



DOWNLOADING REPORTS VIA HEALTHLINK

Nelson Bays will send your reports to you via HealthLink, as some of them contain patient names and addresses.

You will be advised by Nelson Bays Primary Health when a new set of reports is available to download.

1. Go to the computer that runs HealthLink (probably your server).
2. Click **Start** then **All Programs** then **HealthLink SIX** then **HMS Client Application**.

You may also find that there is a shortcut to the **HMS Client Application** on your desktop – in which case you could just double-click on this instead of going through the **Start** menu.

This will connect to your HealthLink mailbox and send and receive any messages and files that are waiting. Wait a couple of minutes to give it time to download everything, then...

3. Double-click the **My Computer** shortcut on your desktop.
4. Double-click on **Local Disk (C:)**.
5. Double-click on the **HLINK** folder.
6. Double-click on the **FF_IN** folder.
7. Double-click on the **NELSNPHO** folder.

This is the folder where your reports should be located.

The files will be named:

- **(nelsnpho)NBPH_Updates_PracticeName_MonthYear.xls** (*this comes at the start of each quarter*)
- **(nelsnpho)NBPH_Reg_Analysis_PracticeName_MonthYear.xls** (*this comes at the start of each quarter*)
- **(nelsnpho)NBPH_FFS_PracticeName_MonthYear.xls** (*this comes at the 20th of each month*)

Where **PracticeName** is a shortened version of your practice name, and **MonthYear** is the month and year for which the report applies.

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

Adapted from a user guide provided by Karo Data Management.