

# **User Manual**

# GP2GP



Intrahealth New Zealand Limited Level 5, BDO Towers, 19 Como Street, Takapuna, Auckland 0622 PO Box 33-737, Takapuna, Auckland 0740 Phone: +64 9 480 7442



# Table of Contents

GP2GP	2
Configuration	2
Manual Import of GP2GP Files	6
Post Process Import of GP2GP Files	9
Export of GP2GP Files	10
GP2GP Tracking and Reporting	16



# **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.

Org	anisational Structure	People and Places	Patients	
	🛅 Intrahealth Medical Cl	inic Show: All		
	🕂 🛅 General		11	
	-	Orga	nisation - Intrahealth Medical Clinic	×
	$\leftrightarrow$ $\rightarrow$	Special		
	General	Provider Group:		Actions:
	Registry			Collect Patients
	Reference	EDI Address:	liaddress	Release Patients
	Financial	EDI Usual Key:		
	Special	IHN Delivery ID:		Reset Warnings For All
	Background			
	Grants			
	Notes			
	Internet			
	Personal			
		AutoCase		OK Cancel Apply



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

		Maintain Message	s	>
🗅 🗠 🗙 🕒 🕨				
installed Services:			Available Services:	
Name 🔺	Service	Delivered by	Name	Delivered by
ACC45	ACC45	New Zealand ACC	Referral	New Zealand Healthlink (fl.
Attendance disch	Attendance discharge	New Zealand Healthl	Attendance discharge	New Zealand Healthlink (fl.
ePrescribing	ePrescribing	Simpl HIE	ACC45	New Zealand ACC
e-Special Authority	e-Special Authority	New Zealand ACC	Referral Response	New Zealand Healthlink (fl.
NIR Immunisations	NIR Immunisations	New Zealand Healthl	NIR Immunisations	New Zealand Healthlink (fl.
Referral	Referral	New Zealand Healthl	Macro	Determined by the Macro
Referral Response	Referral Response	New Zealand Healthl	Maestro	Maestro
			Purging of old processe	None
			BLI eFax Messaging	BLI eFax Messaging
			BLI SMS Messaging	BLI SMS Messaging
			ePrescribing	Simpl HIE
			NZ Lead Maternity Care	HISO HL7
			e-Special Authority	New Zealand ACC
			HISO eForms	New Zealand HMS Client
			GP2GP	New Zealand Healthlink (H.
			Twilio SMS	Twilio Service
			NES NHI Web Service	NES Web Service
			NES Enrolment Web Ser	NES Web Service
			NES Notification Web Se	NES Web Service
				Close

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.

		GP2GP Properties			×		
Seneral Sch	edule	Post Process Macro				25	;
Name:	GP2GP					Available Services:	
Code:	9			Active		Name	Delivered by
Delivery:	New Z	ealand Healthlink (HL7)		191	*	Referral	New Zealand Healthlink (fl
Timeout:	0	hours Max retr	ies: 0			Attendance discharge	New Zealand Healthlink (fl
On Failure:	Do not	thing	L1	11	*	ACC45 Referral Response	New Zealand ACC New Zealand Healthlink (fl
Viewina:	<anvt< td=""><td>ody&gt;</td><td></td><td></td><td>*</td><td>NIR Immunisations</td><td>New Zealand Healthlink (f</td></anvt<>	ody>			*	NIR Immunisations	New Zealand Healthlink (f
		- 10				Macro	Determined by the Macro
POS:					•	Maestro	Maestro
A	nyone w	vith the above role may view th	hese messag	ies		Purging of old processe	None
Specific						BLI eFax Messaging	BLI eFax Messaging
						BLI SMS Messaging	BLI SMS Messaging
Outgoing Direc	tory:					ePrescribing	Simpl HIE
Incoming Direc	tory:				0	NZ Lead Maternity Care	HISO HL7
	-	and the second			-18	e-Special Authority	New Zealand ACC
	nies imp	ported in a day to				HISO eForms	New Zealand HMS Client
						GP2GP	New Zealand Healthlink (H
						Twilio SMS	Twilio Service
						NES NHI Web Service	NES Web Service
						NES Enrolment Web Ser	NES Web Service
						NES Notification Web Se	NES Web Service
				01			Close



- 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.

	GP2GP Properties X	
General Schedul	e Post Process Macro	
✓ Use task schedule (	task runs according to the specified time)	
Schedule Settings	Information	
Schedule:		
<task is="" not="" schedu<="" th=""><th>ed&gt;</th><th></th></task>	ed>	
Current Schedule Set	tings:	
<u>S</u> chedule Ta	k: Daily 👻	
	OK Cancel	



9. 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	<b>K</b>
General Schedule	Post Process Macro	
✓ Use task schedule (t	task runs according to the specified time)	
Schedule Settings	Information	
Schedule:		
At 9:00 every day, s	tarting 18/07/2017 •	
Current Schedule Sett	ings: Delete	]
Schedule Tas	k: Daily  Start time: 9:00	
Repeat every	minutes until End time: 17:00	
Start Aft	er 18/07/2017 10:46 🚔	
End Befor	re 18/07/2099 10:46 🚔	
Schedule Task Daily —		
Every 1	day(s)	
	OK Cancel	

10. 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): End Before 18/07

11. Press ok to save and close.



# Manual Import of GP2GP Files

۵			Control Centr	e for Administra	tor					×
$\leftarrow \rightarrow$		Patient Impor	t/Export							
Schedule	$\sim$	I 🖄 🌣 🕒 🍋 I	Filter: All						-	Edit
Schedule		Activity	Date and time 🔻	Patient name	Source Provider	Destination Provider	Logged on user	Success or failu	e	
Financial	$\sim$	Import patient	20/09/2016 10:38 AM	Preggy Patient	Mount Camel M	Dr Tom Hanks	Administrator	Import patient s	uccessful	
		Import patient	12/08/2016 01:27 PM	Patient Record	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
Manage		Import patient	08/08/2016 06:55 PM	<b>Richard Doherty</b>	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
Bullet to define		Import patient	08/08/2016 02:48 PM	Wilfred AWAY	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
Bulk Opdating	<b>^</b>	Import patient	08/08/2016 02:41 PM	Preggy Patient	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
Connections		Import patient	07/08/2016 04:21 PM	Wilfred AWAY	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient s	uccessful	J.
connections		Import patient	07/08/2016 04:07 PM	Wilfred AWAY	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient s	uccessful	J
ACC45 Workflow		Import patient	07/08/2016 02:30 PM	Wilfred AWAY	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient s	uccessful	J
		Import patient	07/08/2016 01:48 PM	Wilfred AWAY	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient s	uccessful	
inventory		Import patient	05/08/2016 11:48 AM	Bernie Toe Toe	Mount Camel M	Intrahealth	Intrahealth	Import patient fi	nished wi	it
		Import patient	05/08/2016 10:03 AM	Bernie Toe Toe	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient s	uccessful	
Shutdown Log		Import patient	04/08/2016 12:59 PM	Patient Record	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
		Import patient	28/07/2016 01:15 PM	Archie Kirby	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
Accession Settings		Import patient	28/07/2016 01:05 PM	Archie Kirby	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient s	uccessful	1
Import/Export Errors/Lo		Import patient	28/07/2016 12:55 PM	Archie Kirby	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient s	uccessful	J.
import/Export Errors/Lo		Import patient	27/07/2016 03:44 PM	LEONARD HOF	Millstone Family	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it.
Download		Import patient	27/07/2016 02:13 PM	Patient Test	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
boundad		Import patient	23/07/2016 11:27 AM	Bernie Toe Toe	Mount Camel M	Dr Tom Hanks	Dr Tom Hanks	Import patient fi	nished wi	it
Fax Jobs		Export patient	24/02/2015 09:03 AM	Jenny Maloney	Dr Dexter B H L	Dr Sonja Harris	Diana Hayden	Export patient fi	nished wi	it
		Export patient	23/02/2015 05:46 PM	Anongnuch Re	Dr Dexter B H L	Dr Timin Wang	Diana Hayden	Export patient fi	nished wi	it
SMS Log		Export patient	23/02/2015 05:44 PM	Takeshi Muraki	Dr Dexter B H L	Dr Timin Wang	Diana Hayden	Export patient s	uccessful	
		Export patient	23/02/2015 05:42 PM	Miyuki Billie Muraki	Dr Dexter B H L	Dr Timin Wang	Diana Hayden	Export patient fi	nished wi	it
Patient Import/Export		Export patient	23/02/2015 05:38 PM	Robert Edward	Dr Dexter B H L	Dr Ruth Baxter	Diana Hayden	Export patient fi	nished wi	it
		Export patient	23/02/2015 05:36 PM	Tony Symon	Dr Dexter B H L	Dr Barbara Loeliger	Diana Hayden	Export patient fi	nished wi	it
Inventory Audit		Export patient	23/02/2015 05:32 PM	Alma Mendoza	Dr Dexter B H L	Dr James Lin	Diana Hayden	Export patient s	uccessful	í.
Print and Export Log		Export patient	23/02/2015 05:23 PM	Sonia Raikhy	Dr Dexter B H L	Dr Sonia Kamdar	Diana Hayden	Export patient s	uccessful	í.
Thin and Export Log	<b>•</b>	Export patient	23/02/2015 05:18 PM	Richard O'Brien	Dr Dexter B H L	Dr Mckinney	Diana Hayden	Export patient s	uccessful	í.
Deployed	$\sim$	Export patient	23/02/2015 05:15 PM	William Petit	Dr Roger Parr	Dr Mark Morris	Diana Hayden	Export patient fi	nished wi	it
Deployed		Export patient	17/02/2015 11:39 AM	Susan Keane	Dr Roger Parr	Roval Oak Medical	Diana Havden	Export patient s	uccessful	

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

2. In the **Patient Import/Export** toolbar, click <sup>1</sup>/<sup>1</sup>/<sup>1</sup> to manually import the GP2GP files. This opens the incoming HL\_7 window.

		Open			
ook in:	GP2GP		- 0 🕫	• 🖻 🛄 •	
3	Name		Date m	odified	Type
Quick access	[] (mwmc)2	0170720_ABC1235.hl7	7/25/2	017 11:34 AM	HL7 File
Desktop					
-					
Libraries					
This PC					
This PC	4				þ
This PC	I File name:			-	Open



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

	Profile	×
i	Patient import process is f	inished.
	ОК	

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

Patient Import/E	Export						
🖄 🎓 🕒 🖬   Filt	ter: 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		<b>A</b>

5. In **Work Centre/Unsigned Transactions**, the provider can now review the patient's files and press signed. 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.

<b>8</b>	Work Centre for Dr CC Bala 🗕	□ ×
$\leftarrow \rightarrow$	Version: 2 🗘 of 2 🕂 🗸 💩 🐙 陶 🗙 📲 😂 🖄 🌣 🕨 汪 🗛 🔹 🗇 🖾 🗤 🎥 🖉 🗐 View Patient Imports	▼ Edit
Work	■ 部 部 過 影 如 影 Sign ② Save Return Discuss 领 Amotate 个 Prev ↓ Next ③ New Intervention ④ Edit Intervention 函 Care Plans BMR Case 日 Find in subject ▼ Show only ▼	<i>∂</i> G0 ×
Today	Assigned: All permitted  Results Patient Data Information Cumulative HTML	
Appointments	Test Names GP2GP Transfer Record	<b></b>
Tasks	Patient Jane Doe	
Referrals	Date of birth May 15, 1954 Sex Female	
Cases	Contact info Home: Patient ABC1235 2 16 840 1 113883 2 18 2	
Contacts	N71	
Unsigned Trans	Telecom information not available	
Orders	Document ID         cc999f7ff-c5b1-4e02-b393-701d8612a977	
ACC45 Workflow	Created on July 25, 2017, 11:34:57	
NIR	Sending PMS Profile	
To Do List	Information Dr C C Bala	
Wait List	Document maintained by Intrahealth Medical Clinic	
Forms		
KPI Results	Table of Contents	
Clinical	Encounters     Problem List	Ŧ
Communication	Use the up and down arrows and press the space bar to flag each for signing, press	
Other	the SIGNALL CHECK loon to sign 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.

	Import patient data	×
<u> </u>	Prior to importing clinical data, the patient Doe, Jane must complete and sign a Request for Patient Record form. This is a legal requirement.	
🗸 A sig	ned Request for Patient Record form is on file for this patient Continue Cancel	

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

Structured Data Import from Pat	ient Record Summary	×
You are about to import the following types of data in that you wish to import.	nto Profile. Check the boxes of all d	ata types
Patient demographics	Allergies	
Family History	Correspondence	
Immunisations	Diagnostic	
Medication Profile / Medication History	Encounters	
Obstetric History	Plan	
Social History	Problems	
	Procedures	
	Vitals	
	Warnings	
√ <del>√</del>	ОК	Cancel

ОК

checkboxes and pressing

#### 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.

		Medica	al Record for	Doe, Jane			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	🐣 🗙 🙀 -	<b># 🔁</b> B	» 🕨 🖣 🛃	🕅 🛐 Filter: /	All documents	▼ E	dit
Subject	Date	Туре		POS	Provider	Status	
Scanned Documer	nts	Connerd D			Dr. CC Pala	Final	_
Patient record	5 25/07/2017	Starmed L	ocuments		Dr.CC Bala	Filla	
두 수 💿 🔂 🗂	a)						10000
	GP2	GP Tra	nsfer Re	cord			1
Patient	Jane Doe						
Date of birth	May 15, 1954	e:	Sex	Female			
Contact info	Home: , NZL Telecom info not available	rmation	Patient IDs	ABC1235 2.16.840.1.113	883.2.18.2		
Document ID	cc99f7ff-c5b	L-4e02-b39	3-701d8612a	a977			
Created on	July 25, 2017	, 11:34:57	1				
Sending PMS	Profile						
Information recipient	Dr C C Bala						
Document maintained by	Intrahealth M	ledical Clin	ic				
Table of Con <u>Encounter</u> Problem Li Social Hist Correspon	s st ory dence						Ŧ
1.2.1					Save As	Print	
					2016 2211		



3. 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 Pat	tient Record Summary 🛛 🗙
You are about to import the following types of data in that you wish to import.	nto Profile. Check the boxes of all data types
Patient demographics Family History Immunisations Medication Profile / Medication History Obstetric History Social History	Allergies Correspondence Diagnostic Encounters Plan Problems Procedures Vitals
√ <b>√</b>	OK Cancel

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

### **Export of GP2GP Files**

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

ـ			Control Cen	tre for Administ	trator				×
$\leftarrow \rightarrow$		Patient Import/E	xport						
Schedule	$\sim$	i 🍊 🌣 🕒 🍋 i Filte	er: All					•	Edit
		Activity 🔺	Date and time	Patient name	Source Provider	Destination Provider	Logged on user	Success or failure	
Financial	$\sim$	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	
Manage		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	r
g		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	r
Outgoing Messages	1	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 with war	r
Bulk Updating		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	r
		Export patient	23/02/2015 05:36 PM	Tony Symon	Dr Dexter B H L	Dr Barbara Loeliger	Diana Hayden	Export patient finished with war	r
Connections		Export patient	23/02/2015 05:32 PM	Alma Mendoza	Dr Dexter B H L	Dr James Lin	Diana Hayden	Export patient successful	
ACCUE Mandalance		Export patient	23/02/2015 05:23 PM	Sonia Raikhy	Dr Dexter B H L	Dr Sonia Kamdar	Diana Hayden	Export patient successful	
ACC45 WORKHOW		Export patient	23/02/2015 05:18 PM	Richard O'Brien	Dr Dexter B H L	Dr Mckinney	Diana Hayden	Export patient successful	
Inventory		Export patient	23/02/2015 05:15 PM	William Petit	Dr Roger Parr	Dr Mark Morris	Diana Hayden	Export patient finished with war	r
inventory		Export patient	17/02/2015 11:39 AM	Susan Keane	Dr Roger Parr	Royal Oak Medical	Diana Hayden	Export patient successful	
Shutdown Log		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	r
2		Export patient	11/02/2015 10:18 AM	Cassia Fay Lee	Dr Roger Parr	DR Andrew Corin	Diana Hayden	Export patient successful	
Accession Settings		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 Marriner	Dr Dexter B H L	bevan roy	Mouse	Export patient successful	
Import/Export Errors/Lo		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 dark	Mouse	Export patient finished with war	r
Download		Export patient	30/01/2015 11:09 AM	Cayla Louise P	Dr Roger Parr	bevan roy	Mouse	Export patient successful	
Fax John		Export patient	30/01/2015 10:12 AM	Emily Nadine R	Dr Dexter B H L	an lim	Mouse	Export patient successful	
147 1003		Export patient	30/01/2015 10:08 AM	Emily Nadine R	Dr Dexter B H L	AN LIM	Mouse	Export patient successful	
SMS Log		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 Michelle	Dr Roger Parr	Dr Daniel Asquith	Diana Hayden	Export patient successful	
Patient Import/Export		Export patient	28/01/2015 11:18 AM	Jane Tohill	Dr Roger Parr	Dr Angela Tovey	Diana Hayden	Export patient finished with war	r
		Export patient	28/01/2015 11:10 AM	Maxwell Murra	Dr Roger Parr	DR Angela Tovey	Diana Hayden	Export patient successful	
Inventory Audit	-	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	r
Deployed	~	Export patient	28/01/2015 10:35 AM	Kamaljeet Singh	Dr Roger Parr	Dr Madhu Nagi	Diana Hayden	Export patient successful	-

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



Export P	atient - GP2GP	-	⊐ ×
Patient:			
Signed consent form is on file Include family members Exclude private information	le	<ul> <li>HealthLink(20M</li> <li>Encrypted file t</li> <li>Patient summar</li> </ul>	B max size) o a folder y report
Export documents as separa	ate messages		
First Name:	Last Name:		Find
Preview Validate	Export		Cancel
Status Patient is required Signed consent form is required		L	

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.

Patient:       Lestinization (2008)         Signed consent form is on file <ul> <li>HealthLink(20MB max size)</li> <li>Encrypted file to a folder</li> <li>Patient summary report</li> </ul> Export documents as separate messages         Destination Provider         First Name:       Last Name:         EDI address:       Find	Patient:       (Estructured)       (Include family members)       (I	Export Patient - GP2GP	×
Destination Provider First Name: Last Name: Find EDI address:	Destination Provider       First Name:       EDI address:       Preview       Validate       Export       Cancel	Signed consent form is on file     Include family members     Exclude private information     Export documents as separate messages	<ul> <li>HealthLink(20MB max size)</li> <li>Encrypted file to a folder</li> <li>Patient summary report</li> </ul>
EDI address:	First Name:     Find       EDI address:     Find       Preview     Validate       Export     Cancel       Status     Status	Destination Provider	
	Preview Validate Export Cancel Status Patient is required	EDI address:	Fina
Preview Validate Export Cancel	Status Patient is required	Preview Validate Export	Cancel
Signed consent form is required			¥



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

Export Patient - GP2GP	– 🗆 X
Patient: Test, Patient (14)  ✓ Signed consent form is on file  Include family members Exclude private information Export documents as separate messages	<ul> <li>HealthLink(20MB max size)</li> <li>Encrypted file to a folder</li> <li>Patient summary report</li> </ul>
Destination Provider       First Name:       Last Name:       EDI address:	Find
Preview Validate Export Status EDI address is required for export Must preview before exporting Must validate before exporting	Cancel

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.
<ul> <li>Export documents as separate messages</li> </ul>	Documents will export as separate physical objects
File Types (select the appropriate rac	dio button)
HealthLink(20MB max size)	The electronic file will be generated and saved to the HealthLink outgoing path specified in the GP2GP eMessage.
<ul> <li>Encrypted file to a folder</li> </ul>	This will typically be used for files that exceed the 20MB max size. A <b>Filename</b> field and <b>Browse</b> 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.



Export Patient - GP2GP	– 🗆 🗙
Patient: Test, Patient (14)	
Signed consent form is on file	HealthLink(20MB max size)
Include family members	<ul> <li>Encrypted file to a folder</li> </ul>
Exclude private information	<ul> <li>Patient summary report</li> </ul>
Export documents as separate messages	
Destination Provider	
First Name: Dr. C C Last Name: Bala	Find
EDI address: BalaCC	
Preview Validate Export	Cancel
Must preview before exporting Must validate before exporting	

7. Press Preview. This will open the GP2GP Transfer Record. Once you've previewed the record, you

can press to close the window.

Ľ	1	GP2GP TI	ransfer Reco	ord	-	×
4 <b>G</b>	ĝiPrint Close ⊨ ⇒ 💿 🖨 🕻	💲 Refresh 🛛 🗞 Setup				
		GP2GP Trai	nsfer Re	cord		
	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-3256a	811dd72		
	Created on	July 18, 2017, 14:35:	56			
	Sending PMS	Profile				<b>•</b>
						F



8. Press Validate . 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 Validate again.

Patient: Test, Patient NHI: No validation errors
- Status
Vo validation errors

, which is enabled after successful validation. The  $\mathtt{status}$  panel will update with a Export 9. Press success or failure message.



Close . The **Patient Import/Export** window will be updated.

Patient Import/E	Export					
📥 💈 🖒 🍓 Filt	ter: 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.

Transfer: Label: NHI: Folder:	None None Import Requested Export Requested Imported Exported				
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.

Query	Output					
□ 🗋 🍊 — <u>O</u> bject	r 🔤 🕨 🖪 🕒 🍋 🍘 🖪					
Patient						
Registration Date						
@ Sex	@ Sex					
Sho	Show In Patient Totals					
Soci	Social History					
Sou	Source Ref					
Stat	Status					
Stre	Street Address Is Unknown					
Tex	<ul> <li>Text Message(SMS)</li> </ul>					
Title	🛛 Title					
Trans	Transfer Status					
@ Trar	Transfer Status Changed On 🛛 🔓					