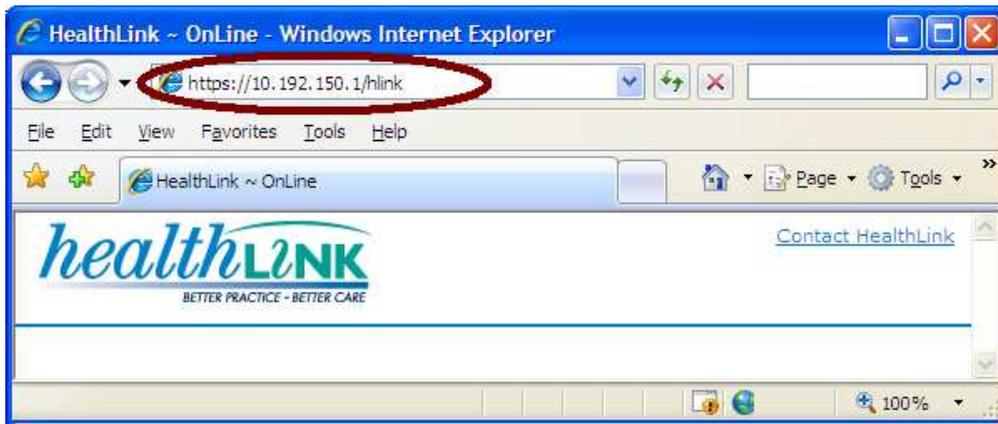


MyPractice.NET Primary Options Install Instructions

Step 1 : Goto <https://10.192.150.1/hlink>

Enter <https://10.192.150.1/hlink> in the address bar of your browser then press the enter key. (NOTE: The address is a secure connection using https not http)



Step 2 : Download the form xml

- Right Click the Appropriate Form
- Choose "Save Target As"
- Save the file "MP-PO....xml" to the Desktop

The screenshot shows a Windows Internet Explorer browser window titled "HealthLink ~ OnLine - Windows Internet Explorer". The address bar displays "https://10.192.150.1/hlink/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows navigation buttons, a search box with "Google", and various utility icons. The main content area displays the HealthLink logo with the tagline "BETTER PRACTICE - BETTER CARE" and a "Contact HealthLink" link. Below the logo, there are several sections of text, each starting with a right-pointing triangle icon. The first section is "MyPractice.Net: Installation Instructions (How to install a Web Form)" with a link to "Install Instructions PDF". The second is "MyPractice.Net: User Usage (How to use Primary Options)" with a link to "User Instructions PDF". The third is "MyPractice.Net: Primary Options Counties POAC Forms (Web Form)" with a link to "POAC-My-Practice" circled in red. A context menu is open over this link, with "Save Target As..." circled in red. The fourth section is "MyPractice.Net: Primary Optio" with a link to "POAK-My-Practice". The fifth is "MyPractice.Net: Waitemata Primary Option" with a link to "WPO-My-Practice". A "Save As" dialog box is open over the "Save Target As..." option, showing the "Desktop" as the save location. The "File name" field contains "POAC-My-Practice" and the "Save as type" is set to "XML Document". The "Save" button is circled in red.

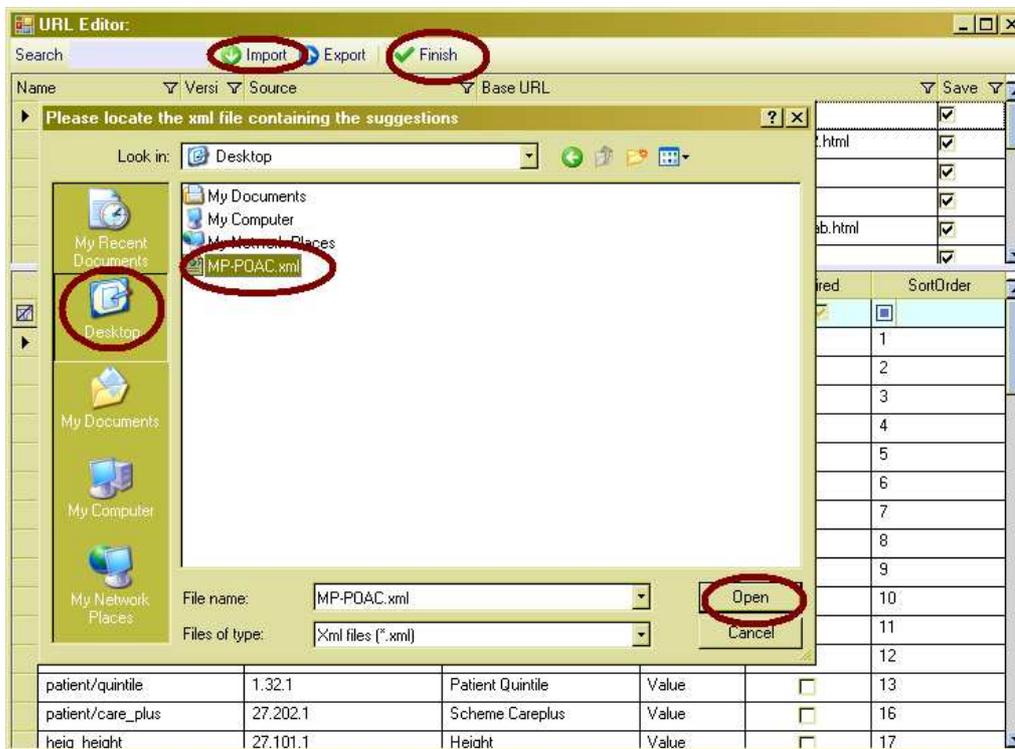
Step 3 : Load into MyPractice

- In MyPractice,
- Goto Tools
- System Setup
- Web Form Parameters



Step 4 : Import the form

- Choose Import
- Click on Desktop, then the “MP-PO....xml” file and choose Open
- Finally Click Finished



Step 5a : Test the Connection

- Goto Notes
- Select a patient (e.g. mouse m)
- Click the Forms tab
- Click the Web Forms link

The screenshot displays a medical software interface for a patient named Mr Mouse Mickey. The top navigation bar includes icons for Help, Message, New, Appoint, Tasks, Patient, Notes, Account, Autotext, Mail, Results, Scan, Healthlink, NIR, and Query. The 'Notes' icon is circled in red. Below the navigation bar, the patient's details are shown: Mr Mouse Mickey, Maori, Entertainer, 12/05/1980, Regular, Demo, 1000.1, ABC1235, 29y 6m, and C/O Auckland Budget Services, Manukau Heights Road, Manukau ... The 'Consultation' section shows the date 03/12/2009 04:55 p., User Marcus Welby, and Authorized by Welby, Marcus. The main area contains sections for Presenting Complaint, History, Exam, and Diagnosis, along with an Action panel. At the bottom, a navigation menu includes Notes, Results, Measurements, Scripts, Lab, Radiol, Cardiol, Endo, Audio, Letters, Forms, and Immunisations. The 'Forms' tab is circled in red. Below the 'Forms' tab, there are four panels: Certificates (Off Work, Sickness Benefit, Accident, Clinical Pathway), Clinical Forms (Diabetes, Gastroenteritis, Cardio Vascular Risk, Maternity, Web Forms, Disease Management, Predict, Best Practice), Forms / Documents (Click here to filter, 15M Well Child Check, 2Y Well Child Check, 3M Well Child Check, 3Y Well Child Check, 4Y Well Child Check, 5M Well Child Check, 6W Well Child Check, Abuse - Domestic), and F9 Resources (Click here to filter, Abdominal examination, ACC Treatment Profiles, Anxiety and Panic Internet Resource, Asthma allergy and Immunology, Asthma and Respiratory Foundation, Asthma Education Slide Show, Asthma Guidelines, Bandolier Search for EBM). The 'Web Forms' link in the Clinical Forms panel is circled in red.

Step 5b : Test – Goto Primary Options

- Click on Primary Options

Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Immunisations | Web Form

Address: <http://www.mypractice.co.nz>

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MyPractice

Electronic Medical Records

Welcome to MyPractice

Easy and Complete
Modern architecture, time tested software >>

WHY MY PRACTICE?

EASY, FRIENDLY, COMPLETE

MyPractice is a multi award winning solution that is proud to be helping GPs and Health Professionals offer better patient care, enjoy greater income and finish the day earlier. Designed and refined for over 15 years by an award winning GP, we started as a strongly clinical system and have grown to offer complete and easy back office and integration to other services.

Forms

- CHF
- COPD
- CVD
- DIABETES
- DEP
- OTHER
- CVD PREDICT
- Waitamata Primary Opti...
- Primary Options Northla...
- Primary Options Aucklan...
- Primary Options Countie...

Step 5c : Click Test Connection

Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Immunisations | Web Form

Address: https://10.192.150.1/poac/pms/intro?PATIENT_SUBURB=Mt%20Eder&PATIE



Primary Options for Acute Care - Counties (POAC) Phone 09 535 7218

Please select your action :-

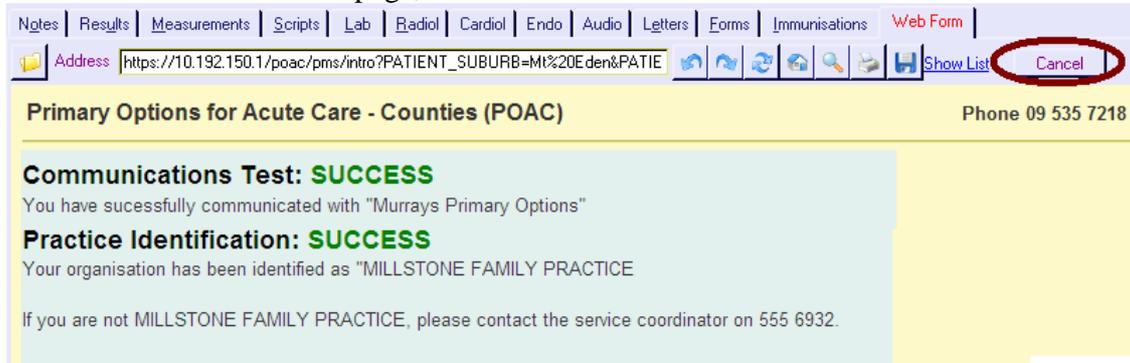
- ▶ **New Referral** Initiate a new referral
- ▶ **Invoice only** Add a Invoice to an existing case
- ▶ **Outcome + Invoice** Complete the outcome for a case (optionally invoicing)
- ▶ **Update Information** Add additional information to the case
- ▶ **View Status Of Claims** View the current status of claims
- ▶ **View Open Cases** View all open cases (or cases requiring more information)
- ▶ **Test Connection** Test connection is operational

[View On-Line Guidelines]

[Contact Us]

Step 6a: Success

You should see the success page, now click "Cancel"



Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Immunisations | Web Form |

Address https://10.192.150.1/poac/pms/intro?PATIENT_SUBURB=Mt%20Ede&PATIE Show List Cancel

Primary Options for Acute Care - Counties (POAC) Phone 09 535 7218

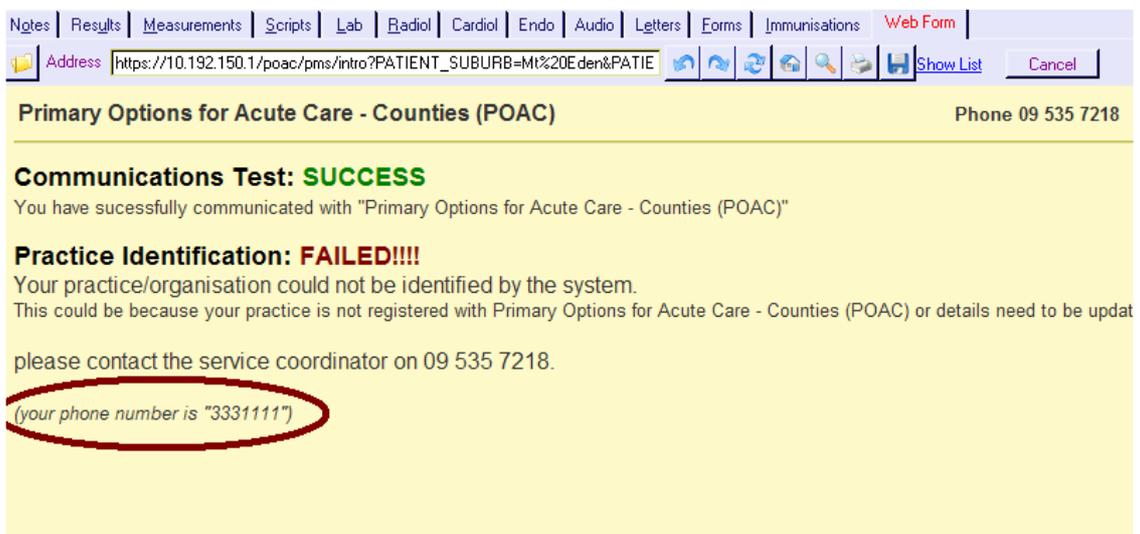
Communications Test: SUCCESS
You have successfully communicated with "Murrays Primary Options"

Practice Identification: SUCCESS
Your organisation has been identified as "MILLSTONE FAMILY PRACTICE"

If you are not MILLSTONE FAMILY PRACTICE, please contact the service coordinator on 555 6932.

Step 6b: Failure

If Practice Identification Fails Note down your phone number, then phone Primary Options to ensure they have your practice and correct phone number recorded.



Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Immunisations | Web Form |

Address https://10.192.150.1/poac/pms/intro?PATIENT_SUBURB=Mt%20Ede&PATIE Show List Cancel

Primary Options for Acute Care - Counties (POAC) Phone 09 535 7218

Communications Test: SUCCESS
You have successfully communicated with "Primary Options for Acute Care - Counties (POAC)"

Practice Identification: FAILED!!!!
Your practice/organisation could not be identified by the system.
This could be because your practice is not registered with Primary Options for Acute Care - Counties (POAC) or details need to be updated.

please contact the service coordinator on 09 535 7218.

(your phone number is "3331111")

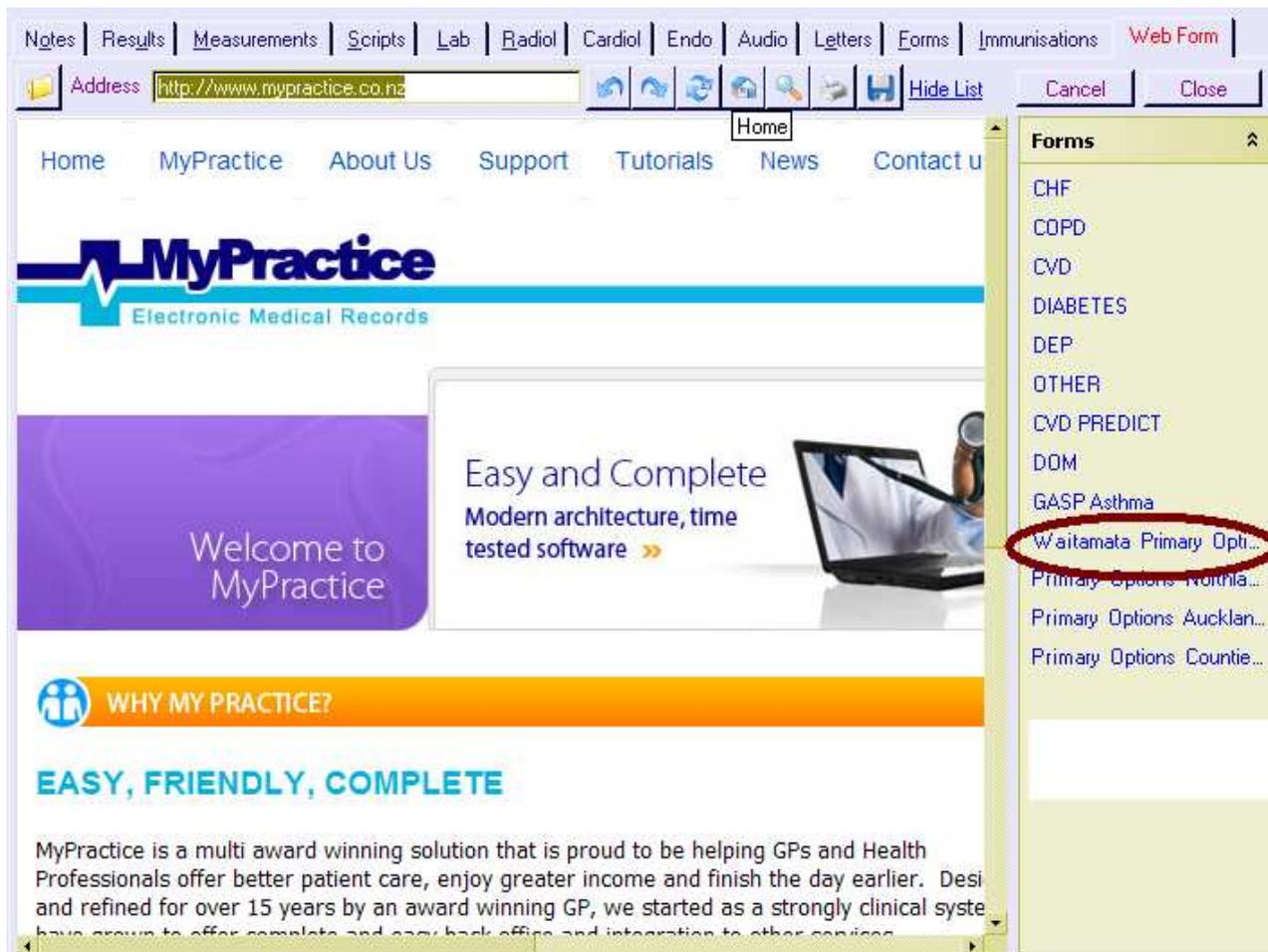
Primary Options Information For MyPractice.NET Users

STEP 1: Goto Web Forms

Choose Forms Tab, then Click Web Forms



STEP 2: Select the appropriate Primary Options Service



STEP 2: NEW REFERRAL

Click "New Referral"

Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Immunisations | Web Form

Address | http://192.168.0.93:3001/pms/intro?PATIENT_SUBURB=Mt%20Eden&PATIEN | Show List | Cancel

 Primary Options Phone 555 1234

Please select your action :-

- New Referral** Initiate a new referral [\[View On-Line Guidelines\]](#)
- Invoice Only** Add a Invoice to an existing case
- Outcome + Invoice** Complete the outcome for a case (optionally invoicing)
- Hospital Discharge with Medication Review** Add a post discharge review [\[Contact Us\]](#)
- Cellulitis Back Referral From ED** Initiate a new referral for IV Therapy
- Update Information** Add additional information to the case
- View Status Of Claims** View the current status of claims
- View Open Cases** View all open cases (or cases requiring more information)
- Test Connection** Test connection is operational

STEP 3: CONFIRM ELIGIBILITY

Confirm Eligibility then click proceeded.

Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Immunisations | Web Form

Address | http://192.168.0.93:3001/pms/intro?PATIENT_SUBURB=Mt%20Eden&PATIEN | Show List | Cancel

Primary Options Phone 555 1234 [\[HOME\]](#)

Confirmation of Eligibility (For a New Referral)

- Patient resides with the **Your DHB** [\[View On-Line Guidelines\]](#)
- Patient would **normally be admitted** / referred to hospital for this episode of care or the hospital has referred the patient to you
- Patient will be **managed by you** or a colleague [\[Contact Us\]](#)
or after hours A/M where necessary
- The period of care under is anticipated to be **3 days or less**
- This condition is **NOT** covered by Acc
- The anticipated cost of care will be under \$300 (otherwise prior approval is required)
- The Patient has been **informed and agrees** to information on this form and other information relating to this illness will be made **available to primary options** and sub-contracted health care providers.

PROCEED WITH REFERRAL

Step 4 COMPLETE THE REFERRAL

Enter the Diagnosis, Coding, add notes then submit

The screenshot shows a web-based medical referral form. At the top, there is a navigation menu with tabs for 'Notes', 'Results', 'Measurements', 'Scripts', 'Lab', 'Radiol', 'Cardiol', 'Endo', 'Audio', 'Letters', 'Forms', 'Immunisations', and 'Web Form'. Below this is an address bar showing a URL. The main form area is titled 'Case' and contains several fields: 'Case Ref#' with the value 'NW953904', 'Provisional/Working Diagnosis' (a text input field), and 'Coding' (a dropdown menu). Below these is a 'Referral' section with the status 'New' and a date selector set to '26/8/2010'. A large text area for 'Relevant Clinical Information (Expand)' is present but empty. At the bottom, an 'Information' section contains the text 'Please coordiate all Ultrasonds with PO' (note the typo). Below this, there are fields for 'Organisation' (Millstone Family Practice) and 'Provider' (Marcus Welby #REG123). A prominent yellow button at the bottom center is labeled 'SUBMIT REFERRAL TO PRIMARY OPTIONS'.

Step 5 Lodge/Save Form into MyPractice

Finally Click OK and the form will be saved in MyPractice.NET,

