



User Manual

GP2GP



intrahealth

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GP2GP

GP2GP functionality allows for patient demographic and medical record information to be transferred between clinics regardless of EMR.

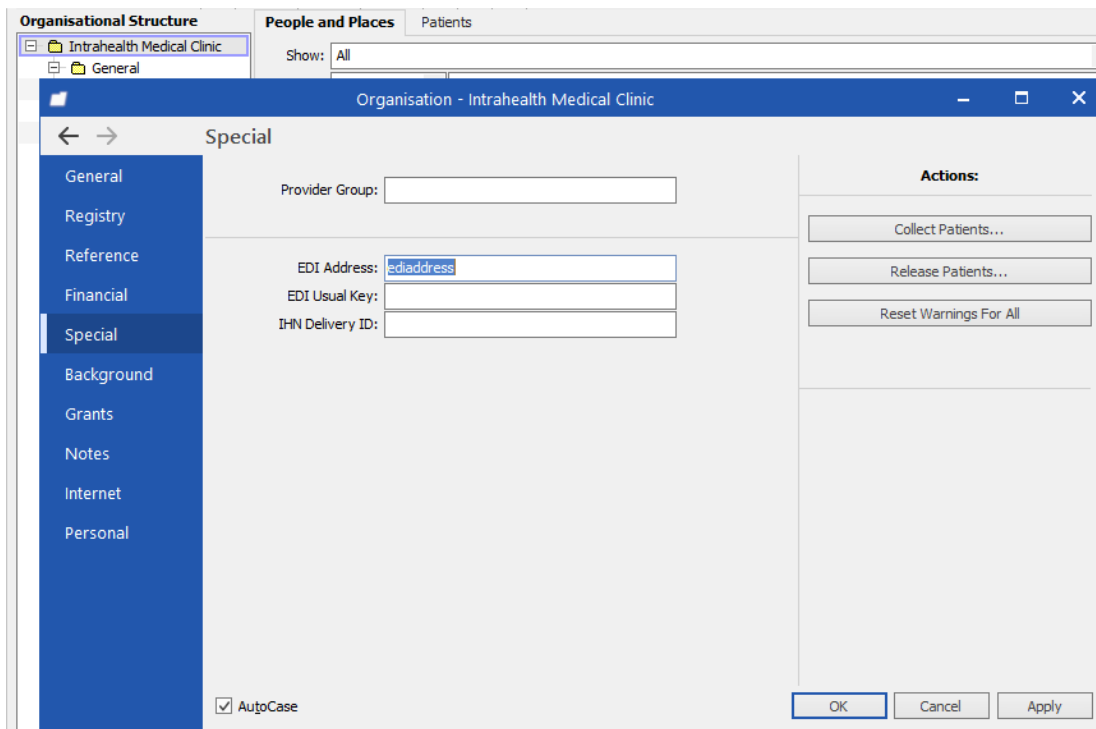
Two key points need to be kept in mind:

- The quality of an import of GP2GP data is dependent on how the data was entered into the source EMR
- Clinical records imported from a GP2GP data transfer will not necessarily look like they would be if entered directly through Profile

Configuration

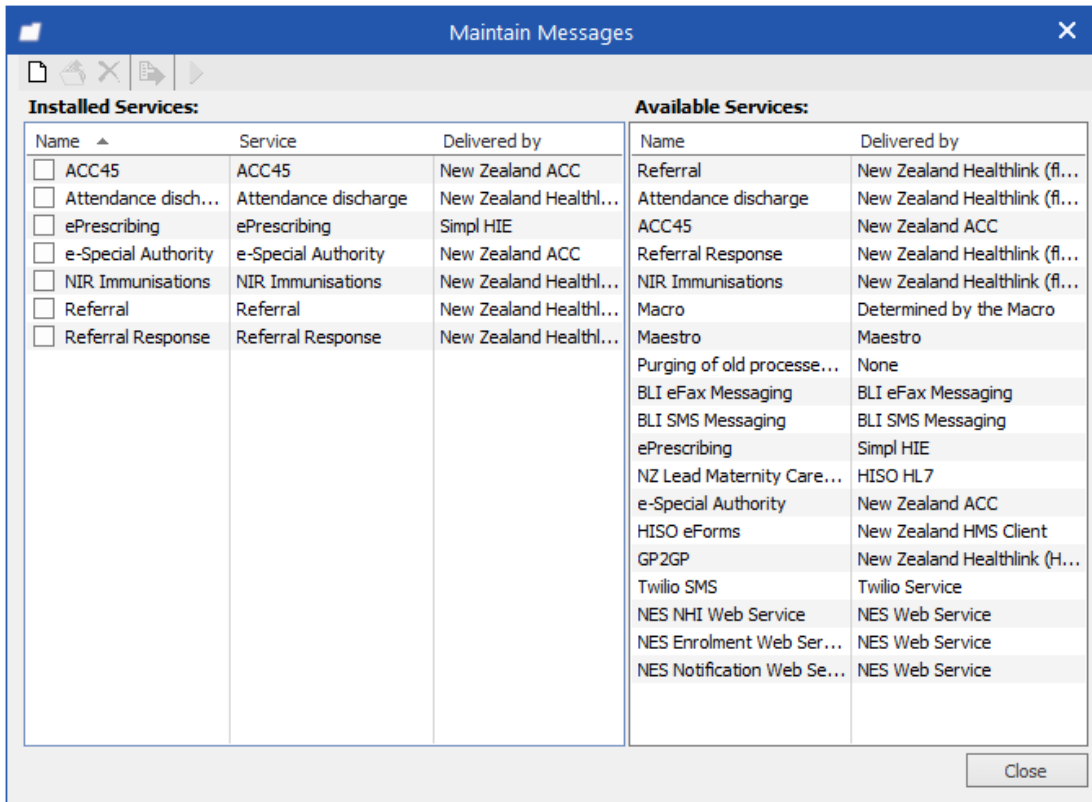
To ensure that you can receive and transfer patient records, eMessages must be set up to manage the import and export of GP2GP files through Healthlink.

1. Go to **Organisation/People & Places/Practice** folder/**Special** view.
2. In the **EDI Address** field, enter your practice's EDI Address.

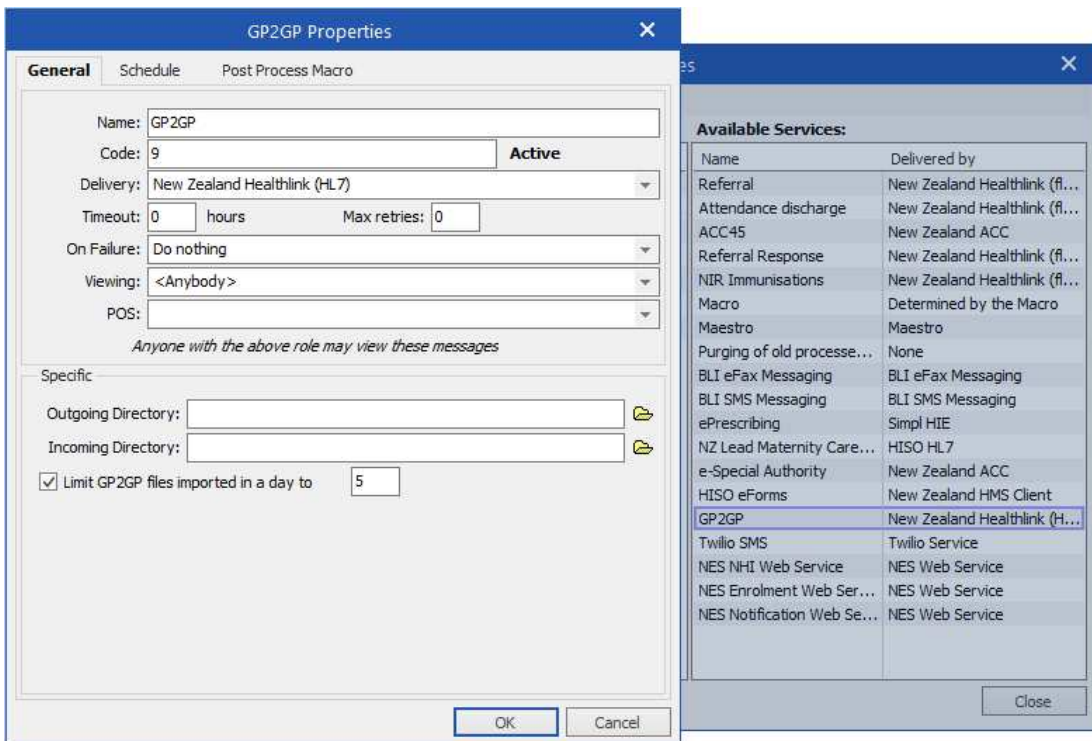


The screenshot shows the 'Organisation - Intrahealth Medical Clinic' window. The 'Special' view is selected in the left-hand navigation pane. The main area displays the 'EDI Address' field with the text 'ediaddress' entered. Other fields include 'Provider Group', 'EDI Usual Key', and 'IHN Delivery ID'. The 'Actions' panel on the right contains buttons for 'Collect Patients...', 'Release Patients...', and 'Reset Warnings For All'. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons. A checkbox for 'AutoCase' is checked at the bottom left.

3. Go to **Organisation/Preferences/eMessages**.



4. Drag and drop the **GP2GP** service from the **Available Services** panel to the **Installed services** panel. This opens the GP2GP properties window/**General** tab.

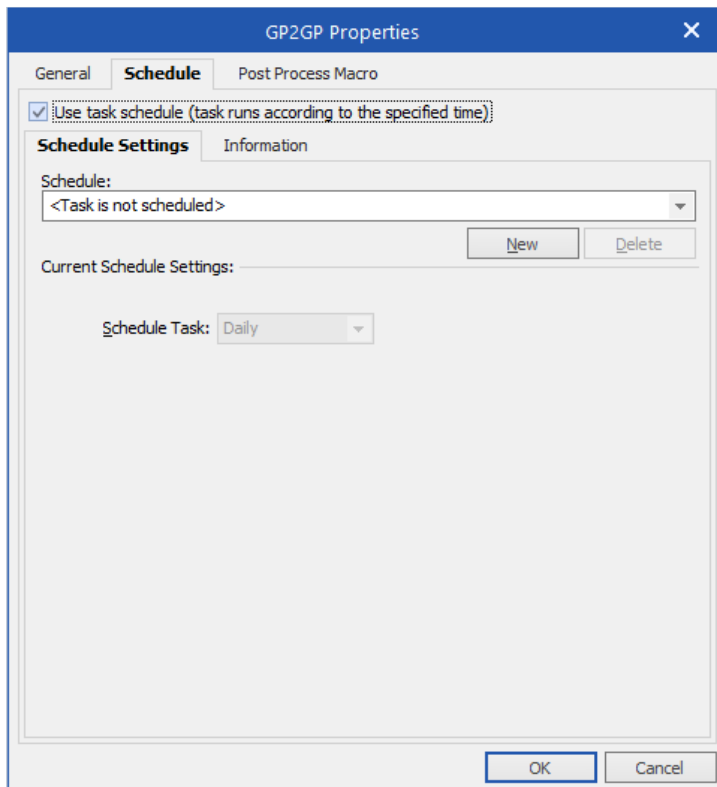


5. Add an import directory in the **Incoming directory** field, if it is not already generated from your HLink folder. Set the folder from which Profile will look to import GP2GP files
6. Add export directory in the **Outgoing directory** field, if it is not already generated from your HLink folder. Set the folder where Profile will create HLink GP2GP files.
7. Limit the maximum amount of GP2GP files imported by Profile in a 24-hour period (resets at 00:00h) from the Incoming directory folder by ensuring the **Limit GP2GP files imported in a day to** checkbox is checked. The number of files defaults to 5, as files can be as large as 20mb each, with the potential for external documents of an unknown size.

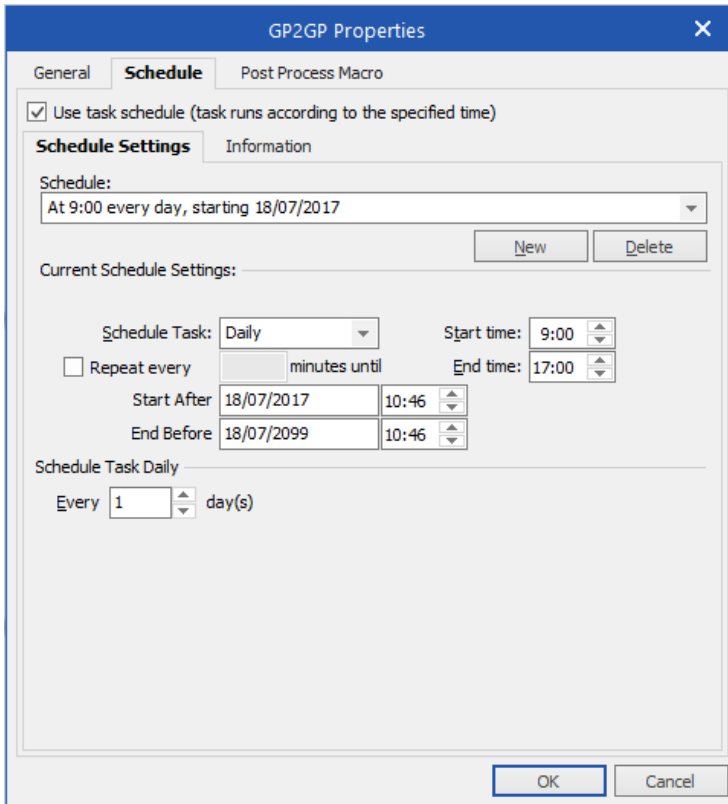
NOTE:

This does not limit manual imports, only imports from the scheduled task.

8. Select the **Schedule** tab and check the **Use task schedule** checkbox. This enables the Schedule Settings tab.



- Press to display the settings in the **Current Schedule Settings** panel. This defaults to a daily scheduled task, using the date and the time you pressed .



GP2GP Properties

General **Schedule** Post Process Macro

Use task schedule (task runs according to the specified time)

Schedule Settings Information

Schedule:
At 9:00 every day, starting 18/07/2017

Current Schedule Settings:

Schedule Task: Daily Start time: 9:00

Repeat every minutes until End time: 17:00

Start After 18/07/2017 10:46

End Before 18/07/2099 10:46

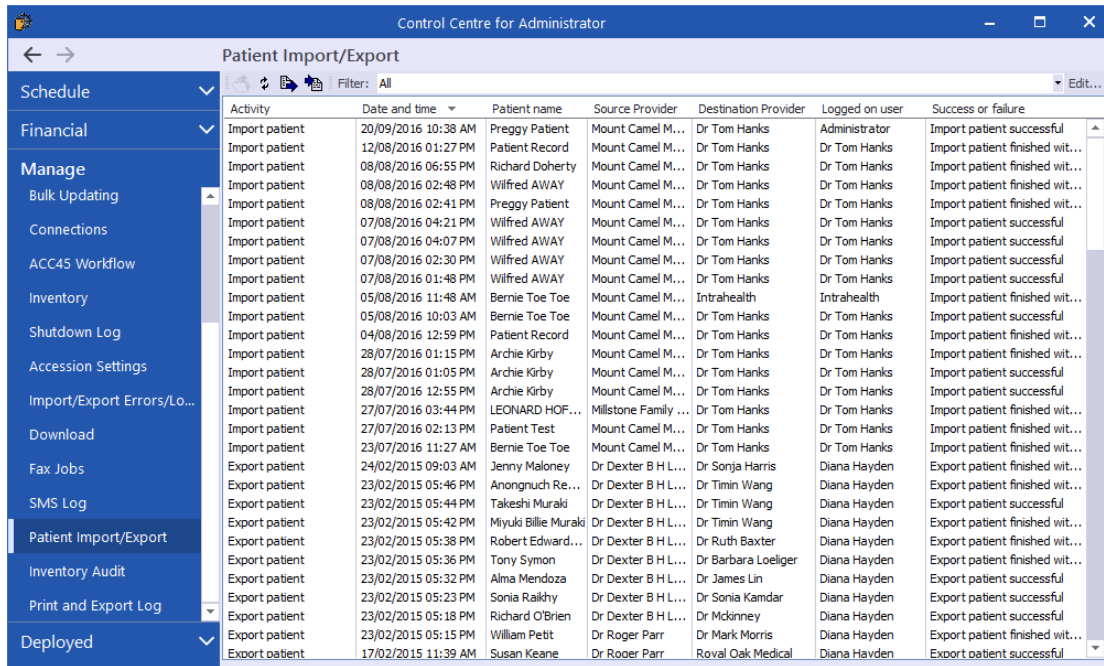
Schedule Task Daily

Every 1 day(s)


- Using the fields in the **Current Schedule Settings** panel, create a schedule for your GP2GP eMessages. The **End time** field should be set to your clinic's closing time. Ensure that the year in the **End Before** field is set to the year 2099. The time field next to it can stay at the defaulted time (time of task schedule creation): .
- Press to save and close.

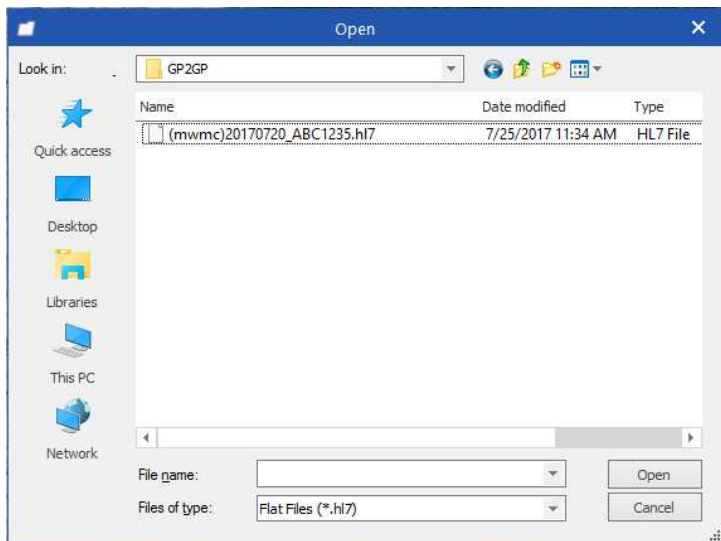
Manual Import of GP2GP Files

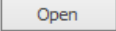
1. Go to **Control Centre/Manage/Patient Import/Export**.

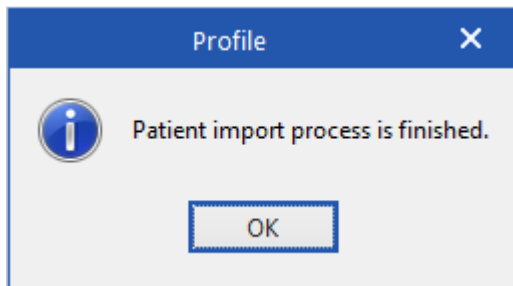


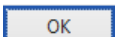
Activity	Date and time	Patient name	Source Provider	Destination Provider	Logged on user	Success or failure
Import patient	20/09/2016 10:38 AM	Preggy Patient	Mount Camel M...	Dr Tom Hanks	Administrator	Import patient successful
Import patient	12/08/2016 01:27 PM	Patient Record	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	08/08/2016 06:55 PM	Richard Doherty	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	08/08/2016 02:48 PM	Wilfred AWAY	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	08/08/2016 02:41 PM	Preggy Patient	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	07/08/2016 04:21 PM	Wilfred AWAY	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient successful
Import patient	07/08/2016 04:07 PM	Wilfred AWAY	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient successful
Import patient	07/08/2016 02:30 PM	Wilfred AWAY	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient successful
Import patient	07/08/2016 01:48 PM	Wilfred AWAY	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient successful
Import patient	05/08/2016 11:48 AM	Bernie Toe Toe	Mount Camel M...	Intrahealth	Intrahealth	Import patient finished wit...
Import patient	05/08/2016 10:03 AM	Bernie Toe Toe	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient successful
Import patient	04/08/2016 12:59 PM	Patient Record	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	28/07/2016 01:15 PM	Archie Kirby	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	28/07/2016 01:05 PM	Archie Kirby	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient successful
Import patient	28/07/2016 12:55 PM	Archie Kirby	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient successful
Import patient	27/07/2016 03:44 PM	LEONARD HOF...	Millstone Family ...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	27/07/2016 02:13 PM	Patient Test	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Import patient	23/07/2016 11:27 AM	Bernie Toe Toe	Mount Camel M...	Dr Tom Hanks	Dr Tom Hanks	Import patient finished wit...
Export patient	24/02/2015 09:03 AM	Jenny Maloney	Dr Dexter B H L...	Dr Sonja Harris	Diana Hayden	Export patient finished wit...
Export patient	23/02/2015 05:46 PM	Anongnuch Re...	Dr Dexter B H L...	Dr Timin Wang	Diana Hayden	Export patient finished wit...
Export patient	23/02/2015 05:44 PM	Takeshi Muraki	Dr Dexter B H L...	Dr Timin Wang	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:42 PM	Miyuki Billie Muraki	Dr Dexter B H L...	Dr Timin Wang	Diana Hayden	Export patient finished wit...
Export patient	23/02/2015 05:38 PM	Robert Edward...	Dr Dexter B H L...	Dr Ruth Baxter	Diana Hayden	Export patient finished wit...
Export patient	23/02/2015 05:36 PM	Tony Symon	Dr Dexter B H L...	Dr Barbara Loeliger	Diana Hayden	Export patient finished wit...
Export patient	23/02/2015 05:32 PM	Alma Mendoza	Dr Dexter B H L...	Dr James Lin	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:23 PM	Sonia Ralkhy	Dr Dexter B H L...	Dr Sonia Kamdar	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:18 PM	Richard O'Brien	Dr Dexter B H L...	Dr Mckinney	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:15 PM	William Petit	Dr Roger Parr	Dr Mark Morris	Diana Hayden	Export patient finished wit...
Export patient	17/02/2015 11:39 AM	Susan Keane	Dr Roger Parr	Royal Oak Medical	Diana Hayden	Export patient successful

2. In the **Patient Import/Export** toolbar, click  to manually import the GP2GP files. This opens the incoming HL7 window.



3. Select the file to be imported and press . The file is imported and a notification dialog box appears.




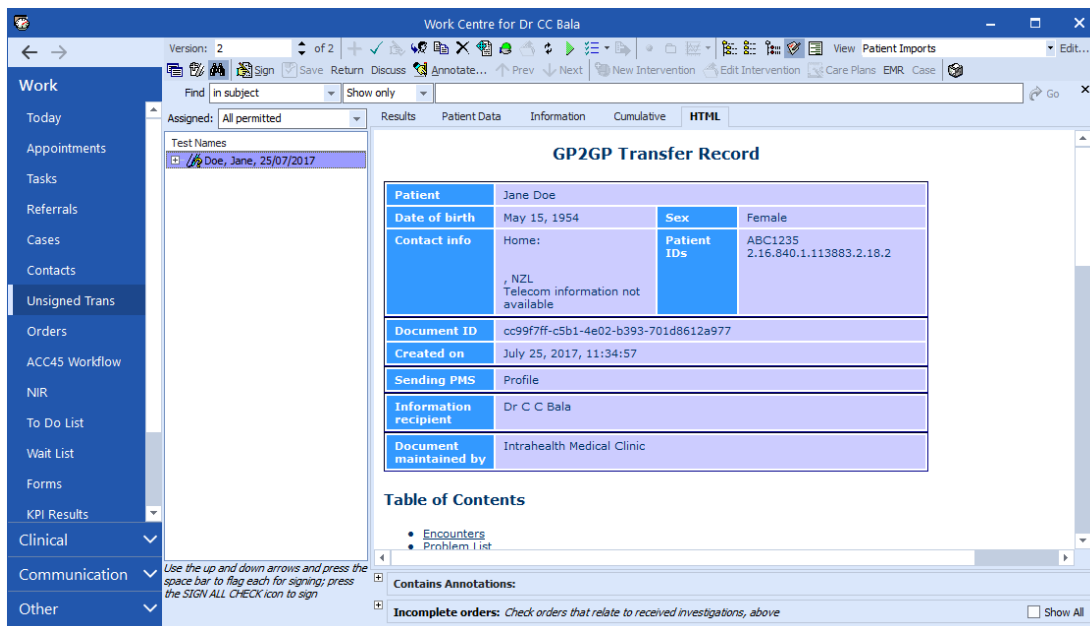
4. Press . In the **Control Centre/Patient Import/Export** view, you can see the import of the GP2GP file.

Patient Import/Export

Filter: All Edit...

Activity	Date and time	Patient name	Source Provider	Destination Provider	Logged on user	Success or failure
Import GP2GP file	25/07/2017 12:10 PM	Jane Doe	Intrahealth Med...	Dr C C Bala	Administrator	

5. In **Work Centre/Unsigned Transactions**, the provider can now review the patient's files and press . It is strongly recommended that providers review the GP2GP Transfer Record carefully, as any repairs or amendments to the record after it is imported could be time-consuming.



Work Centre for Dr CC Bala

Version: 2 of 2

Assigned: All permitted

Test Names

- Doe, Jane, 25/07/2017

GP2GP Transfer Record

Patient	Jane Doe		
Date of birth	May 15, 1954	Sex	Female
Contact info	Home:	Patient IDs	ABC1235 2.16.840.1.113883.2.18.2
	, NZL Telecom information not available		
Document ID	cc99f7ff-c5b1-4e02-b393-701d8612a977		
Created on	July 25, 2017, 11:34:57		
Sending PMS	Profile		
Information recipient	Dr C C Bala		
Document maintained by	Intrahealth Medical Clinic		

Table of Contents

- Encounters
- Problem List

Contains Annotations:

- Incomplete orders: Check orders that relate to received investigations, above

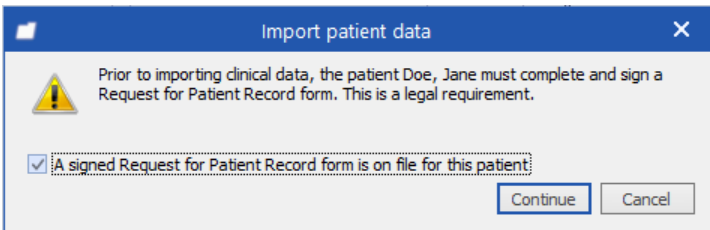
Show All

NOTE:

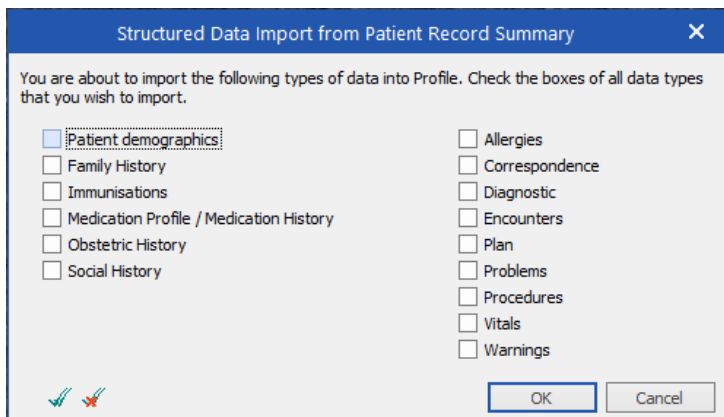
The **Unsigned Transactions** view filter can be set to **Patient Imports** to only display the Patient Records.

NOTE:

As with all electronic transactions, there will be times when the patient and/or provider will not match. To match the unmatched item, go to **Control Centre/Manage/Manual Matches**. Once the patient is found or assigned and/or the provider is assigned, a dialog box will appear stating that it is a legal requirement for the patient to complete and sign a Request for Patient Record form before the import can occur. Once the checkbox is checked, **Continue** will be enabled and can be pressed.



6. Upon signing, the Structured Data Import from Patient Record Summary window appears. The provider can select the items of the patient's record to import into Profile by checking the pertinent checkboxes and pressing **OK**.



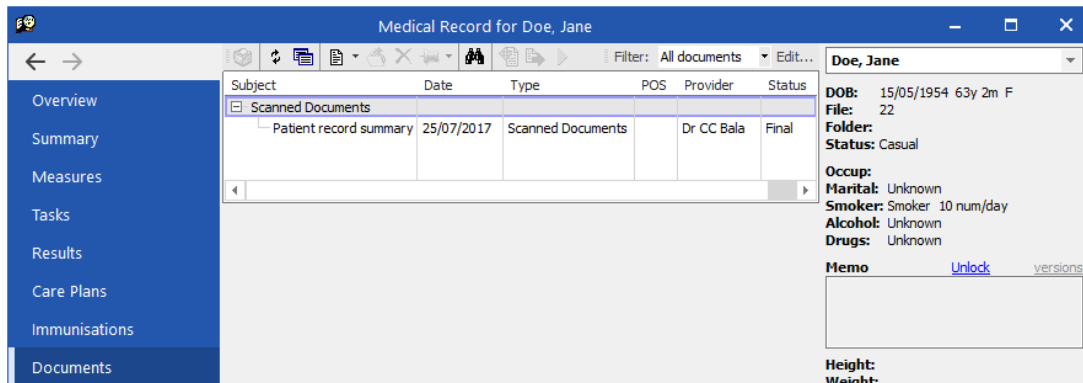
NOTE:

We recommend being deliberate in your selections initially, as the data structure coming from other PMS vendors may not display as expected.

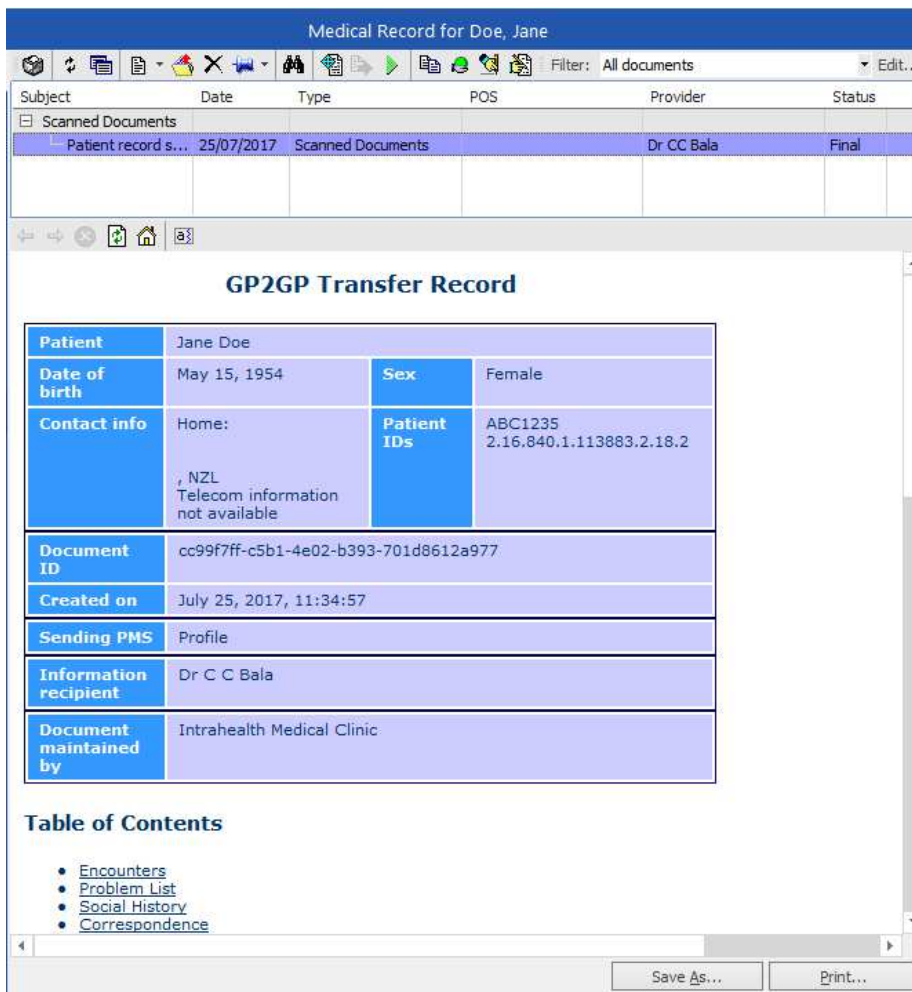
Post Process Import of GP2GP Files


Once a patient's record has been imported into Profile, additional data types can be imported through the patient's medical record.

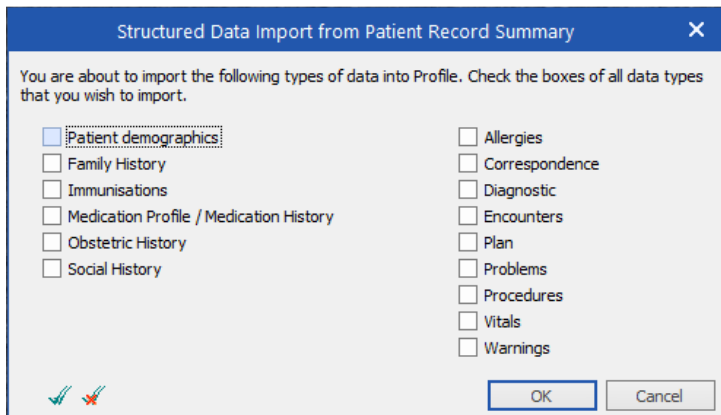
1. Go to **Medical Record/Documents** view.



2. Select the document, which will appear under the document type of **Scanned Documents** as Patient record summary. The record will show in the panel below.



- In the **Documents** view toolbar, select  to Import Patient Record Structured Data. This opens the Structured Data Import from Patient Record Summary window.

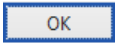


Structured Data Import from Patient Record Summary

You are about to import the following types of data into Profile. Check the boxes of all data types that you wish to import.

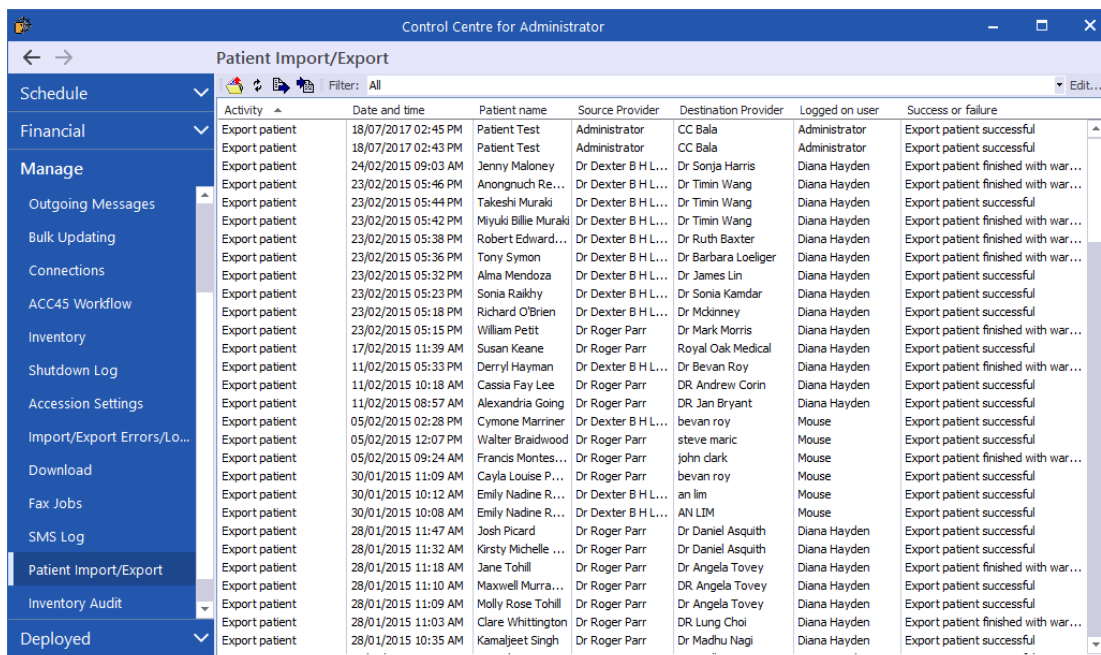
<input type="checkbox"/> Patient demographics	<input type="checkbox"/> Allergies
<input type="checkbox"/> Family History	<input type="checkbox"/> Correspondence
<input type="checkbox"/> Immunisations	<input type="checkbox"/> Diagnostic
<input type="checkbox"/> Medication Profile / Medication History	<input type="checkbox"/> Encounters
<input type="checkbox"/> Obstetric History	<input type="checkbox"/> Plan
<input type="checkbox"/> Social History	<input type="checkbox"/> Problems
	<input type="checkbox"/> Procedures
	<input type="checkbox"/> Vitals
	<input type="checkbox"/> Warnings

OK Cancel

- Select the data types that haven't already been imported by checking the pertinent checkboxes and press .

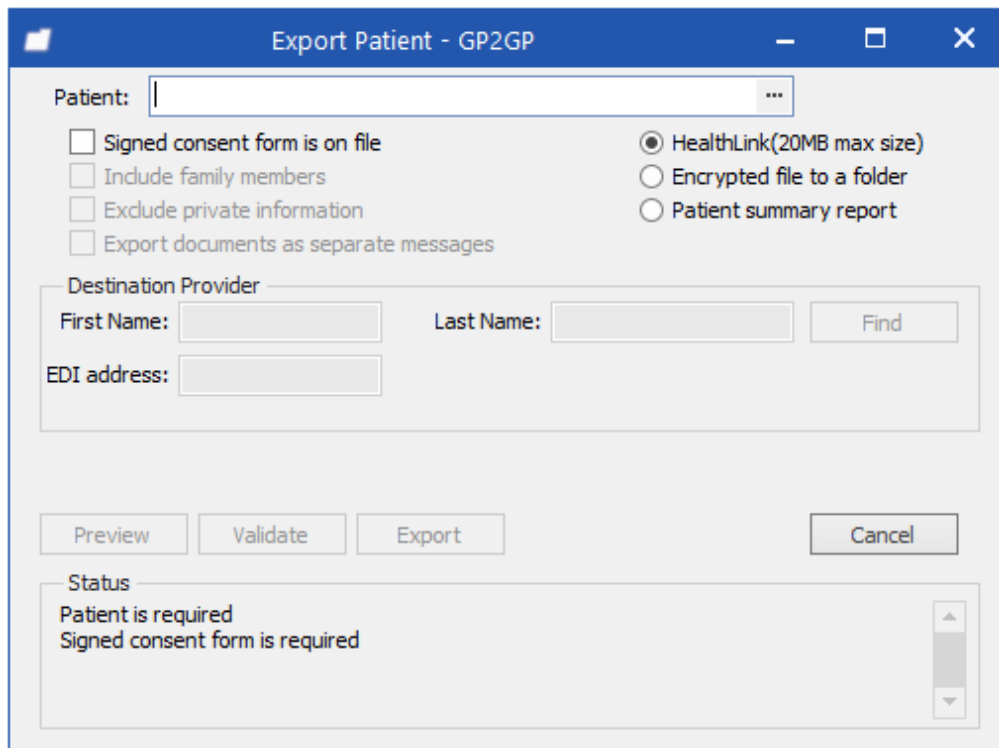
Export of GP2GP Files

- Go to **Control Centre/Manage/Patient Import/Export**.



Activity	Date and time	Patient name	Source Provider	Destination Provider	Logged on user	Success or failure
Export patient	18/07/2017 02:45 PM	Patient Test	Administrator	CC Bala	Administrator	Export patient successful
Export patient	18/07/2017 02:43 PM	Patient Test	Administrator	CC Bala	Administrator	Export patient successful
Export patient	24/02/2015 09:03 AM	Jenny Maloney	Dr Dexter B H L...	Dr Sonja Harris	Diana Hayden	Export patient finished with war...
Export patient	23/02/2015 05:46 PM	Anongnuch Re...	Dr Dexter B H L...	Dr Timin Wang	Diana Hayden	Export patient finished with war...
Export patient	23/02/2015 05:44 PM	Takeishi Muraki	Dr Dexter B H L...	Dr Timin Wang	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:42 PM	Miyuki Billie Muraki	Dr Dexter B H L...	Dr Timin Wang	Diana Hayden	Export patient finished with war...
Export patient	23/02/2015 05:38 PM	Robert Edward...	Dr Dexter B H L...	Dr Ruth Baxter	Diana Hayden	Export patient finished with war...
Export patient	23/02/2015 05:36 PM	Tony Symon	Dr Dexter B H L...	Dr Barbara Loelger	Diana Hayden	Export patient finished with war...
Export patient	23/02/2015 05:32 PM	Alma Mendoza	Dr Dexter B H L...	Dr James Lin	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:23 PM	Sonia Ralkhy	Dr Dexter B H L...	Dr Sonia Kamdar	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:18 PM	Richard O'Brien	Dr Dexter B H L...	Dr Mckinney	Diana Hayden	Export patient successful
Export patient	23/02/2015 05:15 PM	William Petit	Dr Roger Parr	Dr Mark Morris	Diana Hayden	Export patient finished with war...
Export patient	17/02/2015 11:39 AM	Susan Keane	Dr Roger Parr	Royal Oak Medical	Diana Hayden	Export patient successful
Export patient	11/02/2015 05:33 PM	Derryl Hayman	Dr Dexter B H L...	Dr Bevan Roy	Diana Hayden	Export patient finished with war...
Export patient	11/02/2015 10:18 AM	Cassia Fay Lee	Dr Roger Parr	DR Andrew Corin	Diana Hayden	Export patient successful
Export patient	11/02/2015 08:57 AM	Alexandria Going	Dr Roger Parr	DR Jan Bryant	Diana Hayden	Export patient successful
Export patient	05/02/2015 02:28 PM	Cymone Marnier	Dr Dexter B H L...	bevan roy	Mouse	Export patient successful
Export patient	05/02/2015 12:07 PM	Walter Braidwood	Dr Roger Parr	steve maric	Mouse	Export patient successful
Export patient	05/02/2015 09:24 AM	Francis Montes...	Dr Roger Parr	john clark	Mouse	Export patient finished with war...
Export patient	30/01/2015 11:09 AM	Cayla Louise P...	Dr Roger Parr	bevan roy	Mouse	Export patient successful
Export patient	30/01/2015 10:12 AM	Emily Nadine R...	Dr Dexter B H L...	an lim	Mouse	Export patient successful
Export patient	30/01/2015 10:08 AM	Emily Nadine R...	Dr Dexter B H L...	AN LIM	Mouse	Export patient successful
Export patient	28/01/2015 11:47 AM	Josh Picard	Dr Roger Parr	Dr Daniel Asquith	Diana Hayden	Export patient successful
Export patient	28/01/2015 11:32 AM	Kirsty Michell...	Dr Roger Parr	Dr Daniel Asquith	Diana Hayden	Export patient successful
Export patient	28/01/2015 11:18 AM	Jane Tohill	Dr Roger Parr	Dr Angela Tovey	Diana Hayden	Export patient finished with war...
Export patient	28/01/2015 11:10 AM	Maxwell Murra...	Dr Roger Parr	DR Angela Tovey	Diana Hayden	Export patient successful
Export patient	28/01/2015 11:09 AM	Molly Rose Tohill	Dr Roger Parr	Dr Angela Tovey	Diana Hayden	Export patient successful
Export patient	28/01/2015 11:03 AM	Clare Whittington	Dr Roger Parr	DR Lung Choi	Diana Hayden	Export patient finished with war...
Export patient	28/01/2015 10:35 AM	Kamaljeet Singh	Dr Roger Parr	Dr Madhu Nagi	Diana Hayden	Export patient successful

- In the **Patient Import/Export** toolbar, click  to manually export the GP2GP files. This opens the Export Patient - GP2GP window.



Export Patient - GP2GP

Patient:

Signed consent form is on file
 Include family members
 Exclude private information
 Export documents as separate messages

HealthLink(20MB max size)
 Encrypted file to a folder
 Patient summary report

Destination Provider

First Name: Last Name: Find

EDI address:

Preview Validate Export Cancel

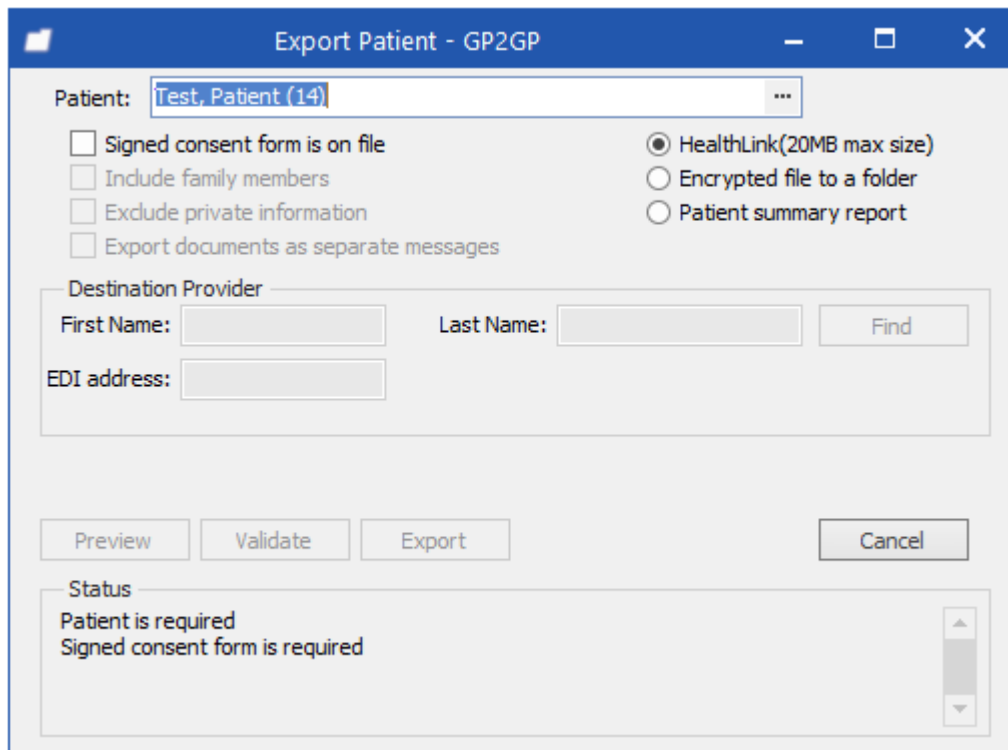
Status

Patient is required
Signed consent form is required

NOTE:

The **status** panel at the bottom of the window displays what information is required.

3. Enter the patient's name in the **Patient** field.



Export Patient - GP2GP

Patient:

Signed consent form is on file
 Include family members
 Exclude private information
 Export documents as separate messages

HealthLink(20MB max size)
 Encrypted file to a folder
 Patient summary report

Destination Provider

First Name: Last Name: Find

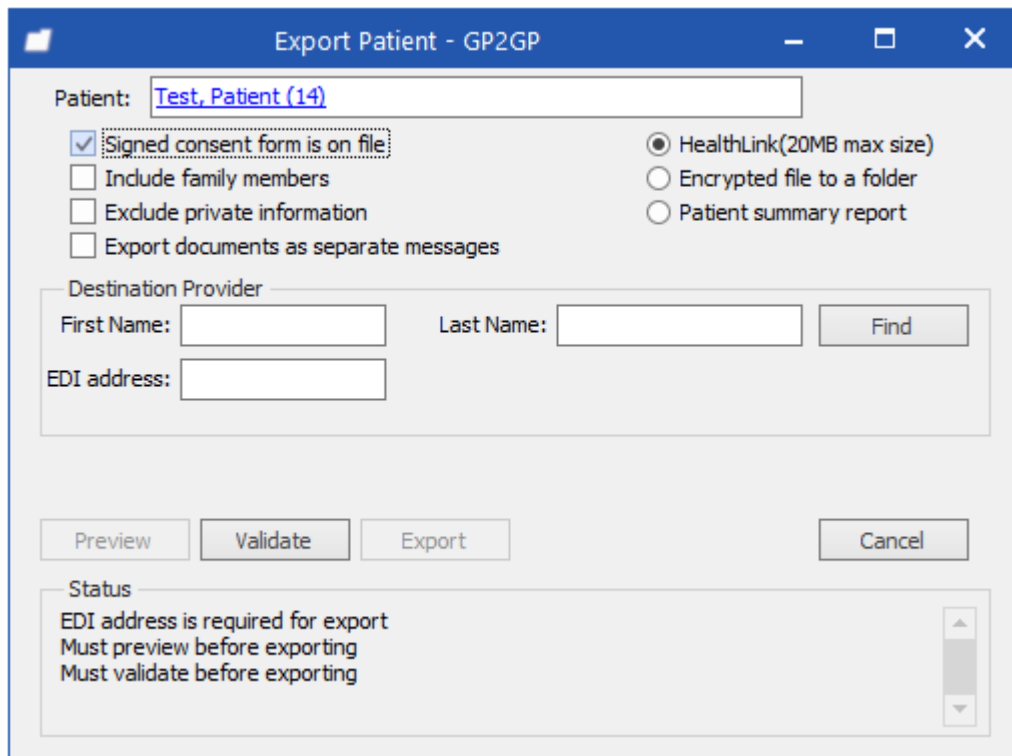
EDI address:

Preview Validate Export Cancel

Status

Patient is required
Signed consent form is required

- Once you check the **signed consent form is on file** checkbox, the fields and most buttons in the window are enabled.



Export Patient - GP2GP

Patient:

Signed consent form is on file

Include family members

Exclude private information

Export documents as separate messages

HealthLink(20MB max size)

Encrypted file to a folder

Patient summary report

Destination Provider

First Name: Last Name:

EDI address:


Status

EDI address is required for export
Must preview before exporting
Must validate before exporting

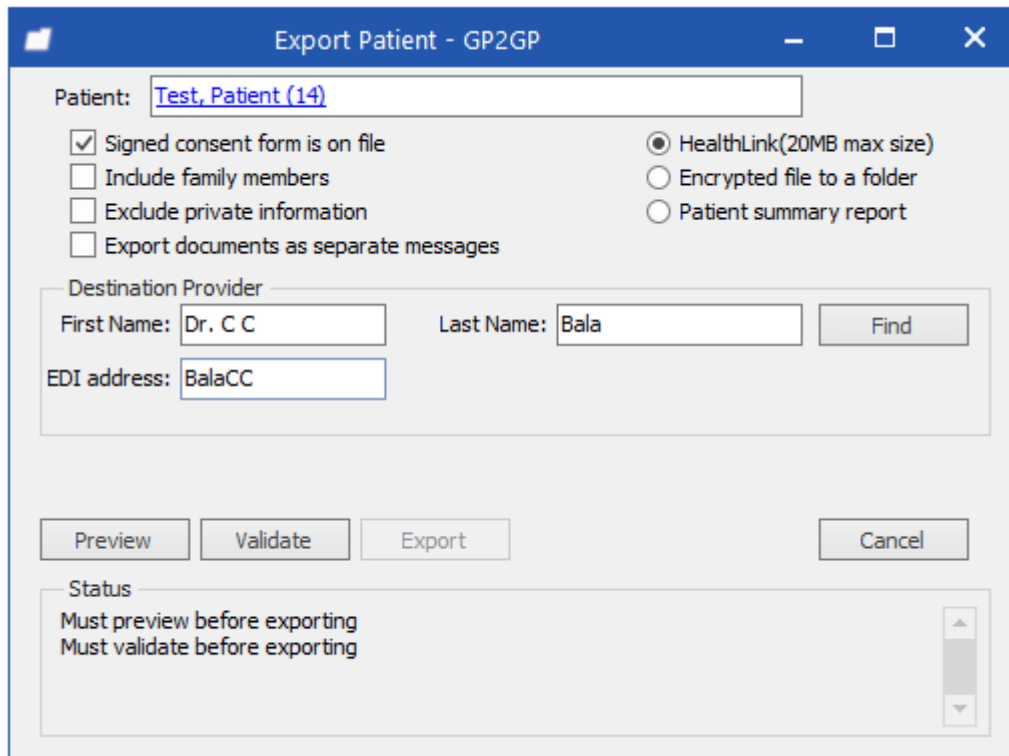
5. Select the appropriate options for the export:

- Include family members** Records of the other members of the family folder will be exported.
- Exclude private information** Clinical objects with privacy set (encounter notes, problems, etc.) will not be included.
- Export documents as separate messages** Documents will export as separate physical objects

File Types (select the appropriate radio button)

- HealthLink(20MB max size)** The electronic file will be generated and saved to the HealthLink outgoing path specified in the GP2GP eMessage.
- Encrypted file to a folder** This will typically be used for files that exceed the 20MB max size. A **Filename** field and **Browse** button will be enabled to allow the electronic file to be created and saved to a chosen directory (e.g. storage media).
- Patient summary report** This is a human-readable format for patients who want to take their electronic Medical Record with them. Press  **Print...** in the GP2GP Transfer Record window to print the record for the patient.

6. In the **Destination Provider** panel, enter the first and last name of the provider and their EDI address.



Patient:

Signed consent form is on file HealthLink(20MB max size)
 Include family members Encrypted file to a folder
 Exclude private information Patient summary report
 Export documents as separate messages

Destination Provider

First Name: Last Name:

EDI address:

Status

Must preview before exporting
Must validate before exporting

7. Press . This will open the GP2GP Transfer Record. Once you've previewed the record, you can press to close the window.

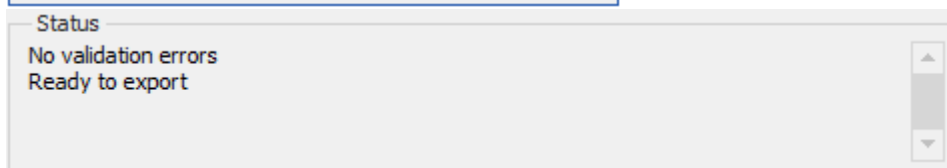
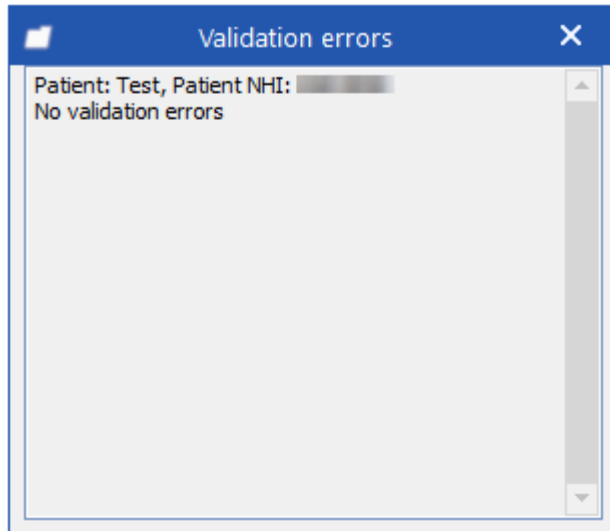


Print... Close Refresh Setup

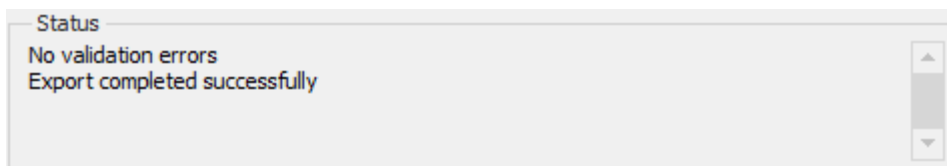
GP2GP Transfer Record

Patient	Patient Test		
Date of birth	August 1, 1973	Sex	Female
Contact info	Home: 45 Long Road 45 Long Road Auckland, NZL	Patient IDs	ZAR3858 2.16.840.1.113883.2.18.2
Document ID	bd47bf1a-33ad-4b75-944b-3256a811dd72		
Created on	July 18, 2017, 14:35:56		
Sending PMS	Profile		

- Press . This opens the Validation errors window. If the NHI is present and valid, there will be no validation errors and you can press to close the window. Otherwise, you can go to **Patient/Alter Patient** to update the **NHI** field, then press again.



- Press , which is enabled after successful validation. The **status** panel will update with a success or failure message.



- Press . The **Patient Import/Export** window will be updated.

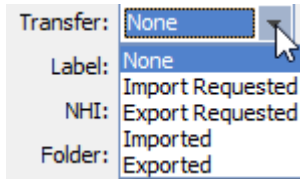
Patient Import/Export

Filter: All Edit...

Activity	Date and time	Patient name	Source Provider	Destination Provider	Logged on user	Success or failure
Export patient	18/07/2017 02:43 PM	Patient Test	Administrator	CC Bala	Administrator	Export patient successful

GP2GP Tracking and Reporting

In **Patient/Alter Patient/General** view, we have created the **Transfer** field and status flags to manage and maintain the GP2GP process.



NOTE:

The role action **Patient\Alter Patient\Change Transfer Status** must be granted.

These statuses can be used to find patients (**Patients/Find Patients**) and to run Find Objects Queries based on the Transfer Status and the date on which the Transfer Status was changed.

