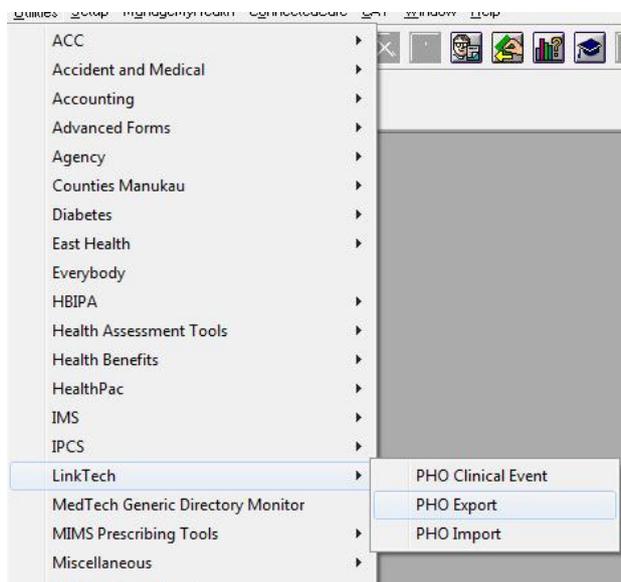


Register Extract

This Extract is ran twice a quarter, once at the start of quarter for the test register run and again mid quarter for the live register run. In medtech on the Healthlink machine navigate to the PHO Export.



Choose the following options:



Please check the export is for the correct quarter.

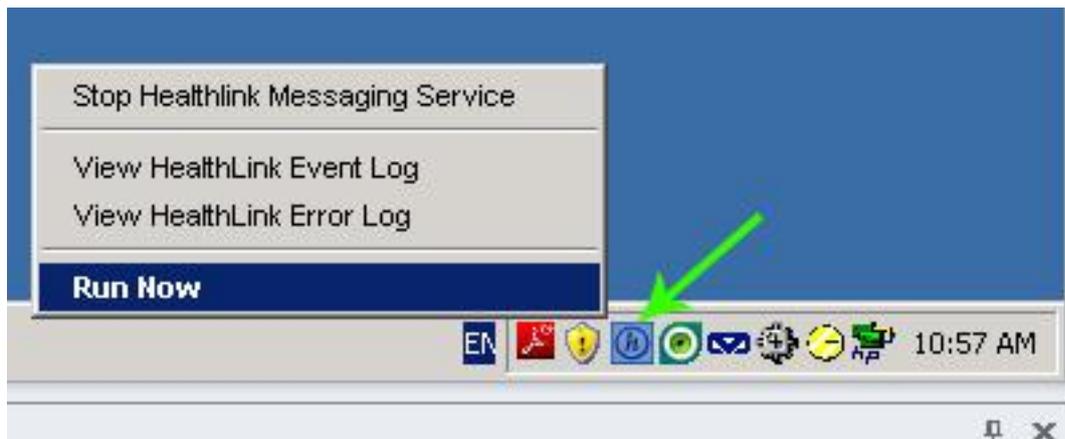
If the export is for the **test register run** click the Interim Export (green arrow) and if it is for the **live register run** click the Export for Funding (red arrow)

The **Destination** should be like the one shown above which is your healthlink outbox for the PHO.

You can now click OK to begin the export process.

Once completed you can click close. The export should be sent to the PHO next time your Healthlink runs.

If you want to or have been asked to force Healthlink to run to send the export immediately you can do this by right clicking the Healthlink icon and selecting **run now**. This icon is usually located in the bottom right task bar close to the clock.



You can also run Healthlink by double-clicking the HMS Client Application Shortcut.



*The **test register run** is the register which is not sent the MOH for processing. Its purpose is for the PHO to run the Register processing in a test environment and find any issues that can be fixed before the live submission.*

*The **live register run** is the register that is sent to the MOH and is processed and filtered to remove such things as duplicate patients and patients enrolled in other practices. We still can fix issues before we send the registers off to the MOH but be aware there is much less time to fix any issues at this time (this is main reason we ask for the test register first).*