

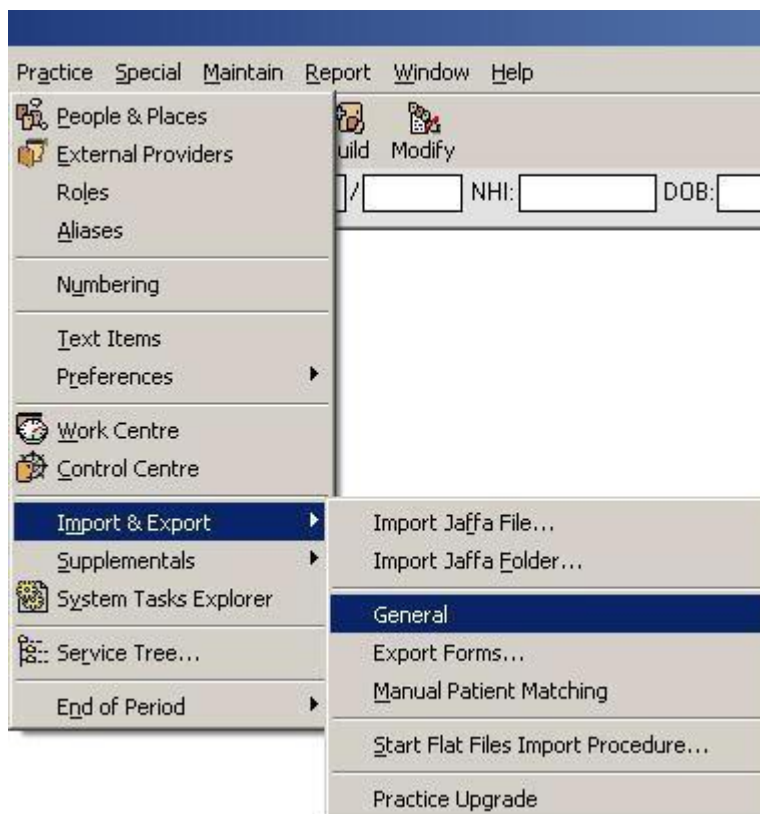
Service Utilisation Data/MHN Clinical Event Export

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

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

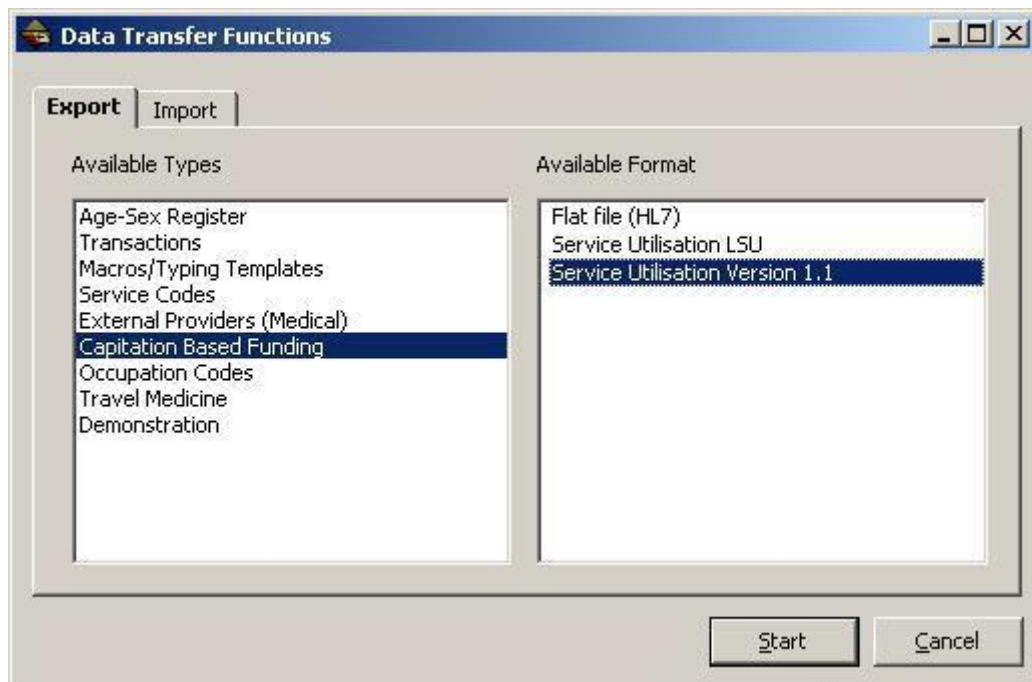
These instructions are for [Profile for Windows](#)

- 1 Login into Profile as **ADMIN**, or any user with access to the Practice menu.
- 2 Go to **Practice \ Import & Export \ General**.



The Data Transfer Functions window should appear.

- 3 On the left select '**Capitation Based Funding**' and on the right select '**Service Utilisation Version 1.1**'.



Click **Start**

- 4 The Clinical Performance Indicators Export window will appear.

Service Utilisation Export (Invoice Based)

Transaction Range:
From: 01/10/2006 To: 31/12/2006

Filter By:
Provider:
☒ All ☐ Only

Agency:

Name	Code
<input type="checkbox"/> Accident Compensation Corporation	ACC
<input checked="" type="checkbox"/> Auckland Pho	CBF
<input checked="" type="checkbox"/> General Medical Services	GMS
<input type="checkbox"/> General Medical Services - Capitated	MERCY
<input type="checkbox"/> Hepatitis Services	HEP
<input checked="" type="checkbox"/> Immunisation Services	IMM
<input type="checkbox"/> Maternity Services	MAT
<input type="checkbox"/> Ministry Of Health	MOH
<input type="checkbox"/> Pacific Retail Group	PRG
<input type="checkbox"/> Sexual Health	SHC
<input type="checkbox"/> Sexual Health Claims	U22
<input type="checkbox"/> Specialist Medical Services	SMS

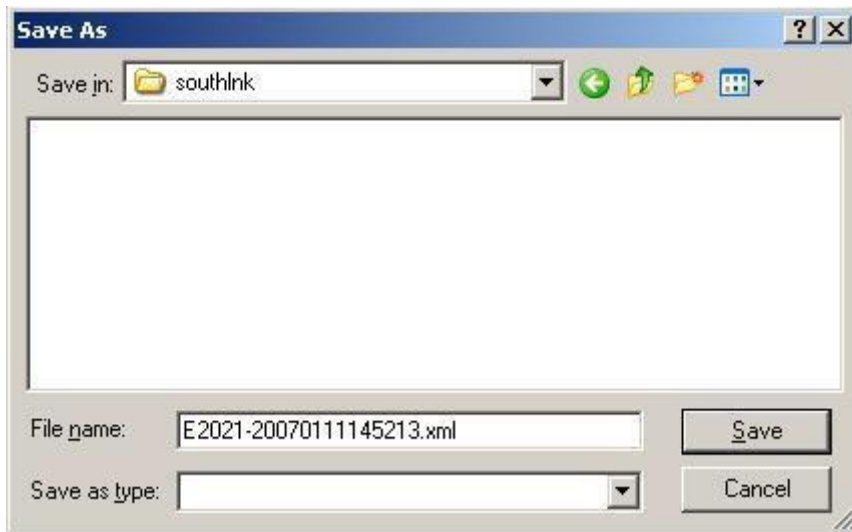
☐ Include Casuals ☐ Include Patient Co-pay Information

☐ Test Transmission

OK Cancel

- 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

- 6 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:\hlinkff_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.



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