Scheduler Management Console

The Scheduler Management Consoles allows you to remotely schedule a data collection and upload for one or more practices in your catchment. At the moment, we have two different types of schedules that we can create on MyPEN.

- Bulk Configuration for PHN staff
- Practice Level Schedule for PEN CS support

Bulk Configuration is for one or more practices at a time where as Practice Level Schedule is created when Scheduler is installed by PEN CS support staff. Please note that the practice level schedule is not visible in the scheduler console and can only be configured/changed by PEN CS support staff.

If you are planning to create a bulk configuration please contact PEN CS support prior to applying it, as it may conflict with an existing schedule created by PEN CS. Also please note that you can disable bulk schedules you created, but you can't delete them, so there will be a history of your bulk schedules.

туре n
Sign In Username: * Vamsi madata@pencs.con Password: * Log In Create new account Account recovery/password reset

Login in to My PEN Portal and this will by default will show your organisation page on My PEN.

	Organisation - PHN-Test-A	
Up to Parent Organisation		
Warning! You do not belong directly to this O	Organisation	
		Go to Primary Health Network Portal Go to SMS Portal
Organisation Name *	PHN-Test-A	
Cross Reference Number	ref number	
Street Address *	Street A	
Suburb *	Suburb A	
State *	New South Wales	
Postcode *	2000	
Phone *	02 9506 3200	
Fax	fax	
Clinical Software *	None v Not verified	
Billing/Appointment Software *	None verified	
Parent Organisation	PEN CS Pty Ltd	v
Status 🥐	Is Active	
		Save changes Delete Organisation

Click on "Go to Primary Health Network Portal "and this will take you to your organisations scheduler management console on MY PEN.

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Warning! You do not belong directly to this (Organisation				
				Co to Primary Health Network Porta	
				Go to SMS Porta	Í.
Organisation Name *	PHN-Test-A				
Cross Reference Number	ref number				
Street Address *	Street A				
Suburb *	Suburb A				
State *	New South Wales				
Postcode *	2000				
Phone *	02 9506 3200				
Fax	fax				
Clinical Software *	None	Not verified			
Billing/Appointment Software *	None	Not verified			
Parent Organisation	PEN CS Pty Ltd		*		
Status 🥐	Is Active				
				Save changes Delete Organisatio	n

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							Practice	Dashboard - PHN	-Test-3.3-A		
				Seach Prac	tice		Q				
				Practice Nam	•		X Offline	Last Month	Current Month		Next Month
				T 1 1							
				Iotais				8	4		2
				Bending	-			4	2		
				Failed	-			4	2		
				Started				-			
				Not Yet	·						2
				Offline	Δ.			30			
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				1Jyoti_Practice	2		0		A	Offline	
				AFtestTopbar			2		A	Offline	
				Arthi BP Test C	Dirg		3				
				Arthi HCH Test	1		0				
				Arthi MD Clinic			0				
				arthi md loc			0				
				Arthi Sky			0				
				Arthi Sky org			0				
				Arthi Support o	ng		0				
				Arthi Test 2			8	• 14/01/2019	9 14/02/2019	A Offline	
				Arthi Zedmed (Clinic		0				
				Arthi Zedmed	Test Org		3	• 01/01/2019			

Dashboard:

This screen is called Practice Dashboard or Dashboard and in here you will be able to see all of your licensed practices, the number of practices who have successfully completed the collection, how many are pending, started, failed and offline.

	Prac	tice Dashboard - I	PHN-Test-3.3-A	
Seach Practice	٩			
Practice Name	X Offline	Last Month	Current Month	Next Month
Totals		8	4	2
Success •		4	2	
Pending 😑			2	
Failed 🔴		4		
Started 💿				
Not Yet Due				2
Offline 🔺		30		

Practice Dashboard: A view by practice of the schedule submission status for

- Last Month
- Current Month
- Next Month
- Number of times a practice has gone Offline
- Totals: will display the number of practices with Scheduler for Last Month, Current Month and Next Month.
- Success: will display the number of practices with Scheduler and out of those that successfully performed the collection for Last Month, Current Month and Next Month.

- Pending: will display the number of practices with Scheduler and out of those that are still pending or awaiting for collect to complete but started the collect.
- Failed: will display the number of practices with Scheduler and out of those that started to collect but failed to complete the collect.
- Started: will display the number of practice with Scheduler and out of those that started the collect.
- Not Yet Due: will display the number of practices with Scheduler and out of those that are not yet due for a collect.
- Offline: will display the number of practices with Scheduler and the number of times it has been offline since scheduler installation.

Any practices that are offline will not run any collects scheduled as part of Bulk Schedule created on MyPEN or as individual schedules. The traffic light system is used to display

Success (green) Pending (orange) Failure (red) Warning (where offline) Practices not submitting greyed out

If you have lot of practices, you can scroll down and can select the next page count to view the list of practices.



Schedule Setup:

To schedule a collection/upload click on the 'Schedule Setup' tab on top of your screen:

T≣Store	Dy Orgs	Q Search	Ø Support	Reports	Bashboard	Schedule Setup				
						Practi	ce Dashboard - F	PHN-Test-3.3-A		
			Seach Pra	ctice		Q				
			Practice Nam	ie		X Offline	Last Month	Current Month		Next Month
			Totals				8	4		2
			Success	•			4	2		
			Pending	•				2		
			Failed	•			4			
			Started	Θ						
			Not Yet Due							2
			Offline	A			30			
									0.00	
			1Jyoti_Practice	e		0		A .	Offline	
			AFtest lopbar			2		4	Offline	
			Artni BP Test C	Org		3				
			Arthi MD Clinic	л ~		0				
			Arthi md loc	G		0				
			Arthi Sky			0				
			Arthi Sky org			0				
			Arthi Support o	ora		0				
			Arthi Test 2			8	• 14/01/2019	14/02/2019	A Offline	

The 'Schedule Setup' tab will show you a list of practices not submitting are greyed out, also practices without Scheduler will be shown as Not Deployed and greyed out.

Practice Name	Schedules	
	Status	Custom
AF.Topbar		
AFMDtopbar		
Ash bp prac	Not Deployed	
Ash Bp Win10	Not Deployed	
Ash Topbar test - BP		
Ash Zedmed version 26	Not Deployed	
Ashwini Test Dental Clinic	Not Deployed	
audit	Not Deployed	
BP LinkedEHR Test Clinic		
BP.prac Topbar	Not Deployed	
bp.zedmed	Not Deployed	
BP_Prac_Jo		
deepti.test2	Not Deployed	
Eph Organisation	Not Deployed	
Eph Organisation A	Not Deployed	
Eph Organisation B	Not Deployed	
Eph Organisation C	Not Deployed	
Eph Organisation D	Not Deployed	
Jo.Sky_TestClinic		

	Schedule Setup - PH	N-Test-A
Seach Practice	Q Show Disabled Schedules	Add Schedule
Practice Name	hedules	

Search Practice: You can search for a specific practice using the search box provided, this could be used to exclude/include a particular practice from a collection.

Show Disabled Schedules: There is an option to display the Disabled Schedules.

Add Schedule: Click on Add Schedule tab to create a new schedule for all the practices below

MyPEN ws	tore 🛄 My Orgs	QSearch	O Support		Dashboard	Schedule Setup						
					_	Schedule						
					_	Name +						
			Seach Prac	tice	-	Enabled						Add Schedule
					_	Send To PATCAT	×					
			Practice Name	e		0740	_					
						GIAG						
						Months	🔲 Jan 🛛	🛛 Apr 🔲 Jul	Oct			
			AF. Topbar				E Feb	May Aug	Nov Nov			
			AFMDtopbar				i Mar i	jun 🔲 sep	Dec			
			Ash bp prac			Day of Month	1					
			Ash Bp Win10			,	<u> </u>					
			Ash Topbar tes	it - BP		Time of Day	^					
			Ash Zedmed v	ersion 26			12	. 00 AN				
			Ashwini Test D	ental Clinic			•	•				
			audit									
			BP LinkedEHR	Test Clinic				Save an	d Update Next Exec Due	Cancel		
			BP.prac Topbar			Not Deployed	_	_		_		
			bp.zedmed			Not Deployed						
			BP_Prac_Jo									
			deepti.test2			Not Deployed						
			Eph Organisati	ion		Not Deployed						
			Eph Organisati	ion A		Not Deployed						
			Eph Organisati	ion B		Not Deployed						
			Eph Organisati	ion C		Not Deployed						
			Eph Organisati	ion D		Not Deployed						

Name: Specify the name of the collect you are scheduling, for example: PHN Quarterly Collect or PHN Monthly Collect

Enabled: By selecting this check-box you are authorising this collect to go-ahead.

Send To PATCAT: It is enabled by default and if you are not creating a bulk schedule to submit data, but just to collect the data then you can untick the selected check-box.

Note: By Default, Send to PATCAT is enabled. If you want to create a second schedule for your practices without submission, you can untick "Send To PATCAT "and create a schedule for the practices, so it will collect but won't submit any data.

G-Tag: If your PHN purchased a G-Tag License then you can select this check-box and this would submit G-Tagged data.

Months: You can select the check-boxes next to the months to specify for which months you can want the collect/submission to happen.

Day of Month: Specify the date when you want the schedule to run.

Time of Day: You can specify when you want the schedule to run for all practices. Generally we advise to schedule the collect after business hours.

For example, you can schedule after midnight or early in the morning at 3:00 am.

Finally, click on Save and Update Next Exec Due, it will save the bulk schedule we just created.

PHN Monthly Collect:

(1)

amicepoita Mediano	www.cicdule.octub		
	Schedule		
	Name *	PHN Monthly Collect	
lice	Enabled	ø	Add Schedule
	Send To PATCAT	2	
	GTAG		
	Months	✔ Jan ✔ Apr ✔ Jul ✔ Oct	
		🖉 Feb 🗹 May 🖉 Aug 🗹 Nov	
		🖉 Mar 🖉 Jun 🖉 Sep 🖉 Dec	
	Day of Month	1	
- BP	Time of Day	^ ^ _	
rsion 26		03 : 04 AM	
ental Clinic		* *	
		Save and Lindate Next Evec Due Cancel	
Test Clinic		Save and Opulate Next Exet. Due Cancer	
	Not Deployed		
	Not Deployed		
	Not Deployed		

PHN Quarterly Collect:

MILTOTOTOTO	TRAFFIC OPERATION CIGR. CR. 1010			
and the second	Schedule			
	Name *	PHN Quarterly Collect		
Seach Practice	Enabled 🛃			Add Schedule
Practice Name	Send To PATCAT			
	GTAG 🕑			
	Months 🗹	Jan 🖉 Apr 🖉 Jul 🕑 Oct		
AF.Topbar		Feb May Aug Nov		
AFMDtopbar		Mar 🔲 Jun 🔲 Sep 📄 Dec		
Ash bp prac	Day of Month	1		
Ash Bp Win10	Day of Month		- 1	
Ash Topbar test - BP	Time of Day	^		
Ash Zedmed version 26		03 04 AM	- 1	
Ashwini Test Dental Clinic		• •	- 1	
audit				
BP LinkedEHR Test Clinic		Save and Update Next Exec Due	Cancel	
BP.prac Topbar	Not Deployed			
bp.zedmed	Not Deployed			
BP_Prac_Jo				
deepti.test2	Not Deployed			
Eph Organisation	Not Deployed			
Eph Organisation A	Not Deployed			
Eph Organisation B	Not Deployed			
Eph Organisation C	Not Deployed			

Once the schedule is saved, the dashboard will be present the created bulk schedule/schedules.

		Schedule Setur	o - PHN-Test-A	
Seach Practice	Q Show	Disabled Schedules ON	•	Add Schedule
Practice Name	Schedules			
	Status	Custom	PHN Monthly Schedule Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 1st at 03:04 AM Edit Practices	
AF.Topbar				
AFMDtopbar				
Ash bp prac	Not Deployed			
Ash Bp Win10	Not Deployed			
Ash Topbar test - BP				
Ash Zedmed version 26	Not Deployed			
Ashwini Test Dental Clinic	Not Deployed			
audit	Not Deployed			
BP LinkedEHR Test Clinic				
BP.prac Topbar	Not Deployed			
bp.zedmed	Not Deployed			

You can click on Edit on the newly created bulk schedule to modify or for update. When you click on "Practices" link, you will see a list of all the practices with their scheduler status. Practices who are doing a manual submission will be listed as such only if PEN CS support is aware of their manual submission. Support can set the status to 'manual' which will be reflected here.

1	Practices			
E		Artni Zeamea Ciinic	Not Deployed	•
.tc		Arthi Zedmed Test Org	Scheduled Submission	
		Ash Test Sch Clinic	Not Deployed	1
		ash.bp	Not Deployed	
		ash.md	Scheduled Submission	
		Ash.sched	No Collection	l
		ash.sky	Scheduled Submission	
		Ash.zedmedv24	Scheduled Submission	
		Ash_new clinic	Not Deployed	
L		ash_reg.bp	Scheduled Submission	
		Ashwini Diet Practice	Not Deployed	ŀ
1		Ashwini Test Clinic	Not Deployed	
		Ashwini Test D Clinic	Scheduled Submission	
		Ashwini Win12 Clinic	Scheduled Submission	
		Ashwini Yoga Practice	Manual Submission	ł
L		Ashwini ZM Win12 Clinic	Scheduled Submission	I
		BP LinkedEhr backup org	Not Deployed	
Į.		BPnew	Not Deployed	Į
		Chanel_MD	Not Deployed	
1		ChanelMd	Not Deployed	
E	_			
			Save Cancel	

Status: It defines the current state of Scheduler at practice level and as per the image we have few different status Scheduled Submission: Practice is on V3 and is scheduled for submission via bulk schedule created on MY PEN. Not Deployed: Practice is currently don't have Scheduler installed

No Collection: Practice / PHN informed that the practice choose not to submit the data and hence practice is marked as not submitting data. Manual Submission: Practice / PHN informed that the practice choose to submit the data manually and they have either scheduler installed/not installed. Note: Currently, Scheduler is compatible with only MD3, BP, Zedmed, Communicare and soon Genie (April 2019). Where the practice uses any other CIS apart from those mentioned, they need to submit the data manually.

Offline: Currently, Scheduler installed at the practice is offline and this needs to be investigated and get it turned back on.

Note to PHN planning to use this document to create a bulk schedule:

Currently, all your practices on Scheduler will have practice level schedule scheduled by PEN CS based on the PHN request. Before you can create any bulk schedule on MyPEN using the Scheduler Management Console all the practice level schedules need to be made inactive. Please advise the PEN CS support team in writing to support@pencs.com.au about the planned schedule and you can request have all practice level schedules disabled. Once the practice level schedules are disabled you can go ahead and create a bulk schedule to Collect/Submit.