

Submitting De-Identified Data via CAT4 for Genie and Practix

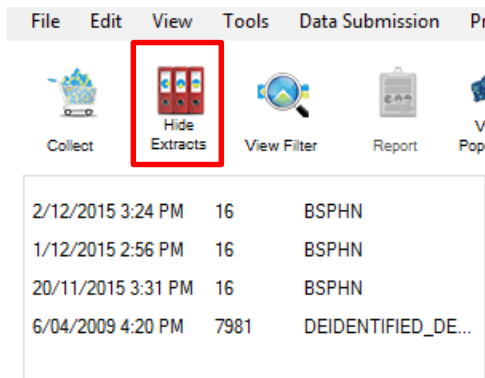
The below instructions will provide steps on how to send a de-identified data extract to Brisbane South PHN via CAT4.

Note: The 'Send to' option will need to be setup, on a once off basis, before you can complete the below steps. Please contact the Brisbane South PHN eHealth team for support.

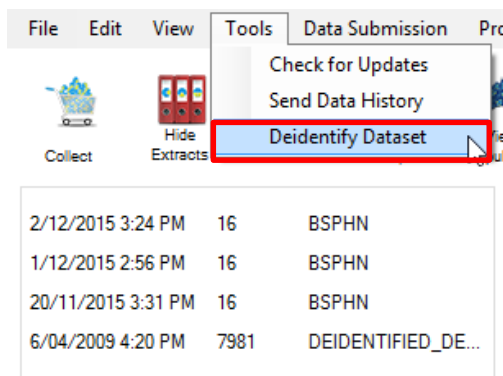
1. Open and log into CAT4 software
2. Open the full version of CAT4 by clicking on the briefcase located at the top of the dashboard



3. Click on the 'View Extracts' button from the menu bar to view the list of extractions. Click on the required data set to select it or complete a new collection if required.

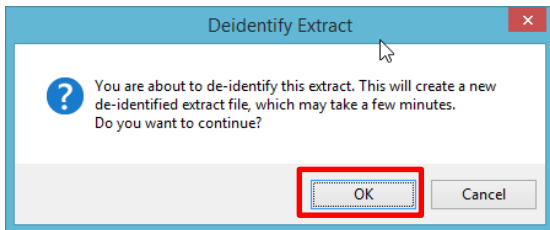


4. From the 'Tools' menu select 'De-identify Dataset'

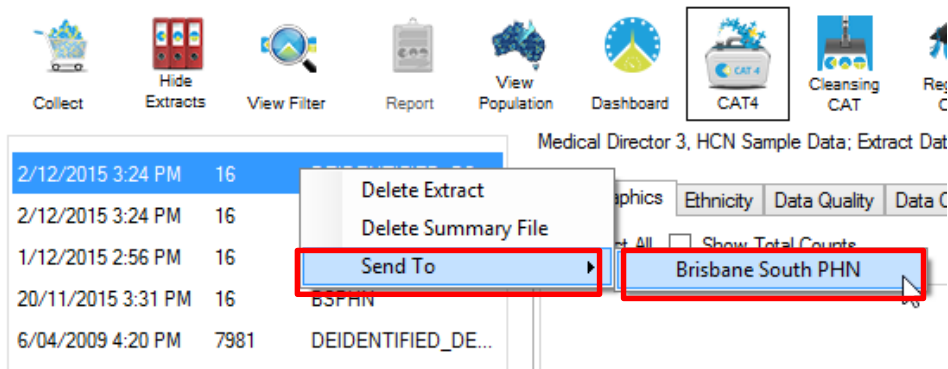


5. Click on the 'OK' button to continue with the de-identification.

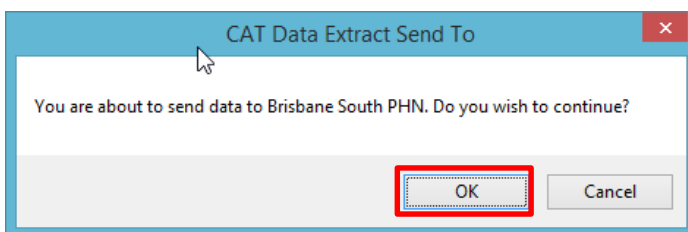
Note: You will receive a successful notification once completed; click the 'OK' button to proceed. You will be able to view the de-identified data set in the extraction menu.



- Click on the new de-identified data set from the extract menu. Once highlighted **right click** and select 'Send To' and then 'Brisbane South PHN'.



- Click on the 'OK' button to continue



- A progress bar will display to show the submission progress. A notification will display once complete.

Data Submissions are automatic for Medical Director, Best Practice and Zedmed and therefore these instructions are not required.

Useful resources and information is available on the Brisbane South PHN Digital Health webpage <http://www.bsphn.org.au/primary-health-support/digital-health/>

For enquiries or support please contact your Digital Health Implementation Team Consultants
Phone: 1300 467 265, follow the prompts to the Program Delivery Team
Email: ehealth@bsphn.org.au