Monthly Register and FFS Reports

Each month MOH will send your Practice the **Register Analysis and FFS report** and the **Register Updates report** automatically via Healthlink.

Please use these steps to access the reports:

1. Go to the computer that runs Healthlink (probably the 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 or OTHER folder.
6. Double-click on the FF_IN folder.
7. Double-click on the WELLSOUTH folder.

This is the folder where your reports will be downloaded. Each report is dated and the most current report is at the top of the list.

Register Analysis and FFS report includes:

- Payment breakdown
- Patient demographics

Register Updates report – includes patients that:

- Become unfunded
- Not geocoded *
- Unknown ethnicity *
- Expiring this month *
- Missing provider
- Missing facility
- CSC updated
- HUHC updated
- Pre enrolments *
- Date of death
- Unknown gender *

Best practice is to rectify the above prior to month end for funding in the following month.

The reports with an * will affect funding within the practice.

NES Register Update Reports – explanation and importance:

	Title	Importance	Patients are on this sheet because
1	Unfunded	Medium	Patient is no longer enrolled/funded at your practice
2	Not Geocoded	High	Patient address is not geocoded in NES/NHI
3	Unknown Ethnicity	High	Patient ethnicity is not recorded in NES/NHI
4	Expiring This Month	High	These patients will become unfunded/unenrolled this month
5	Expiring Next Month	Medium	These patients will become unfunded/unenrolled next month
6	Missing Provider	Medium	There is no provider attached to this patient in NES
7	Missing Facility	Medium	There is no facility attached to this patient in NES
8	CSC Updated	Info Only	These are new, expired or changed CSC details
9	HUHC Updated	Info Only	These are new, expired or changed HUHC details
10	Pre Enrolments	High	These are your 'B' codes and need action
11	Date of Death	High	There is a date of death (DOD) in the NHI record for these patients

NHI = National Health Index **CSC =** Community Services Card **HUHC =** High User Health Card

Unfunded: - Medium Importance

Patients are on this sheet because they became unfunded this month.
If you do not have automatic notifications set up to check and remove these patients as the action occurred, you will need to manually remove these patients from your PMS.
The reason for the patient's enrolment ending are either automatically entered by the MoH, or if the practice ended the enrolment manually.

Patients are on this sheet because	Reason/Notes
Expired	The patient date of enrolment or the date of last contact is over 3 years old
Transferred	The patient has left and been transferred to another practice NOTE: Patients who were 'pre-enrolled' and converted to 'full-enrolment' may be on this list, you can check these in NES - this is due to the MoH assigning them an new enrolment ID
Not Eligible	The patient is not eligible for primary healthcare funding in NZ (for example, expired visa)
Deceased Patient	First check to make sure that this information is correct. If it isn't, you need to contact NZHIS to inform them of the problem, otherwise end the enrolment in NES and update their status in the PMS
Organisation End	Your practice has unenrolled the patient and entered this as the reason for the unenrollment