

# PIP QI - Create and Export a JSON File for Upload



Unknown macro: 'export-link'

This guide contains all steps for a practice to login to CAT4, collect data, load the extract, export a JSON file and finally upload that JSON file to your PHN.

After CAT4 has been installed and configured (please contact your PHN and/or Pen CS support for assistance) you can log in using the user name and password provided by your PHN.

Once the CAT4 software has been installed it is available from your Programs List and as a short cut on the desktop. Click the Desktop Shortcut to start the program.



OR

- Click Start > All Programs > Pen Computer Systems > Pen CS clinical Audit Tool 4
- This will load the login screen
- Enter your Username and Password and click 'Login'
- This will load the dashboard, allowing you to choose different views and other functionality. Please refer to the quick reference guide CAT4 Dashboard for full details

Matthias

Password

[Forgot your password?](#)

**PenCS**

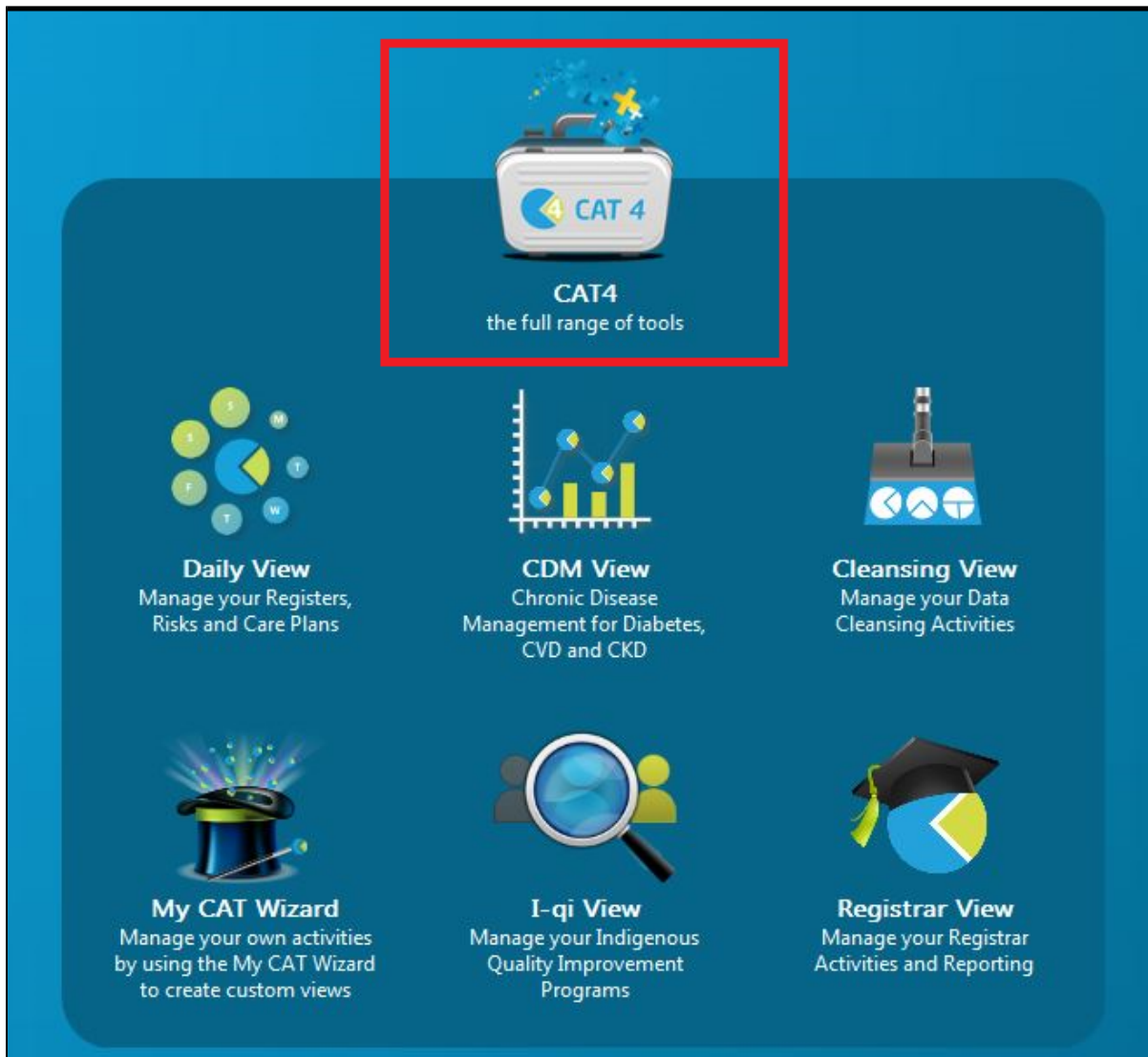
**Need Support?**  
**FREECALL 1800 762 993**  
[www.pencs.com.au](http://www.pencs.com.au)

**Remote Support**

**Version: 4.0.3.0**

*Figure2: CAT4 Logon Screen*

Once you have logged in, you will see the CAT4 dashboard. Click on the CAT4 view on the dashboard as shown below.



If you don't have any data extracts you will need to run a new collect. Check the extract pane for extracts before you run a collect. The CAT4 user interface is explained below.

## Navigating CAT4 Menus

The CAT4 screen has been broken into four key areas, Menu Bar, Data Extracts, Filters and Reports.

Click to show/hide your extracts

Click to show/hide the filter panel

Click 'Collect' to collect a new extract

Access to different CAT modules

Clear Filters First!

Recalculate after applying any changes to your filters

Progress bar

**Extracts**

**Filters**

**Reports**

Demographic Breakdown by Age [Population = 76]  
Females = 33, Males = 38, Other = 1, Not Recorded = 4

## Navigating Cleansing CAT4 Menus

Double click on the patient name to open their record in your clinical system

Click on any column header to sort

If you have confirmed that the patient does not have the indicated condition, clicking here will remove them from future reports

Click on 'Save As' to save the report in Excel or CSV

Click on Export to save a list of patients

**Data Cleansing**

Missing Demographics Missing Clinical/Accreditation Items Indicated CKD with No Diagnosis Indicated Diabetes with No Diagnosis Indicated Mental Health with No Diagnosis Indicated COPD with No Diagnosis Indicated Osteoporosis with No C

Indicated Reviewed

Patient List page 1 of 9 [Count = 167]

Double-click a patient to open it in your clinical system (MD, BP, Zedmed).  
Click on Column Heading to sort

Likely Possible Review

Surname	First Name	DOB	Indication Date	Sex	Anti-diabetic Medication	HbA1c	FBG	Eye Exam	BMI	BP	Foot Exam	Chol	Trig	HDL	Malb	Smoking	eGFR	Assigned Provider	Confirm Condition Does Not Exist
Surname	Firstname_1015	01/11/1948	30/11/2020	M					29.4	125/70		4.0	1.3	1.29		Never smoked	67	Surname_6	
Surname	Firstname_1023	01/11/1975	18/01/2018	F	Y	5.8	5.2		44.5	135/93		6.6	1.7	1.12	0	Ex smoker	105.547		
Surname	Firstname_10315	01/11/1935	20/07/2017	M		6.7			22.3	138/70		4.2	1.2	1.41		Ex smoker	67	Surname_8	
Surname	Firstname_10435	01/11/1943	04/06/2021	F			9.3		23.7	127/76		5.7	2.1	1.19		Never smoked	65	Surname_6	
Surname	Firstname_10529	01/11/1960	15/03/2019	F		6.2	6.1		27.8	144/68		5.1	5.3	0.94		Never smoked	97.799		
Surname	Firstname_10599	01/11/1929	05/10/2021	F		5.8	7.4		24.9			3.4	0.6			76	Surname_3		
Surname	Firstname_1061	01/11/1949	24/09/2021	F	Y		5.5		42.4	132/95		4.8	2.1	1.73		Ex smoker	84	Surname_5	
Surname	Firstname_107	01/11/1981	01/02/2021	F	Y	4.7			34.2			7.2	1.0	1.47		Never smoked	121.245	Surname_3	
Surname	Firstname_10700	01/11/1956	20/11/2018	M		6.3	5.7		37.6	168/86		5.1	1.8	1.41		Smoker	100.297		
Surname	Firstname_10729	01/11/1955	01/06/2018	M	Y	11.6			110/80			5.9	3.5	0.95		Smoker		Surname_7	
Surname	Firstname_10782	01/11/1980	26/02/2021	M	Y	5.8	5.9		31.8	120/80		5.7	2.3	0.91	17	Ex smoker	110.145	Surname_3	
Surname	Firstname_1081	01/11/1949	07/07/2016	F			8.4		157/103			6.7	2.0	1.21	0	Never smoked	75	Surname_8	
Surname	Firstname_10846	01/11/1958	03/11/2016	M		6.2	7.0		117/72			3.6	1.3	0.96		Ex smoker	93.316	Surname_7	
Surname	Firstname_10847	01/11/1974	20/03/2018	F			7.1		42.8			4.3	2.1	0.84		Ex smoker	90.450	Surname_3	
Surname	Firstname_1092	01/11/1949	12/04/2021	F		6.1	5.7		27.9	130/70		6.0	1.3	1.35		Never smoked	64	Surname_3	
Surname	Firstname_11035	01/11/1941	19/08/2021	M	Y	7.6			30.1	155/90		2.7	1.7	0.61	5	Never smoked	82	Surname_3	
Surname	Firstname_1111	01/11/1945	25/02/2019	F		10.8						5.4	4.1	0.91	809		24		
Surname	Firstname_11116	01/11/1931	30/09/2020	M		6.2			29.2	110/56		3.5	1.2	1.12		Never smoked	32	Surname_10	
Surname	Firstname_11123	01/11/1943	28/05/2015	M		6.5			33.1	150/67		3.5	1.3	0.73		Smoker	51		
Surname	Firstname_1115	01/11/1946	05/10/2021	M	Y	6.5	5.5		25.7	134/72		5.7	0.6	1.30	11	Never smoked	84	Surname_2	

## Navigating Reports

A patient reidentification report produced in CAT4 and Cleansing CAT will display to your screen. You can save your report in Excel, Word or PDF formats or print a hard copy.

Move between pages    Configure print layout    Export the patient list in many formats    Click above any column header to sort

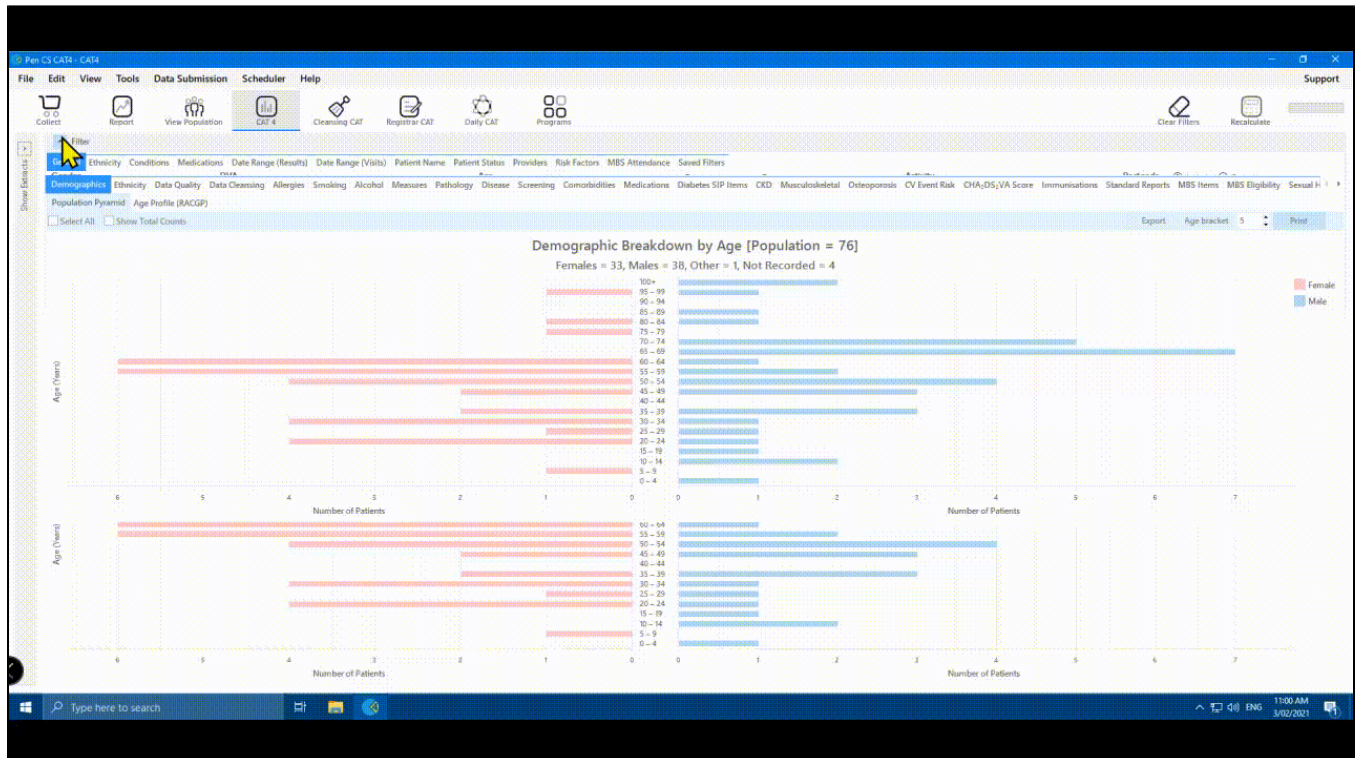
Reidentify Report [Patient Count = 1776]  
Selected: Smoking (Not Recorded)

ID	Surname	First Name	Known As	Sex	D.O.B (Age)	Address	City	Postcode	Phone (H/W)	Phone (M)	Medicare	Smoking	Review Date
10080	Surname	Firstname_6	Firstname_6	F	01/11/1954 (67)	12 John St	Suburb Town	4733	H:07 50505050 W:07 50509999	1234999999	1234123412 34	Not Recorded	
7278	Surname	Firstname_10	Firstname_10	F	01/11/1994 (27)	12 John St	Suburb Town	2498	H:07 50505050 W:07 50509999	1234999999	1234123412 34	Not Recorded	
1456	Surname	Firstname_11	Firstname_11	M	01/11/2010 (11)	12 Jogger St	Suburb Town	3416	H:07 50505050 W:07 50509999	1234999999	1234123412 34	Not Recorded	
5844	Surname	Firstname_13	Firstname_13	M	01/11/2007 (14)	12 Jogger St	Suburb Town	3871	H:07 50505050 W:07 50509999	1234999999	1234123412 34	Not Recorded	
9311	Surname	Firstname_23	Firstname_23	M	01/11/2011 (10)	12 Jogger St	Suburb Town	2015	H:07 50505050 W:07 50509999	1234999999	1234123412 34	Not Recorded	
8556	Surname	Firstname_33	Firstname_33	F	01/11/1993 (28)	12 John St	Suburb Town	3062	H:07 50505050 W:07 50509999	1234999999	1234123412 34	Not Recorded	

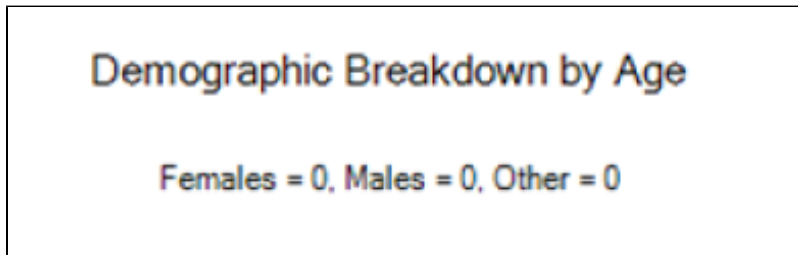
Refine the list if required    Remove patients who have opted out of recall    Create SMS or Voice Recall messages    Create Prompts for Topbar based on the list displayed

Refine Selection    Add/Withdraw Patient Consent    Generate Plus    SMS Recall    Voicemail Recall    Topbar Prompt

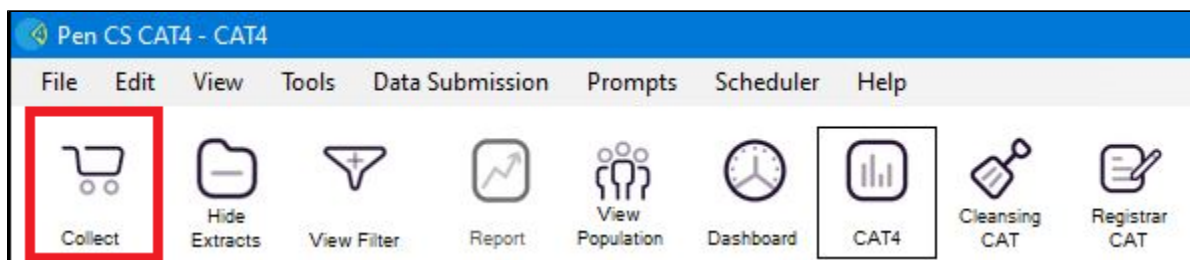
It is recommended to hide the data extracts (Snapshots) and data filter (Filters) areas of the screen in order to make best use of your screen space to view the data results (Reports). You can toggle between the View/Hide modes at any time by clicking on the arrow icon in the respective bar.



**Note:** On first start-up, the report tabs will be empty as you have not yet collected data from your clinical desktop system or loaded an existing extract file.



If you have a newly installed CAT4, it is unlikely that you have any data collections, so you will have to run a new collect. Please don't run a collect during busy hours, as it will add load to your server and may slow down your system. To run a new collect, click on the 'Collect' icon as shown below.

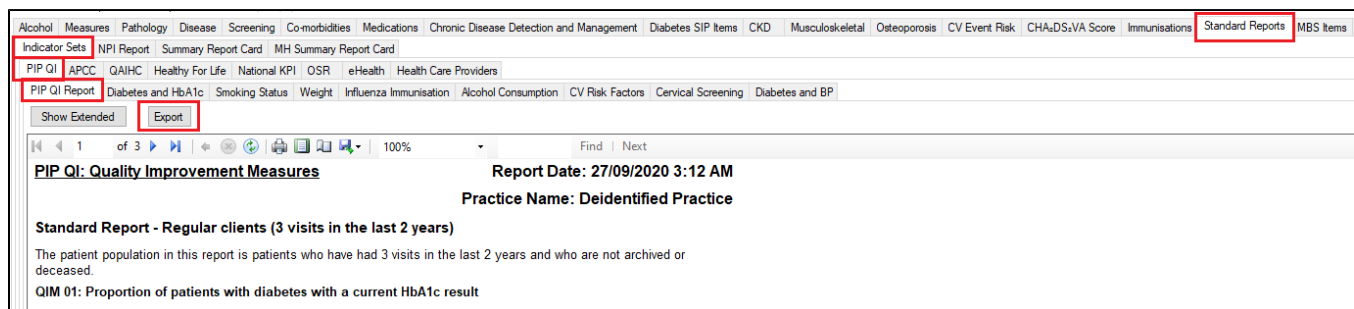


Once the data collection is complete, you can view your PIP QI report, full information on the report can be found here: [PIP QI Improvement Measures](#).

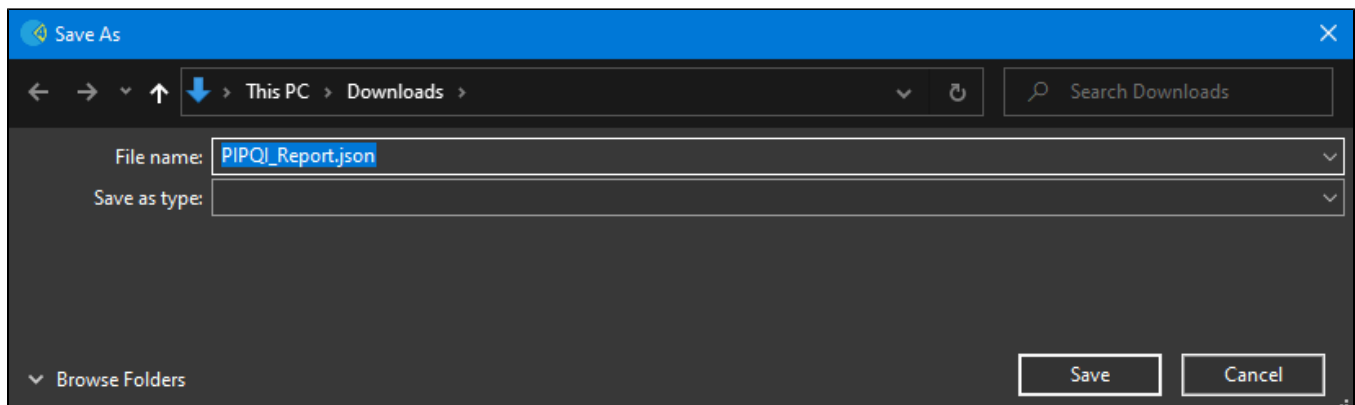
To create the JSON file for export, follow the steps below.

For practices licensed for this specific functionality, a button on the PIP QI report will allow to export an aggregated PIP QI report containing only the defined Quality Improvement Measures in JSON format. This file can be uploaded to the PHN portal as described here: [Uploading the PIP QI JSON File to your PHN](#)

To access this export functionality, load your data, then go to Standard Reports/Indicator Sets/PIP QI Report and click on the 'Export' button.



This will prompt you on where to save the file. Choose a location on your computer or network that you remember and click on 'Save'.



Once you have saved the file you can upload it to your PHN.

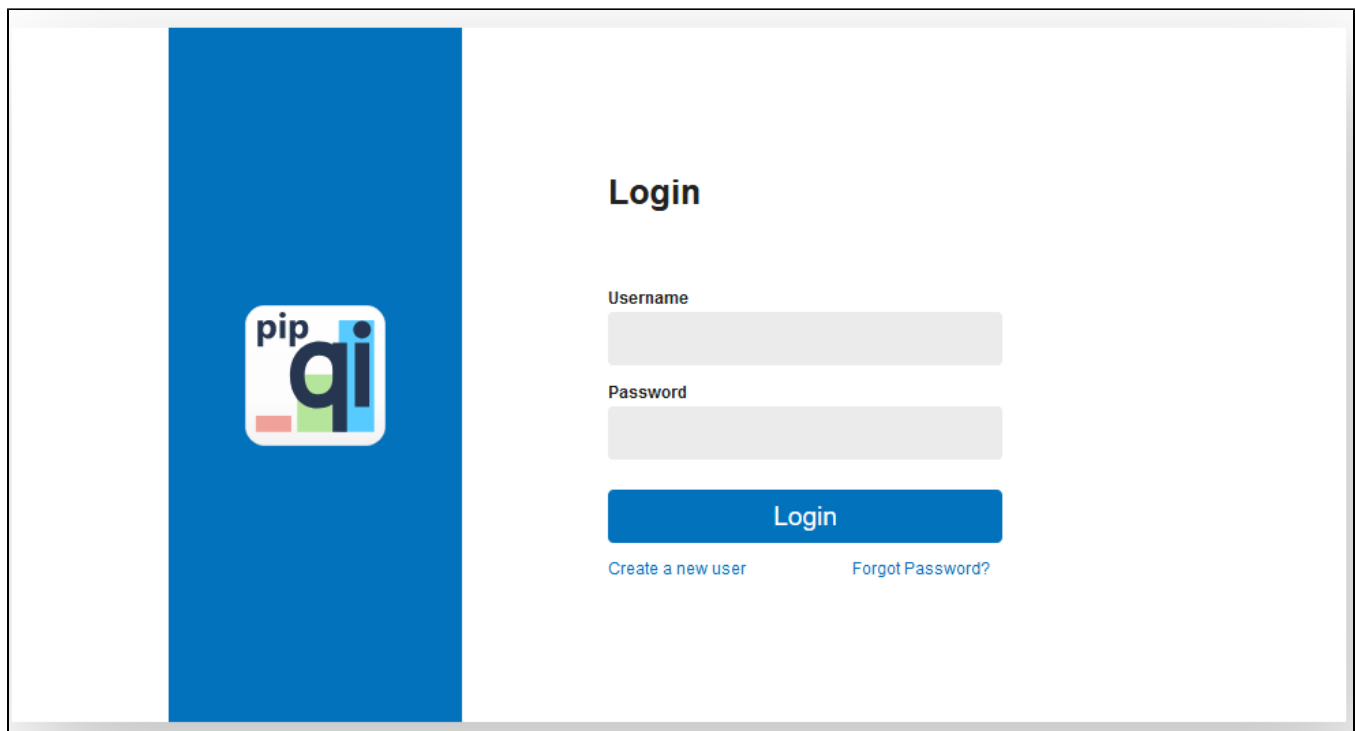
Once you have created the JSON file, you need to upload it to your PHN. The steps to upload the file are show below.

Practices who are only sharing the aggregated de-identified PIP QI data can upload the JSON file through the PHN portal. The URL for the PHN Portal will be different for each PHN, please contact your practice support team for advice on the correct URL.

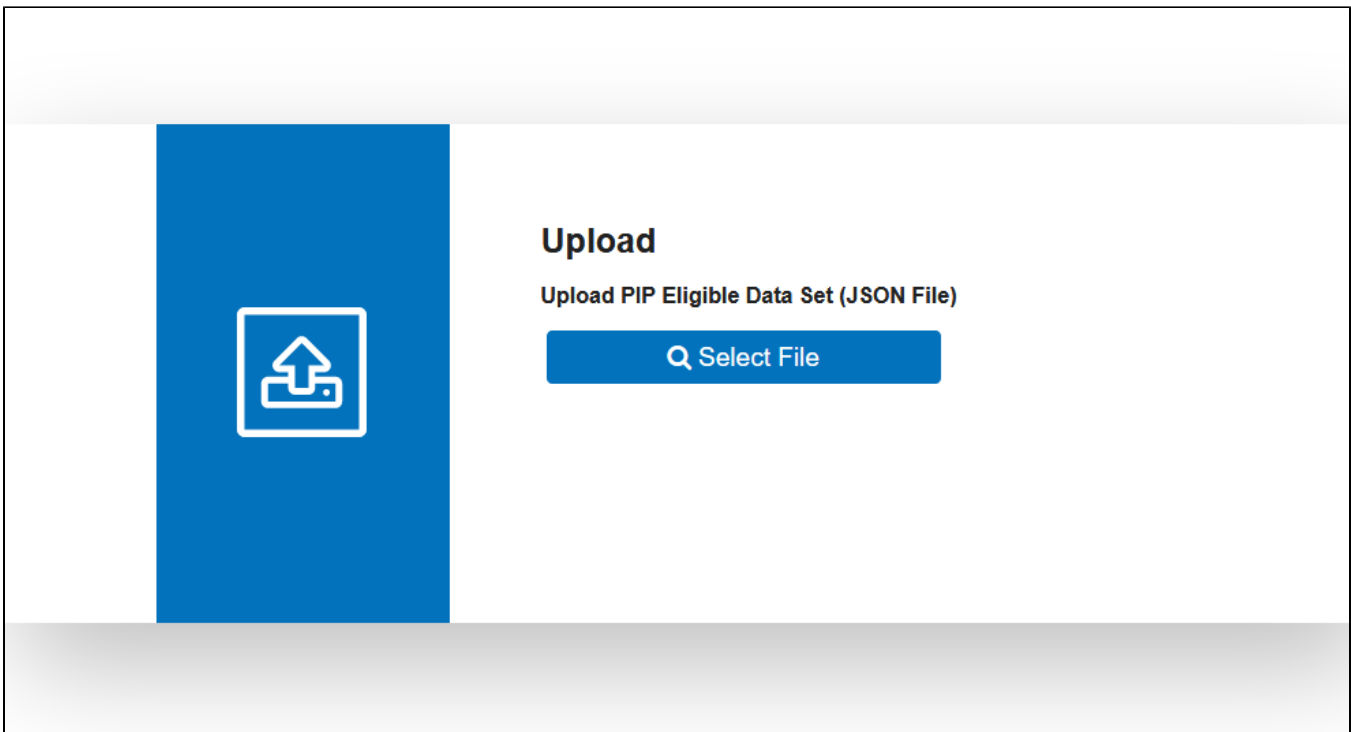
Once you have loaded the portal, please enter your username and password - this will be provided by the PHN or Pen CS support.



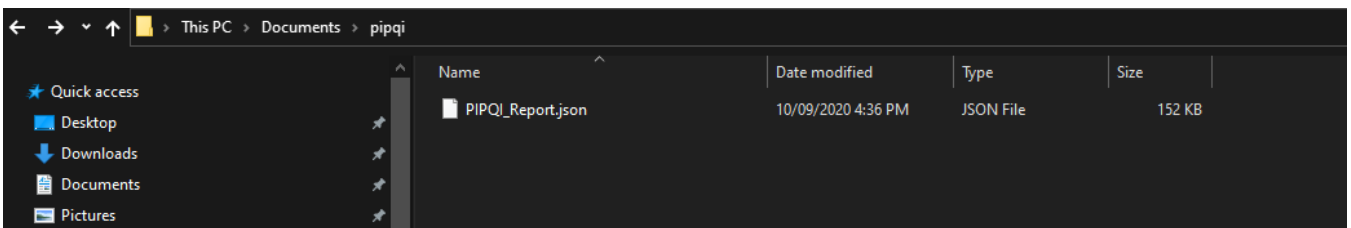
Please note that you can't use an account that is associated with multiple practices for this process. If you are unsure if your account has access to more than one practice please contact our support team to confirm the type of your account.



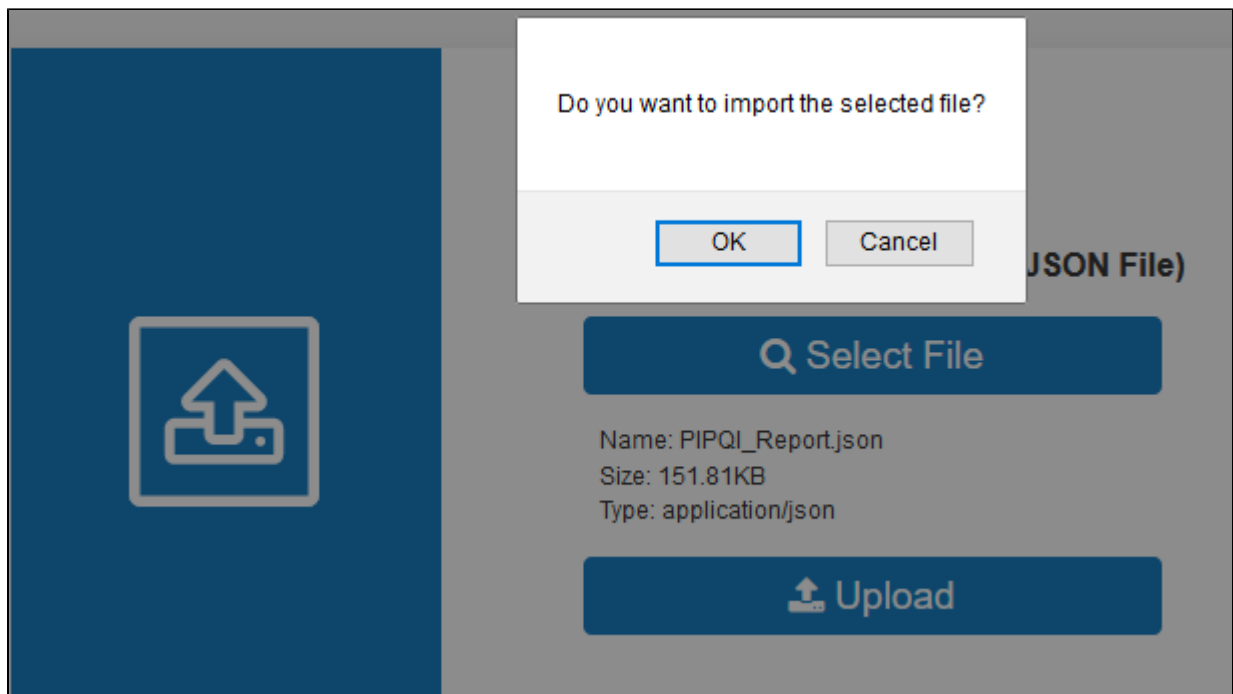
After successful log-on you will see an option to upload the PIP QI JSON file, click on 'Select File' to open your Windows Explorer and navigate to the JSON file.



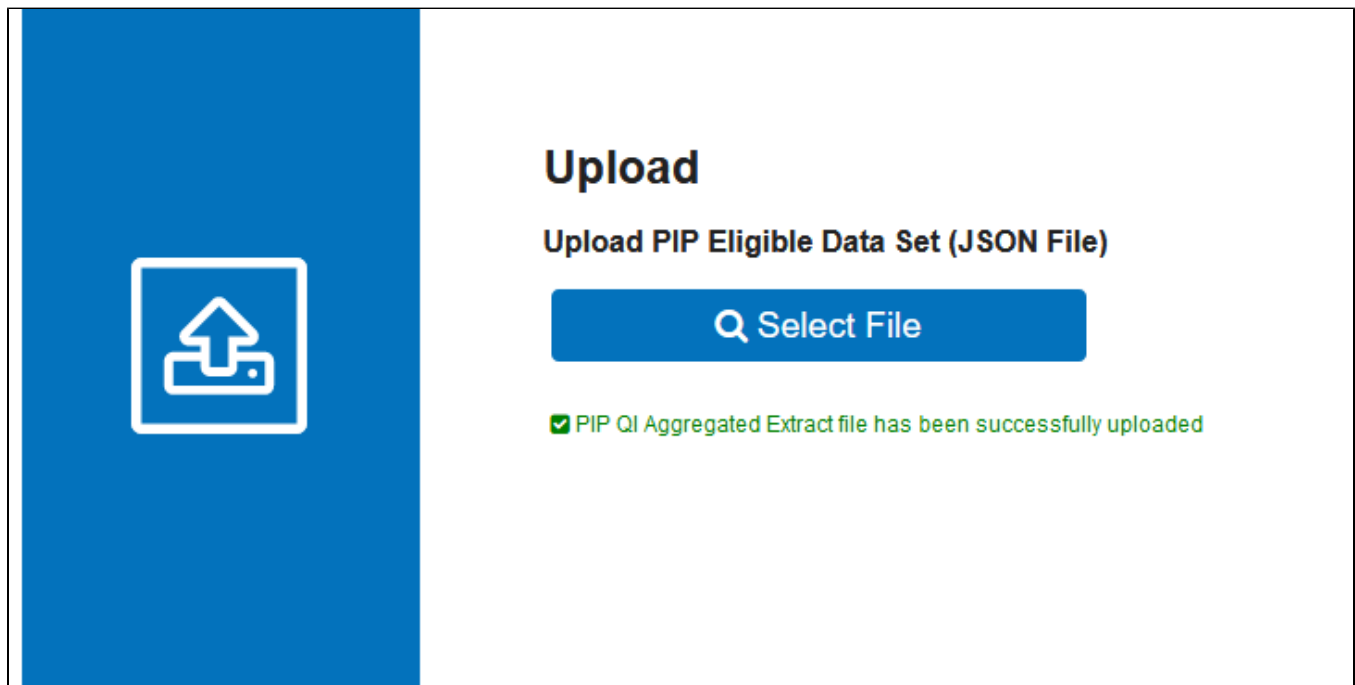
Remember where you saved the file when you created it and open that location, click on the file and then on 'Open'



Click on 'OK' to import the file.



As the JSON file is small, the upload will not take long. Once it is completed, you will see the following screen:



If you experience any errors when uploading, make sure you have selected the correct file. If you have verified that the correct file was used, please contact the Pen CS support team for further assistance.



