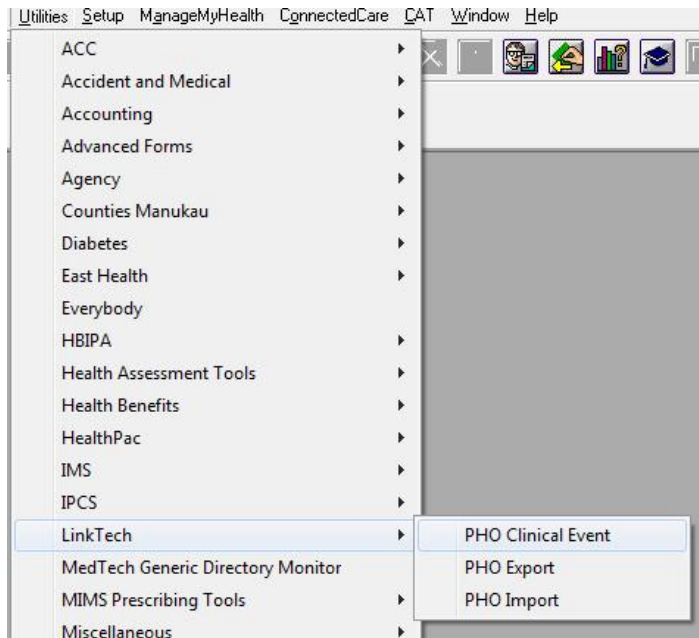
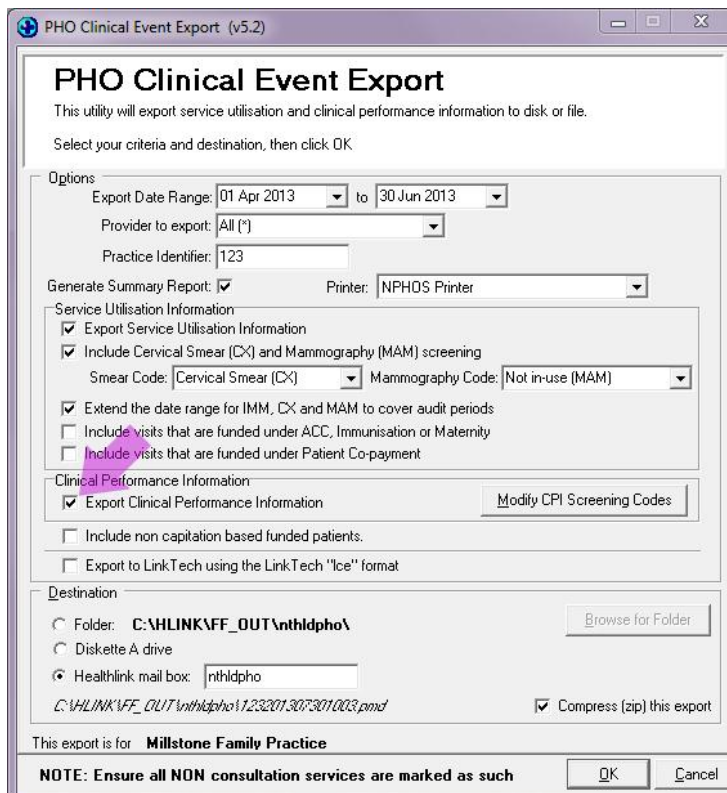


Service Utilisation Extract

This export is due the first week of every new quarter. In medtech on the Healthlink machine navigate to PHO Clinical Event.



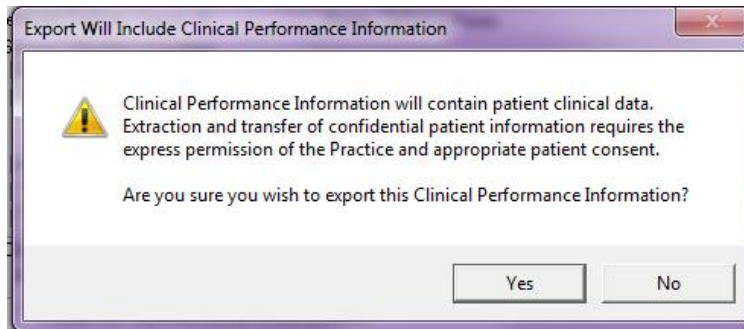
Choose the following options:



Please check the date range for export is set to the previous quarter.

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

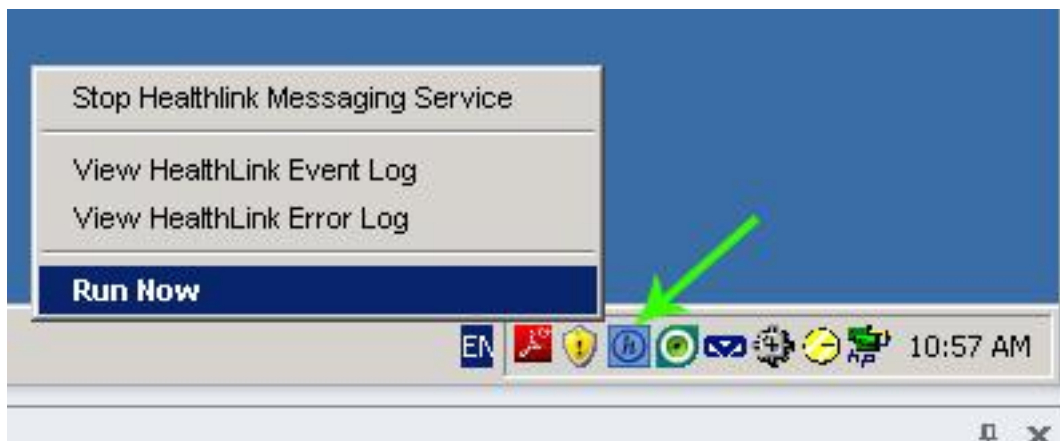
When the Export Clinical Performance Information is ticked (pink arrow) the following popup box will come up, please click yes to continue.



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.

