

How do I run the Service Utilisation Report?

If your PHO requires you to supply Service Utilisation reports you will need to do the following:

- Go to Practice \ Import & Export \ General
- Select the Export Tab, and highlight **Capitation Based Funding** from the list.
- Highlight **Service Utilisation Version 1.1** and click the **Start** button
- The following box appears

Service Utilisation Export (Invoice Based)

Transaction Range:
From: 01/04/2004 To: 30/06/2004

Filter By:
Provider:
 All Only

Agency:

Name	Code
<input type="checkbox"/> Accident Compensation Corporation	ACC
<input checked="" type="checkbox"/> General Medical Subsidy	GMS
<input type="checkbox"/> Immunisations	IMM
<input type="checkbox"/> Maternity	MAT

Include Casuals Include Patient Co-pay Information

Test Transmission

OK Cancel

- Complete the date range and tick boxes as appropriate.
[Your PHO will advise whether you need to tick “Include Casuals” or “Test Transmission”. The Co-pay information is not compulsory – use your own discretion as to whether to tick this box].
- Click **OK**.
- A “Save As” box appears. Double-click on your PHO folder to open it and then click **Save**.
- The file will be saved in XML format ready for sending to your PHO
- A summary of totals for each Agency is displayed on screen and a file is created and saved