file and click **Open**.

6. Leave all 5 tick-boxes ticked.

Your screen should look like this:



7. Click **OK**.

If you require assistance, please phone **Nathan** on **03 539 1659**.

Adapted from a user guide provided by Karo Data Management.