

PHN Exchange Guide to Getting Started

An Australian Government Initiative

UPDATED DECEMBER 2020



ACCESSING THE PHN EXCHANGE FOR DARLING DOWNS AND WEST MORETON PHN

Visit the PHN Exchange website at https://www.phnexchange.com.au

Compatible web browsers include Chrome, Firefox and Microsoft Edge.

Select the Darling Downs and West Moreton PHN region on the map.



Then click 'Continue to Darling Downs and West Moreton PHN' at the bottom to proceed.

CREATING YOUR USER ACCOUNT

← Close Darling Downs and West Moreton PHN	Welcome to Darling Down	is and West Moreton PHN	PO Box 81, Toowoomba QLD 4350 www.ddwmphr.com.au info@ddwmphr.com.au (07,44515.0900
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Sign in Phn exchange Version 4.0	Community and Environment Demographics Health Conditions Health Cutcomes Primary Health Care Priority Groups Social and Economic	Cherbourg Coondiwindi Ipswich Lockyer Valley Somerset Southern Downs. Toowoomba	Darling Downs and West Moreton PHN AIHW Dashboard

Select **'Sign In'** from the menu on the left-hand side.

Record your email address, details, and a secure password for accessing PHN Exchange.

Sign In	
One-click sign in to PHN Exchange with a Microsoft account	
SIGN 1	N WITH MICROSOFT
	OR
Sign in with existing email	Sign up with new email
	Email
Password	Preferred Name
Forgotten your password?	Post Code
SIGN IN	Password @
	Confirm Password
	Tm not a robot
	RESEND CONFIRMATION EMAIL REGISTER
	CLOSE

Once completed, click **'Register'** to proceed.

An email will be sent to the email address you recorded, to confirm registration.

	PHN Exchange Confirm I	Registration 🥭 Index x
۸	PHN-Exchange «phnexchange@murrayphr to me *	Lorg au-
	PI	HN Exchange
	Hello, you have been registered on PHN If this was not you, please ignore this er	Exchange, nail and the account will be removed within 48 hours.
	Confirm your regrestation, please click	the link below:
	Reply Forward	We need to request practices to email / notify their PCLO once they have received this email and confirmed their registration.
		We then need to link their account to the GP Data Reports.

Please look for this email and **'Confirm Registration'** so that your account can be created.

← PHN Exchange	
Darling Downs and West Moreton PHN DALING DOWNS DALING DOWNS MORETON Metatalas Coverner/Maters	PO Box Confirm Email Please check your inbox, we have sent you an email to confirm your registration.
Home Home Priority Areas ABS Atlas Resources	Tentary Gat 2ast
Account Sign in	

Please advise your **Primary Care Liaison Officer**, to connect your account to your practice.

Have a Microsoft account at your practice?

If you have a Microsoft account at your practice, you can use the PHN Exchange Single Sign On feature.

This will use your existing Microsoft account details to also log into the PHN Exchange.

You can register your details by clicking the 'Sign in with Microsoft' button.

Sign In	
One-click sign in to PHN Exchange with a Microsoft account	
•	SIGN IN WITH MICROSOFT
Sign in with existing email	Sign up with new email
	Email
Password	Preferred Name
Forgotten your password?	Post Code
	SIGN IN Password 0
	Confirm Password
	Tim not a robot
	RESEND CONFIRMATION EMAIL REGISTER
	CLOSS

Please follow the account registration process listed above to complete the creation of your account.

LOGGING INTO YOUR ACCOUNT

If you linked your existing Microsoft account, you can log in using the blue **'Sign In With Microsoft'** button.

If you signed up with your email address and password, you can **'Sign in with existing email'** that you successfully registered.

Sign In		1
One-click sign in to PHN Exchange with a Microsoft account		I.
•	SIGN IN WITH MICROSOFT	
OR	OR	I
Sign in with existing email	Sign up with new email	Į
I	Email	
Password	Preferred Name	I
Forgotten your password?	Post Code	Į
	Password @	I
	Confirm Password	I
	I'm not a robot	l
	RESEND CONFIRMATION EMAIL REGISTER	Ļ
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Forgot your password?

Select the 'Forgot your password?' link at the sign in page to start the password reset process.

Sign In		
One-click sign in to PMN Exchange with a Microsoft account		
•	SIGN IN WI	пі мк
		OR
Sign in with existing email	5	
Password	5	
Forgotten your password?		
	SIGN IN	

ACCESSING YOUR GENERAL PRACTICE HUB WITH INFORMATION AND DATA REPORTS FOR YOUR PRACTICE

Select **'GP Hub'** on the left-hand-side.

← Close	Welcome to Darling Downs	and West Moreton PHN	PO Box 81, Toowoomba QLD 4350 www.ddwmphn.com.au info@ddwmphn.com.au (07) 4615 0900
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ABS Atlas	★ Priority Areas	Catchment Regions	PHN Resources
Resources	Community and Environment	Cherbourg	Darling Downs and West Moreton PHN AIHW
Man Help Centre	Demographics	Goondiwindi	Dashooard
	Health Conditions	lpswich	
GP Hub new	Health Outcomes	Lockyer Valley	
Account	Primary Health Care	Somerset	
My Details	Priority Groups	South Burnett	
Sign out	Social and Economic	Southern Downs	
nhn		Toowoomba	
exchange		Western Downs	

In the GP Hub you can:

- Update practice details, at the **Practice Profile** section.
- See your PIP QI reports and other information based on the data your practices shares with the PHN, at the **Data Report** section.
- Access additional resources, such as the PIPQI report for the whole region prepared for the Australian Institute of Health and Welfare (AIHW), at the **Resources** section.

Updating your Practice Profile

An initial profile was created for your practice.

Click on **'Practice Profile'** within the GP Hub.

Here you can see your practice information and regularly review to ensure it remains up to date.

Importantly, the profile includes your **PIP Identifier**. This is required to ensure successful payment of the Practice Improvement Program Quality Improvement (PIP QI) Incentive to your practice.



Accessing your Data Report

See your PIP QI reports and other information from your GP Data shared with the PHN.

Select **'Data Report'** within the GP Hub.



Select a report to access, including PIP QI.

> Demographic Profile
> Aboriginal and Torres Strait Islander Health Assessments
> Data Quality Trend
> Mental Health Trend
> Health Assessments Trend
> Screening Trend
> Diabetes Trend
> Coronary Heart Disease Trend
> Respiratory Trend

Want more information about the Data Report?

Click on the one-minute video to hear a brief explanation of the data trend or click on the print tab to print the viewed page.



Access additional Resources

Darling Downs and West Moreton PHN will place additional resources for practices in the PHN Exchange, such as the PIPQI report for the whole region prepared for the Australian Institute of Health and Welfare (AIHW).

Select 'Resources' within the GP Hub to access these.

Practice Summary Estimated active patients for your practice at October 2020 is 15727. Last Practice Profile Review: Never Latest Data Submission: October 2020	
Practice Profile Maintain and organise your practice information.	 Licensing and Agreements Electronic agreements between your practice and your PHN.
Data Report Customised reporting and benchmarking for your practice data.	Resources Resources specific to your practice provided by your PHN