Service Utilisation Data/MHN Clinical Event Export

This export includes the service utilisation data and the clinical event data

Export due date	For the quarter
1st January	October to December
1st April	January to March
1st July	April to June
1st October	July to September

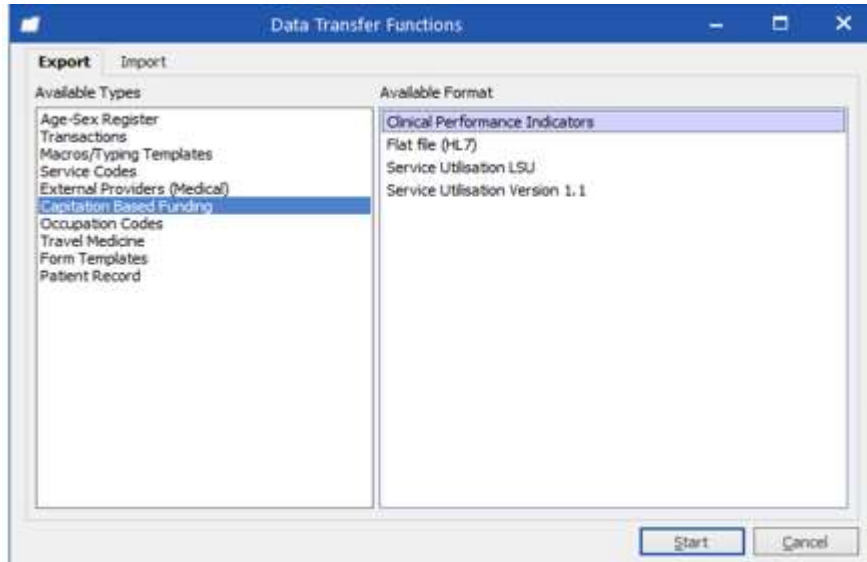## These instructions are for Profile for Windows

Login into Profile as ADMIN, or any user with access to the practice menu.

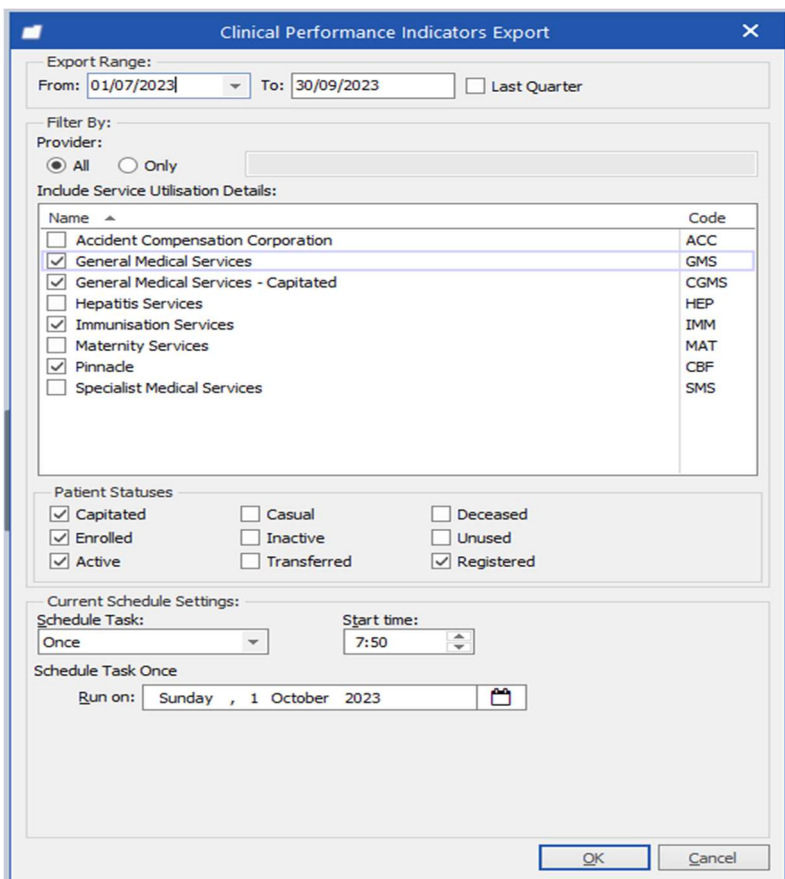Go to Practice\ Import & Export\ General

The Data Transfer Functions window should appear

On the left select **'Capitation Based Funding'** and on the right select **'Clinical performance Indicators'**.

Click **Start**

The Clinical Performance Indicators Export window will appear

Select the appropriate **date range**. (Last quarter – see the table on page 1)

Ensure that the Provider dot is in **All**.

Place the ticks beside the agencies that you want to export data for. This will normally be the agencies with the codes **CBF, GMS, and IMM**.

If you wish to include Casual patients, then place the tick in Include Casuals.

If you wish to include the Patient Co-Pay information, then place the tick in Include Patient Co-Pay Information

Click **OK**. The Save As dialog box will appear. Navigate to the folder where you wish to save the SUR file to. Normally this is something like **c:\hlink\ff_out\pinnacle**
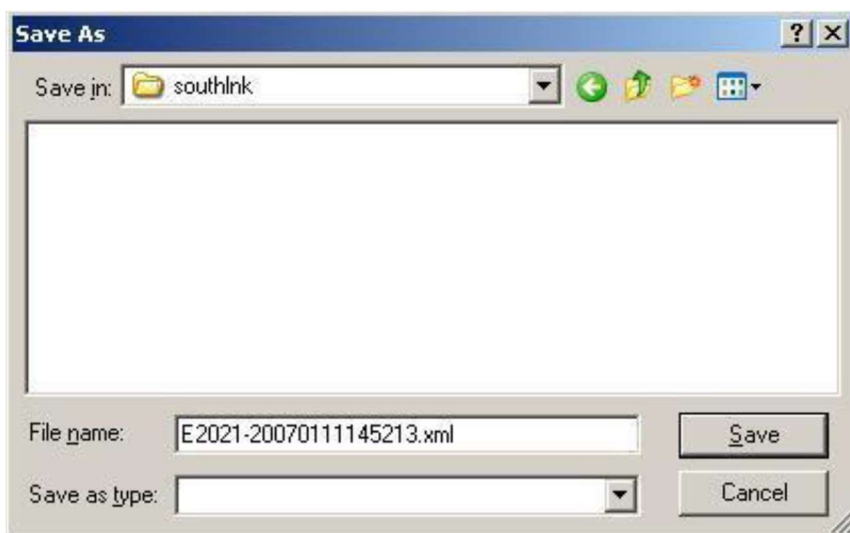
This message will appear indicating that the export is being run.

When the export is complete a message will show, displaying the results of the export

Service Utilisation Export Summary

Number of Transactions Exported:
GMS 9
IMM 43
Total 52

Service Utilisation File saved to:
C:\HLINK\FF_OUT\southlnk\E2021-20070111145213.xml

[OK]

Click **OK** to close this window and then click Cancel to close the Data Transfer Functions window.