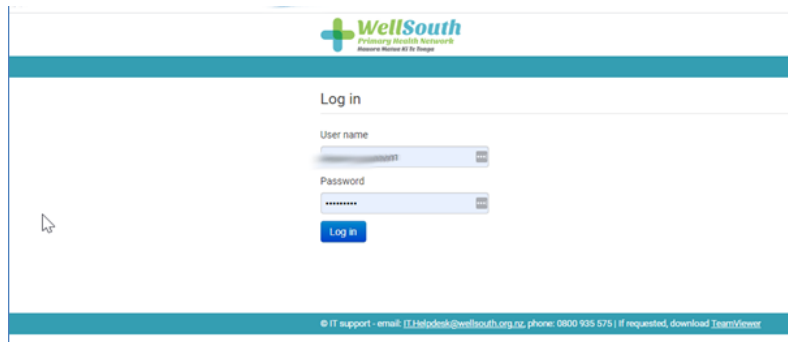


Practice BCTI & Payment Summary Instructions

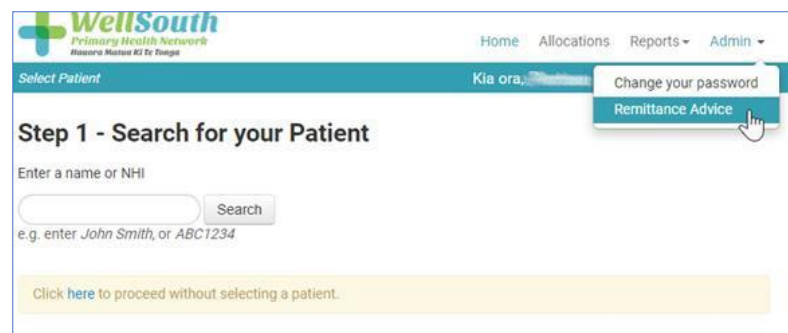
PRACTICE INSTRUCTIONS

1. Login into Web Portal in a browser <https://wsportal.hss.net.nz>



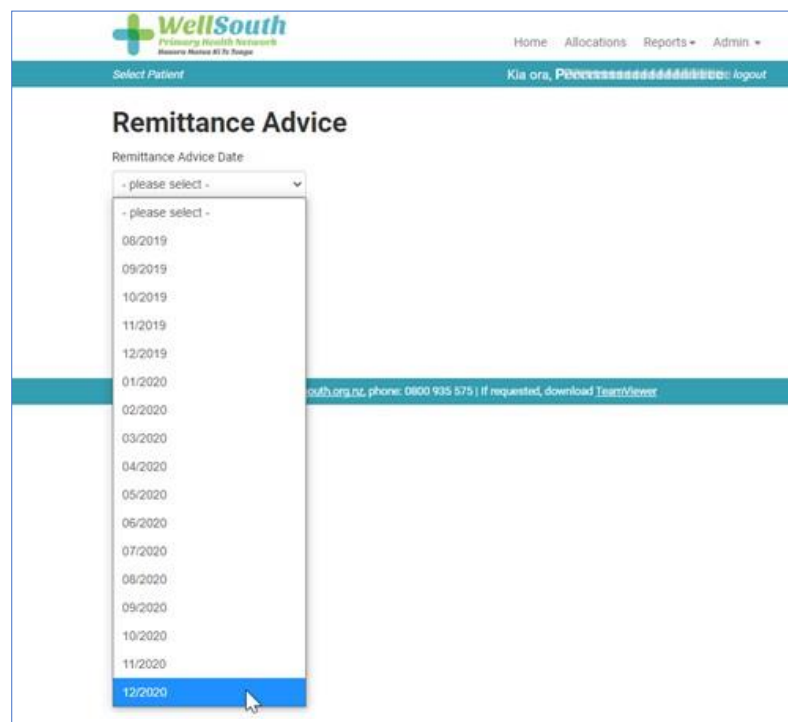
The screenshot shows the login page for WellSouth Primary Health Network. At the top left is the WellSouth logo. Below it, the text "Log in" is centered. There are two input fields: "User name" and "Password", both with "show" and "hide" icons to the right. Below the password field is a blue "Log in" button. At the bottom of the page, there is a footer with contact information: "© IT support - email: IT1helpdesk@wellsouth.org.nz, phone: 0800 935 575 | if requested, download TeamViewer".

2. Go to Admin > Remittance Advice



The screenshot shows the Admin page in the WellSouth portal. The top navigation bar includes "Home", "Allocations", "Reports", and "Admin". Below the navigation bar, there is a "Select Patient" section with a search input field and a "Search" button. A dropdown menu is open under "Admin", showing "Change your password" and "Remittance Advice". A mouse cursor is pointing at "Remittance Advice". Below the search section, there is a yellow box with the text "Click here to proceed without selecting a patient."

3. Select a Date



The screenshot shows the "Remittance Advice" page in the WellSouth portal. The page title is "Remittance Advice". Below the title, there is a "Remittance Advice Date" section with a dropdown menu. The dropdown menu is open, showing a list of dates from "08/2019" to "12/2020". A mouse cursor is pointing at "12/2020". The footer of the page contains the same contact information as the previous screenshots: "© IT support - email: IT1helpdesk@wellsouth.org.nz, phone: 0800 935 575 | if requested, download TeamViewer".

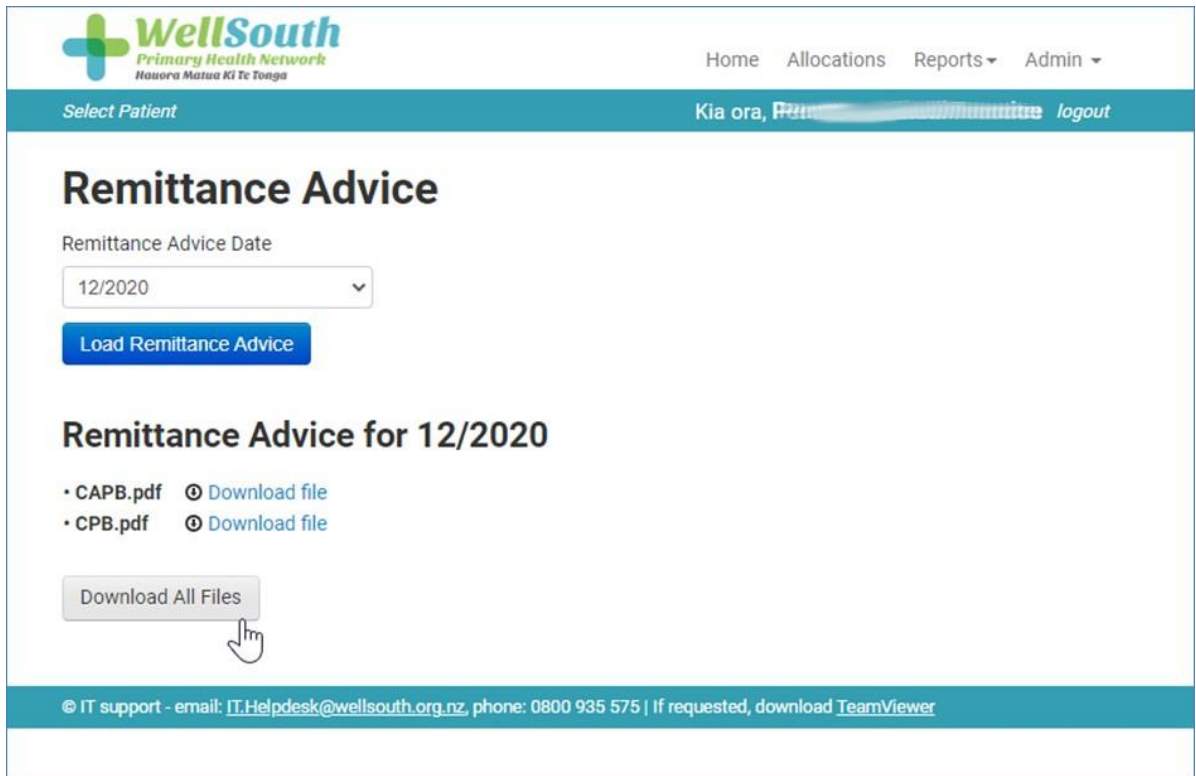
Instructions Manual

4. Click "Load Remittance Advice" (Note: This takes a while to process)



The screenshot shows the WellSouth Primary Health Network interface. At the top, there is a navigation bar with 'Home', 'Allocations', 'Reports', and 'Admin'. Below this is a teal bar with 'Select Patient' on the left and 'Kia ora, [username] logout' on the right. The main content area has a heading 'Remittance Advice' and a 'Remittance Advice Date' dropdown menu set to '12/2020'. A blue button labeled 'Load Remittance Advice' is highlighted with a mouse cursor.

5. Select a File or Download All Files for the Month



The screenshot shows the WellSouth Primary Health Network interface. At the top, there is a navigation bar with 'Home', 'Allocations', 'Reports', and 'Admin'. Below this is a teal bar with 'Select Patient' on the left and 'Kia ora, [username] logout' on the right. The main content area has a heading 'Remittance Advice' and a 'Remittance Advice Date' dropdown menu set to '12/2020'. A blue button labeled 'Load Remittance Advice' is visible. Below this, there is a heading 'Remittance Advice for 12/2020' and two file entries: '• CAPB.pdf' and '• CPB.pdf', each with a 'Download file' link. A grey button labeled 'Download All Files' is highlighted with a mouse cursor. At the bottom, there is a teal footer bar with the text: '© IT support - email: IT.Helpdesk@wellsouth.org.nz, phone: 0800 935 575 | If requested, download [TeamViewer](#)'.