

DDWMPHN Secure File Uploader Portal

Quick Reference Guide: PIP QI JSON Data Submission

The Darling Downs and West Moreton Primary Health Network (DDWMPHN) Secure File Uploader Portal provides a simple and secure way to submit PIP QI data.

The overall process consists of the following steps, and the sections further below describe what the Practice needs to do to continue to successfully submit PIP QI data using the DDWMPHN Secure File Uploader Portal:

Prerequisites:

- The Practice is registered with Darling Downs and West Moreton PHN 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 **are** recorded in the PHN database for use during the upload process.

Submission Frequency

- Under the Australian Government PIP QI Incentive, practices are required to submit an eligible data extract at least once per PIP QI submission period (quarter) by the relevant submission cut-off date.
- To support timely reporting, reduce the risk of missed quarterly submissions, and enable earlier identification of any data or technical issues, **DDWMPHN requests that participating practices submit data monthly** using the secure upload links provided.
- Practices should ensure that at least one successful submission is completed by the applicable PIP QI submission cut-off date.

Reference period	Data submission period	Payment month
1 August to 31 October	1 August to 15 October	November
1 November to 31 January	1 November to 15 January	February
1 February to 30 April	1 February to 15 April	May
1 May to 31 July	1 May to 15 July	August

Process Overview:

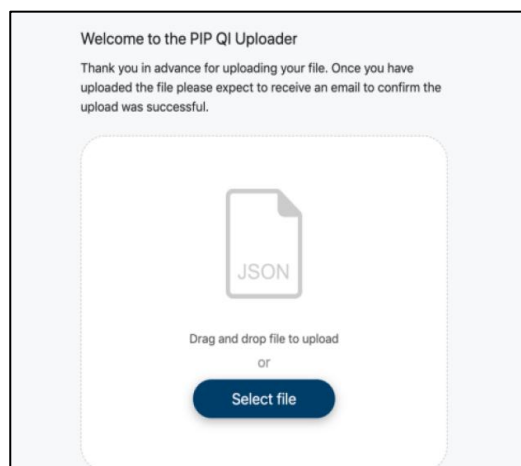
1. **Each month**, the Practice will receive an email (to the administrative email address on record) with a unique secure link to the DDWMPHN file upload facility.
 - a) This secure link is unique to each practice and cannot be used by others or guessed.
 - b) If the email has been filtered to the practice's spam or junk folder, it should be retrieved, actioned and marked as "Not Spam" or "Not Junk" to ensure future emails are received correctly.
 - c) The Practice should contact the PHN if they do not receive an email as expected.

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2. Within the validity period of the secure link, an authorised person at the Practice should open the email and click 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 its Clinical Information System (CIS) has been updated to a version that supports PIP QI JSON data extraction. Practices should keep their CIS up to date in accordance with their vendor's recommended releases.
4. By clicking "Select File" on the webpage, the responsible person will be able to navigate to the location of the data file on their computer or server and select it for upload.
5. The responsible person will receive a notification confirming whether the upload was successful.
6. The PHN will review submitted files. Where a data conformance issue is identified, the Practice will be contacted and, if required, a new secure upload link will be issued.
 - a) Note: If the deadline for upload has already passed, the PHN will take no responsibility for a failure to submit the data (refer to the EULA).

PIP QI Uploader Instructions:

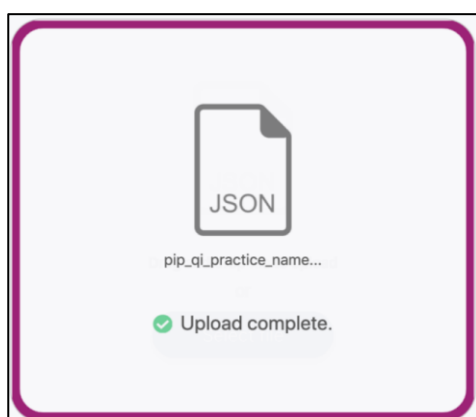
1. Navigate to the email with the subject line "[ACTION REQUIRED] PIP QI Data Submission Required By DDWMPHN". The email contains a practice-specific upload link. Before clicking the link, ensure you have generated your PIP QI JSON file by following the instructions provided by your clinical information software vendor.
2. This will open a web page as shown below:



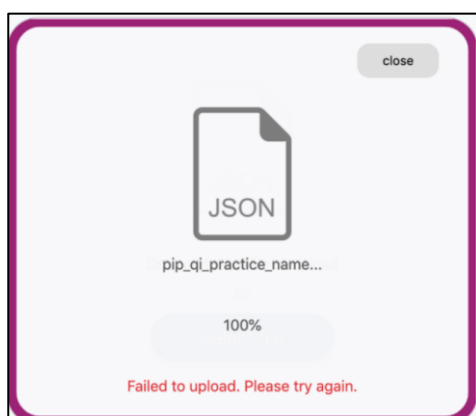
3. To upload your file, either drag and drop your PIP QI JSON file onto the JSON icon or click on "Select File" and navigate to your JSON file for submission. Select the file for submission and then click "Open".
4. Whether you used the "drag and drop" or "Select File" option, the blue button will now display "Upload" followed by the name of the file you selected. To continue, click "Upload". If you 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, the following message will appear:



7. This may occur due to an incorrect file type or poor internet connection. To try again, click on the “Close” button in the top right corner and start the process again. If more than 5 days have passed since you received the initial email, please contact DDWMPHN so that a new secure upload link can be issued.
8. If you continue to experience issues, or require a new secure upload link, please contact the DDWMPHN Primary Sense Team at primarysense@ddwmpnh.com.au