

PHN Exchange Guide to Getting Started

UPDATED DECEMBER 2020

phn
exchange

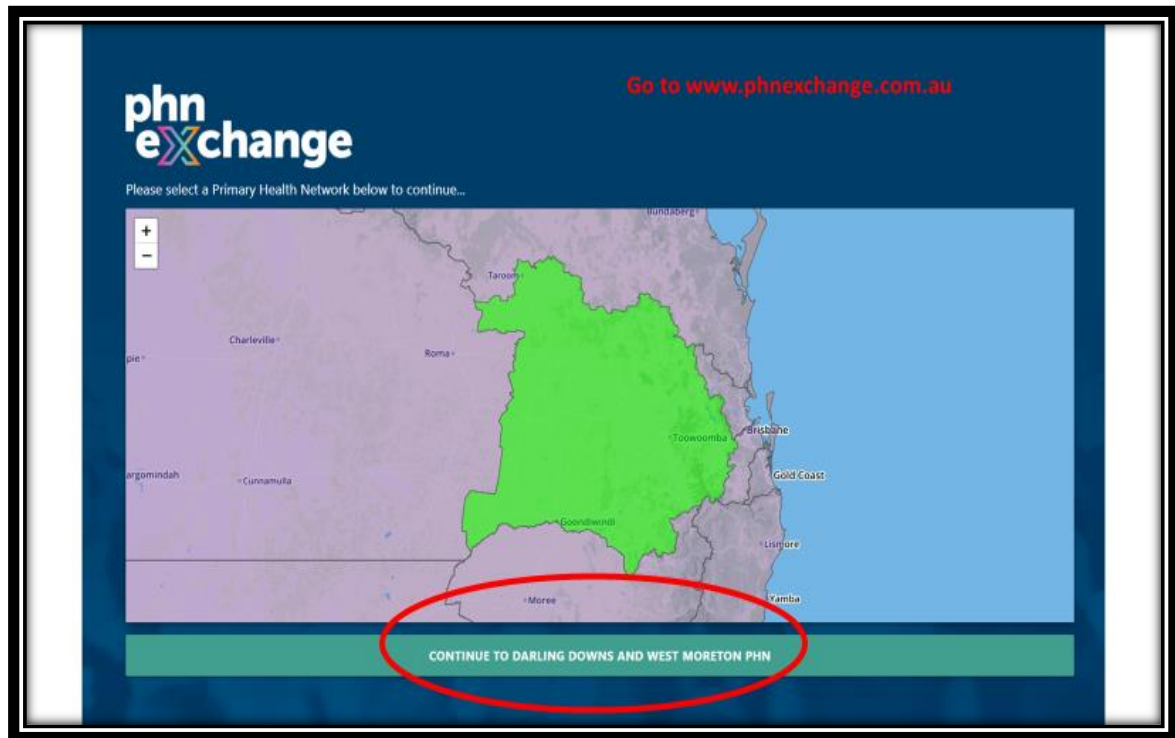


ACCESSING THE PHN EXCHANGE FOR DARLING DOWNS AND WEST MORETON PHN

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

Compatible web browsers include Chrome, Firefox and Microsoft Edge.

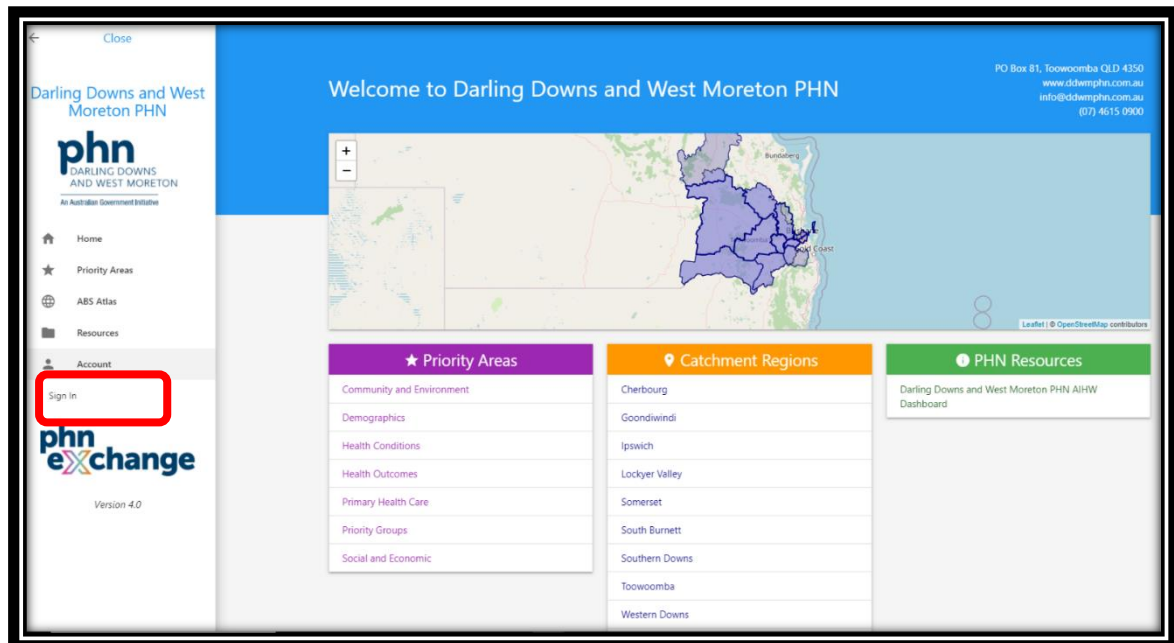
Select the Darling Downs and West Moreton PHN region on the map.



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

CREATING YOUR USER ACCOUNT

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

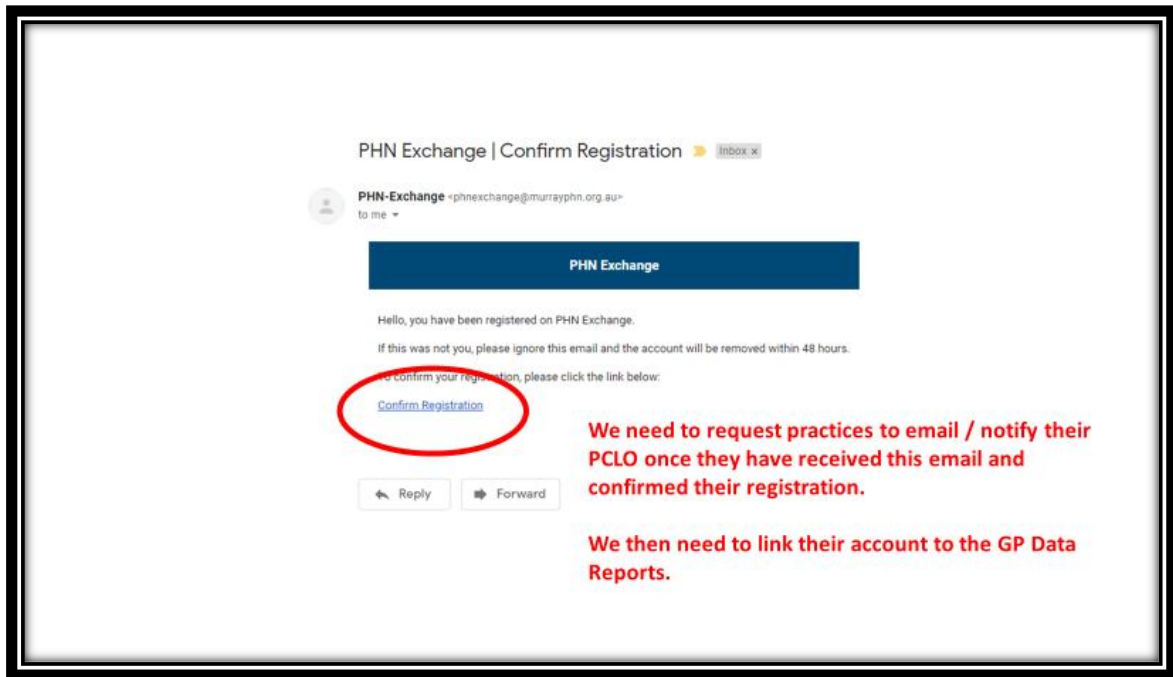


Record your email address, details, and a secure password for accessing PHN Exchange.

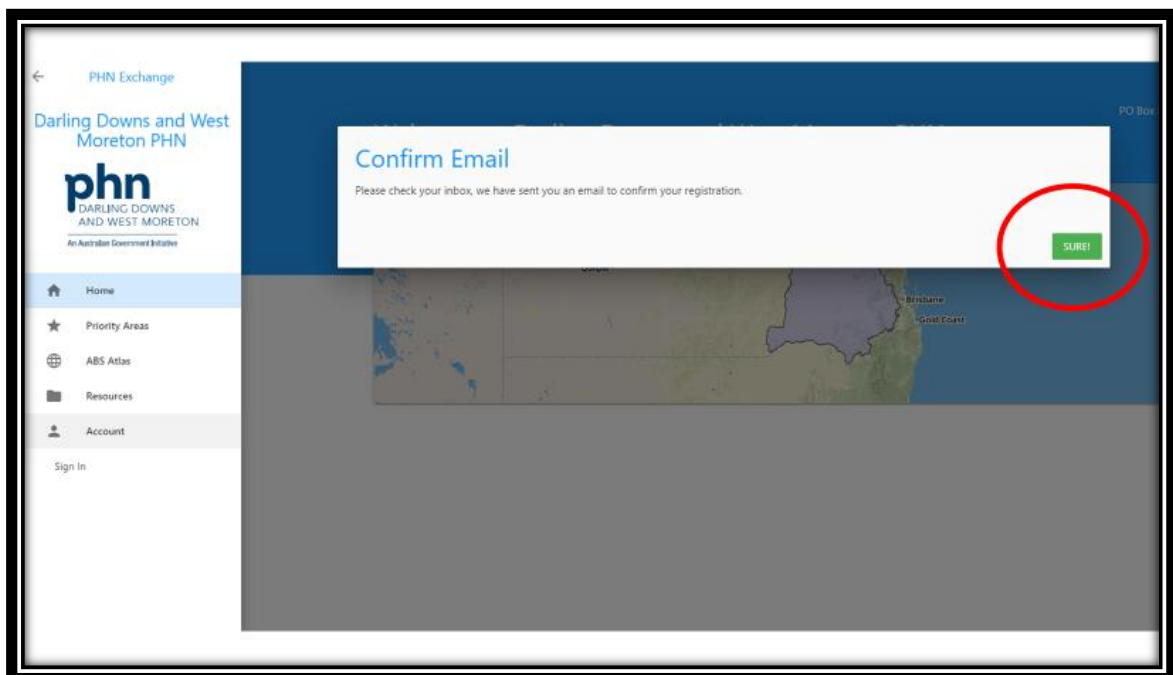
Once completed, click **'Register'** to proceed.

The screenshot shows the 'Sign In' page of the PHN Exchange. It offers two options: 'Sign in with existing email' and 'Sign up with new email'. The 'Sign up with new email' section is highlighted with a red rounded rectangle. This section includes input fields for Email, Preferred Name, Post Code, Password, and Confirm Password. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot'. At the bottom of the registration section, there is a 'REGISTER' button, which is also highlighted with a red rectangle. A 'RESEND CONFIRMATION EMAIL' link is located just above the 'REGISTER' button. The page also features a 'SIGN IN WITH MICROSOFT' button at the top and a 'CLOSE' link at the bottom right.

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



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



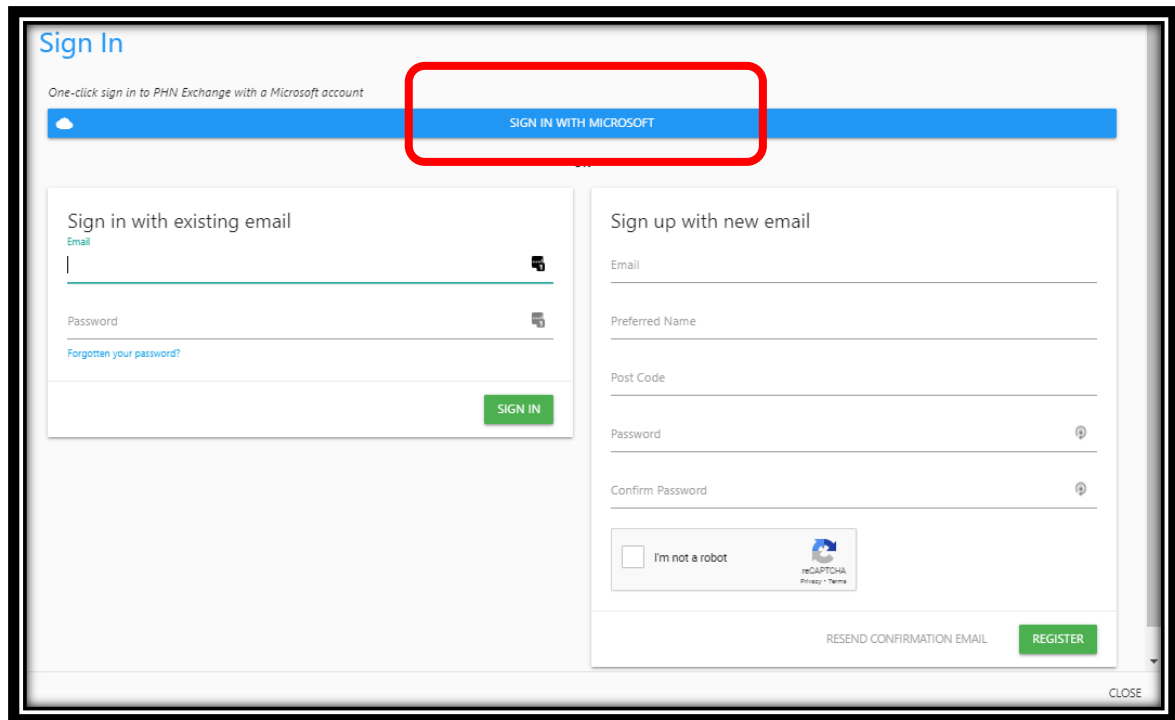
Please advise your **Primary Care Liaison Officer**, to connect your account to your practice.

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.



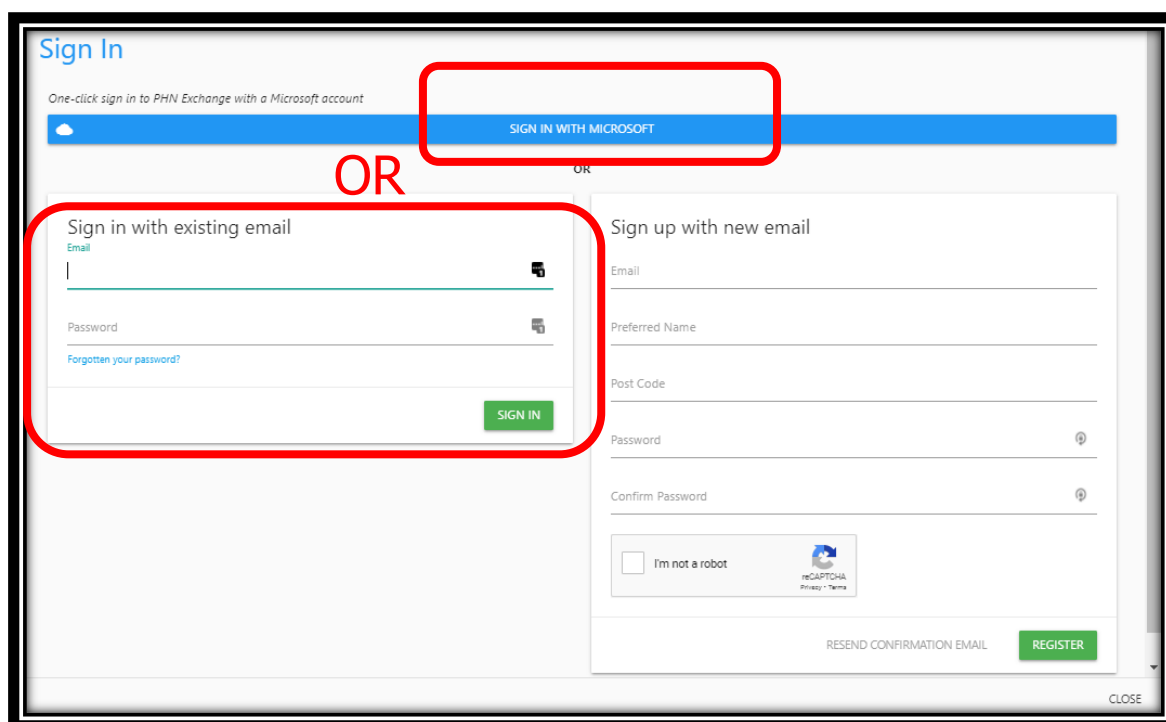
The screenshot shows the 'Sign In' page of the PHN Exchange. At the top, there is a blue banner with a cloud icon and the text 'One-click sign in to PHN Exchange with a Microsoft account'. Below this banner is a blue button labeled 'SIGN IN WITH MICROSOFT', which is highlighted with a red rectangle. Below the banner, there are two main sections: 'Sign in with existing email' and 'Sign up with new email'. The 'Sign in with existing email' section has fields for 'Email' and 'Password', a 'Forgotten your password?' link, and a green 'SIGN IN' button. The 'Sign up with new email' section has fields for 'Email', 'Preferred Name', 'Post Code', 'Password', and 'Confirm Password', a reCAPTCHA widget, a 'RESEND CONFIRMATION EMAIL' link, and a green 'REGISTER' button. A 'CLOSE' link is visible in the bottom right corner.

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.

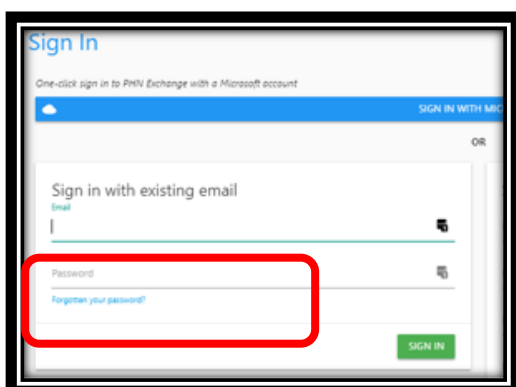
If you signed up with your email address and password, you can **'Sign in with existing email'** that you successfully registered.



The screenshot shows the 'Sign In' page. At the top, there is a blue bar with the text 'SIGN IN WITH MICROSOFT'. Below this, there is a large red 'OR' in the center. To the left of the 'OR', there is a section titled 'Sign in with existing email' which includes fields for 'Email' and 'Password', a 'Forgotten your password?' link, and a green 'SIGN IN' button. To the right of the 'OR', there is a section titled 'Sign up with new email' which includes fields for 'Email', 'Preferred Name', 'Post Code', 'Password', and 'Confirm Password', a 'RECAPTCHA' checkbox, and a green 'REGISTER' button. A 'CLOSE' button is visible in the bottom right corner.

Forgot your password?

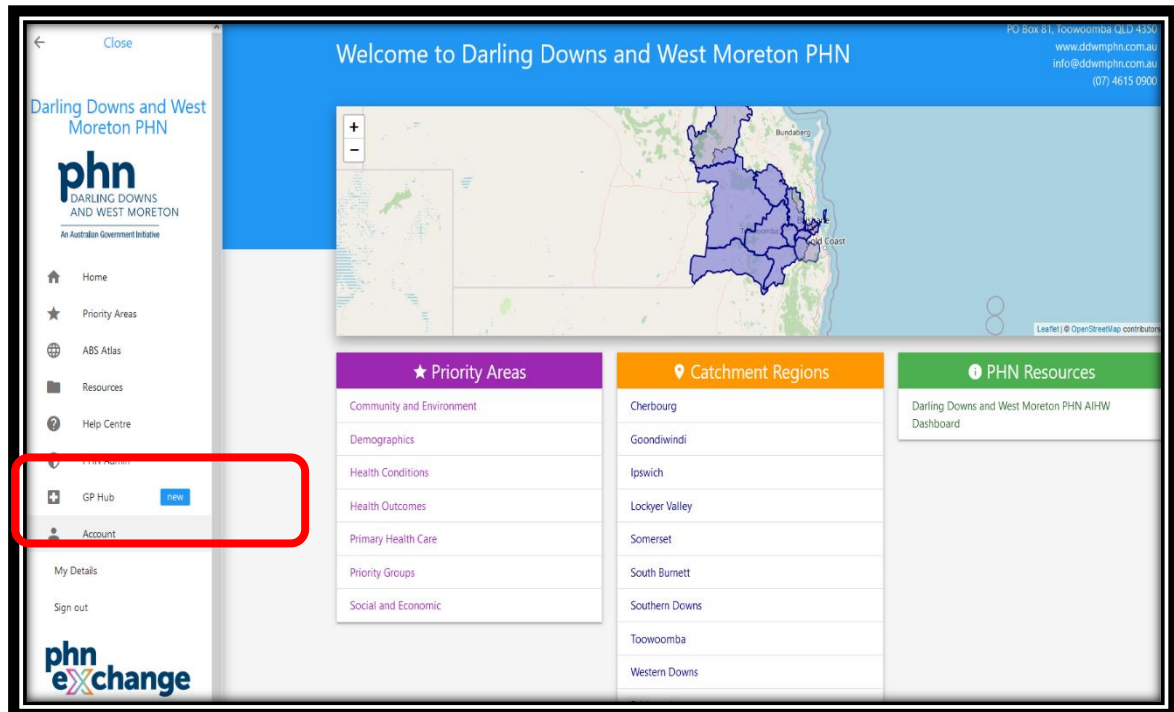
Select the **'Forgot your password?'** link at the sign in page to start the password reset process.



This is a zoomed-in view of the 'Sign in with existing email' section from the previous screenshot. A red box highlights the 'Forgotten your password?' link, which is located below the password field.

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

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



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.

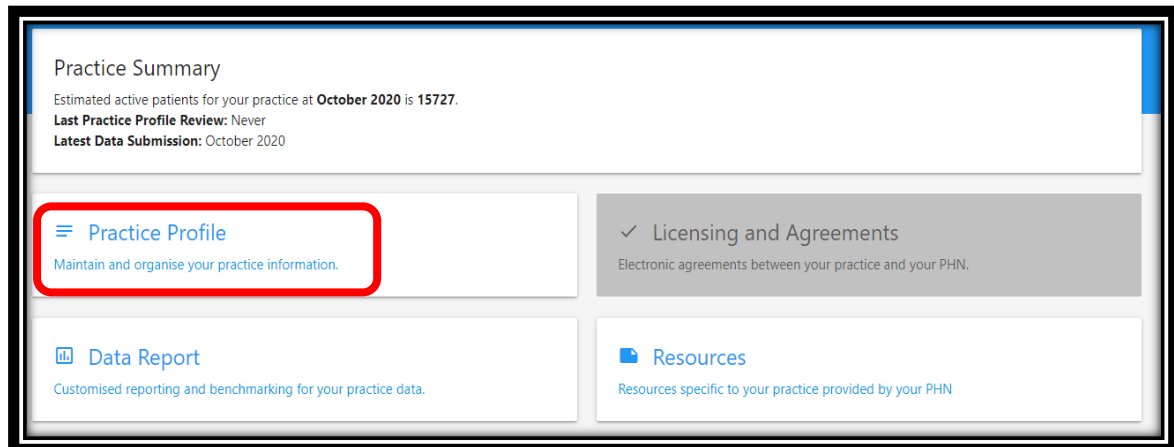
Updating your Practice Profile

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.

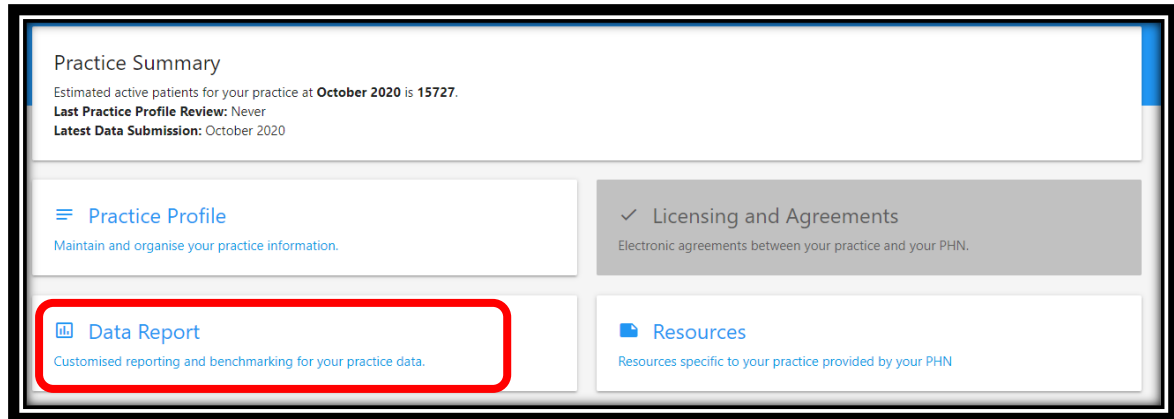
Importantly, the profile includes your **PIP Identifier**. This is required to ensure successful payment of the Practice Improvement Program Quality Improvement (PIP QI) Incentive to your practice.



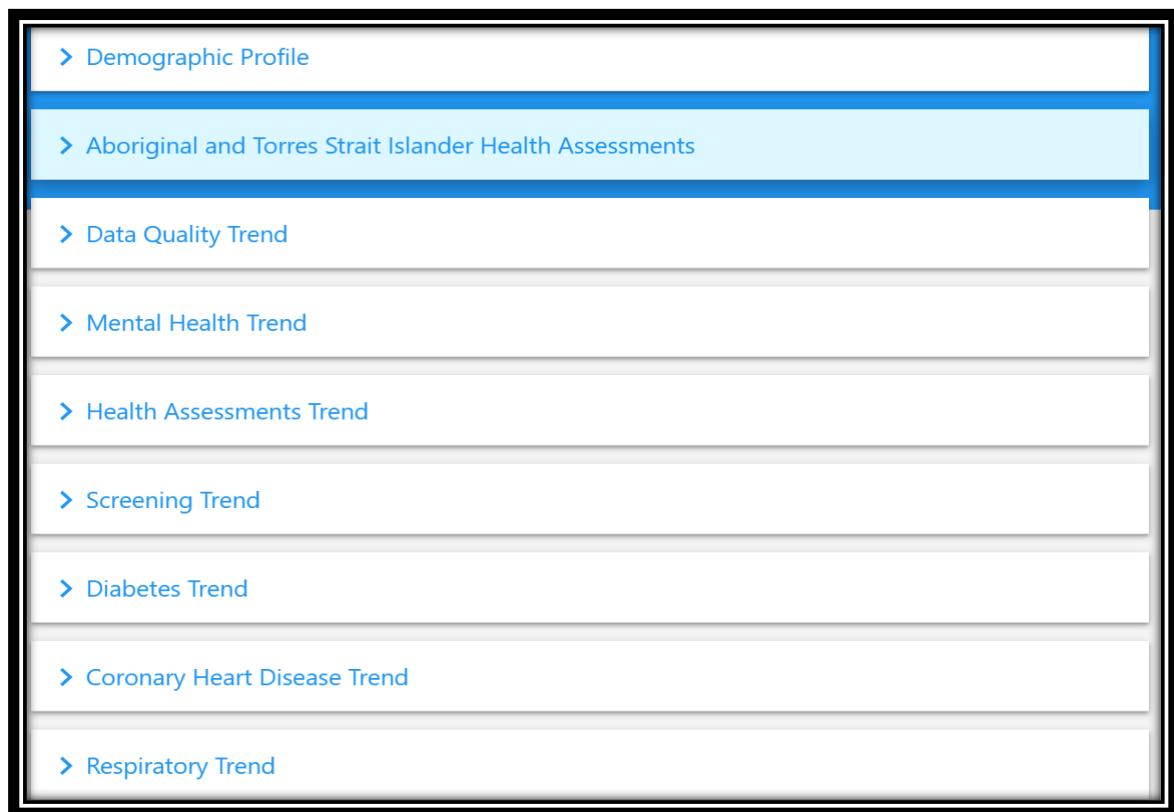
Accessing your Data Report

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.



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.

