

PHI file uploader

Instructions for General Practices

Quick reference guide: Data upload process

The Northern Queensland Primary Health Network (NQPHN) Secure File Uploader solution is simple and intuitive. The overall process consists of the following steps and the sections further below describes what the Practice needs to do to continue to effectively use the system.

Pre-requisites:

- » The Practice is registered with NQPHN to share data for PIP QI and is given a unique practice identifier (number).
- » The Practice signs up to the Data Sharing Agreement.
- » The Practice identifier and administrative email address is recorded in the PHN database to be used for the upload process.

Process overview

- 1 At least one week prior to the cut-off date for each PIP QI submission period (quarterly), the Practice will be emailed (to the administrative email address on record) a secure link to a file upload facility.
 - a. This secure link is unique to each practice and cannot be used by others or guessed.
 - b. The Practice should ensure that if the email was received but filtered by the practice spam filter, that it be retrieved, actioned and also marked as 'not spam' or 'not junk' for future reference.
 - c. The Practice should contact NQPHN if they do not receive an email as expected.
- 2 Within the time limitation specified for the secure link, a person at the Practice, so authorised to access the registered email account used for this purpose, simply opens the email and clicks the link.
- 3 The responsible person will then have the file uploader page displayed in the internet browser of choice.
 - a. The Practice must ensure that it's Clinical Information System (CIS) provider has provided the system upgrade that includes the data extraction capability and that it maintains a version of the system that is capable of providing the data file extract. This means the Practice will need to keep abreast of system upgrades through its CIS provider.
- 4 By clicking the 'upload' button available on the webpage, the responsible person will be able to navigate to the location on their computer or server where the data file is located and select it for upload.
- 5 The responsible person will then receive a notification from the system concerning the success status of the upload.
- 6 NQPHN will check uploads and where there is an issue with data conformance, will contact the Practice and issue a new secure link (if required).
 - a. Note: if the deadline for upload has already passed, NQPHN will take no responsibility for a failure to submit the data (refer to the End User Licence Agreement [EULA])

See next page for PIP QI
uploader instructions



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.



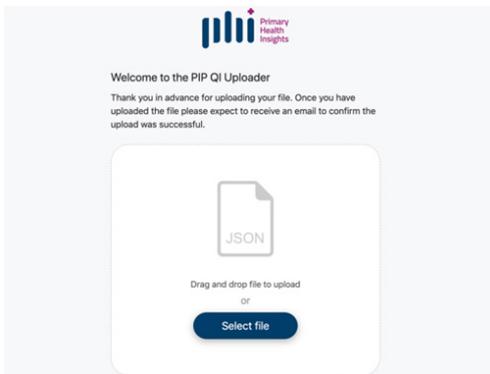
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QUALITY



PIP QI uploader instructions

- 1 Navigate to the email with the subject line: “[FOR ACTION] PIPQI DATA SUBMISSION REQUIRED BY”.
The email will contain an upload link which has been generated specifically for your practice. [Click on the link](#).
Prior to clicking on the link, please ensure you have generated your quarterly json file by following the instructions provided by your clinical information software vendor.

- 2 This will open a web page as shown below:



- 3 To upload your file, either drag and drop your PIP QI json file onto the json icon, or click on “Select File” and navigate to your json file for submission.

Select the file for submission and then click “Open”.

- 4 Whether you used “drag and drop” or “select file” option, the blue button should now have the word “Upload” followed by the name of your file you have selected to submit.

To continue, select the blue box. If you have selected the wrong file, click “cancel” in the top right corner to start again.



- 5 The upload will then take place. Wait until you see the following “Upload Complete” status before closing the browser window.



- 6 If the upload fails or if your secure URL has expired, you will see the below message appear:



- 7 This can occur due to an incorrect file type, or a poor internet connection. To try again, click on the “close” button in the top right corner and start the process again.

If it has been longer than 5 days since you received the initial email, please let us know as soon as possible, so that a new secure link can be sent to you