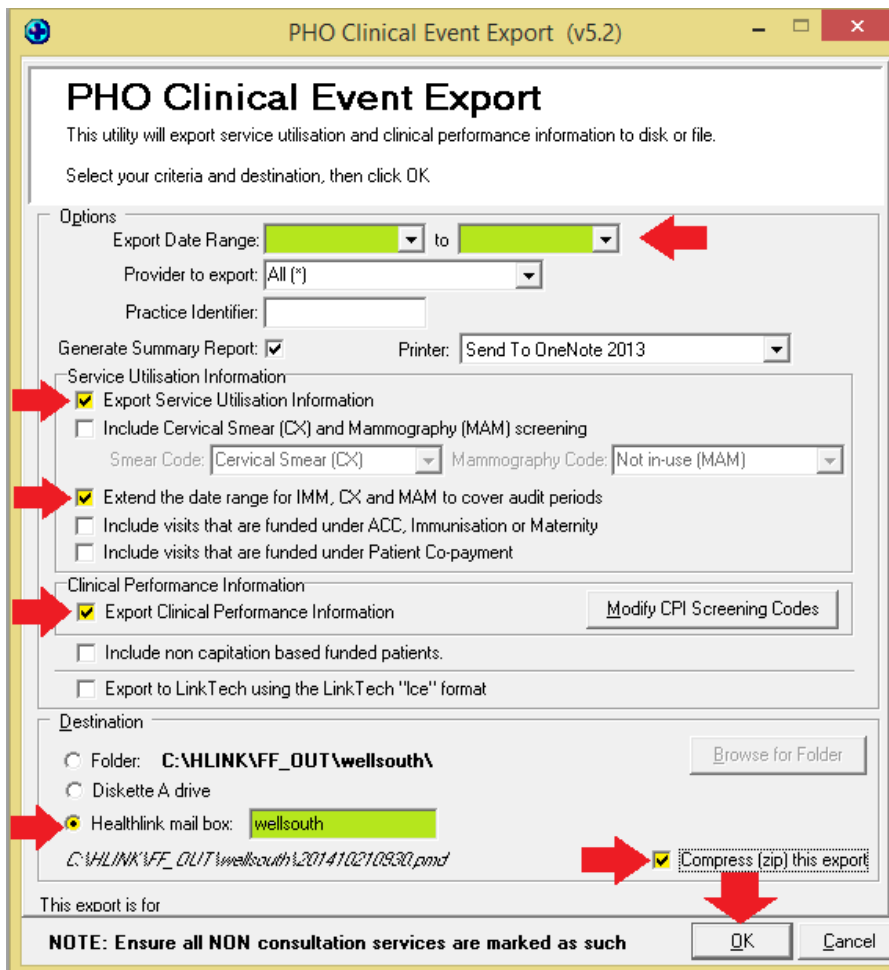**This will send Service Utilisation and Clinical Performance Information to WellSouth, which will be sent in an anonymized, summarized format to DHBNZ for use with the Integrated Performance Incentive Framework.**

1. Go to the computer that runs HealthLink (probably your server).
2. Open MedTech.
3. Click on Utilities then select LinkTech and then PHO Clinical Event.

Your screen should look like this – ALTHOUGH YOU SHOULD ENTER THE DATE RANGE AS SPECIFIED BY WELLSOUTH.

4. Enter the correct date range (as advised by WellSouth) in Export Date Range.

5. Tick Export Service Utilisation Information.

6. Tick Extend the date range for IMM, CX and MAM to cover the audit periods.

7. Tick Export Clinical Performance Information.

Note: When you tick this box, a warning message will appear. Click the Yes button to dismiss this message

8. Set the Destination to Healthlink mail box: and make sure that you enter *wellsouth* into the box beside it.

9. Tick Compress (zip) this export.

10. Click the **OK** button.

Your Clinical Event export will now be generated and loaded into HealthLink to be sent to WellSouth

For assistance please log any issues with support.healthit.net.nz OR

Email: support@healthit.net.nz