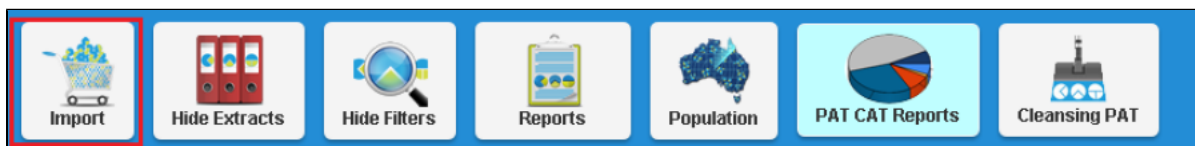


# Importing an Extract as an Organisation

A PHN/other organisation can receive an extract via email, ftp or other method; these extracts can be imported manually following the steps below. **We recommend using the 'Send To PAT CAT' from CAT4 for all data if possible!**

1. Ensure you are logged in to PAT CAT. Click the Import button; this will open the import window.



1. Click the **New Extracts** TAB. If there are any extracts already on your server but not imported yet you will be shown a list of the extracts and the corresponding clinics.

1. To add a new extract, click **Choose File**.

**NOTE:** on some internet browsers the button may be labelled **Browse**.

Import

New Extracts

Imported Extracts

Request Queue

Request History

Please use the "Extract Date" column/section to change the extract date. The "time" aspect of the extract date will remain the same. Only the day, month and year will be affected when you change the extract date.

Select Files to Import and Link to Practice ID

Total valid extracts that can be imported: 3

| Sel                      | Practice ID | Population Count | Extract Date | Filename                                                             |
|--------------------------|-------------|------------------|--------------|----------------------------------------------------------------------|
| <input type="checkbox"/> | GTCMC       | 5734             | 01/07/2015   | MedicalMicrodata-DEIDENTIFIED_GTCMC-201507011625-5734-v1_15-data.xml |
| <input type="checkbox"/> | GTCMC       | 4503             | 01/07/2015   | MedicalMicrodata-DEIDENTIFIED_PCSMC-201507011624-4503-v1_15-data.xml |
| <input type="checkbox"/> | VGP         | 15194            | 01/07/2015   | MedicalMicrodata-DEIDENTIFIED_VGP-201507011626-15194-v1_15-data.xml  |

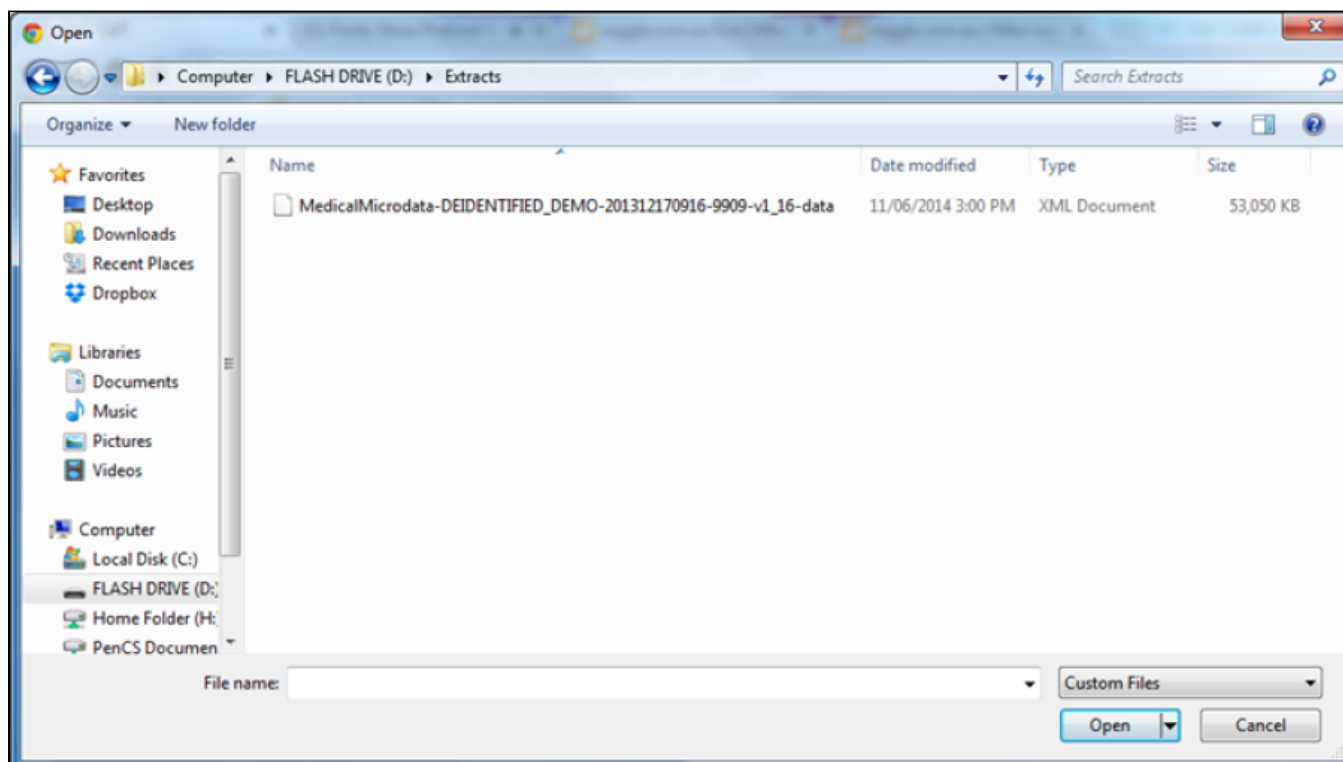
Select a File to Upload (.xml or .zip files only)

Choose File

No file chosen

Close

1. Browse to the storage media containing the de-identified extract file. In the example given below, the extract is stored on a USB stick



**NOTE:** Ensure the file has the text "DEIDENTIFIED" or "DEIDENTIFIED\_GTAGGED", and "-data" in the name. If you have compressed the extract file select the ".zip" file, otherwise select the "...data.xml" file.

1. Select the file and press the **Open** button.

1. Select the Practice ID that you wish to be associated with the data contained in the extract. PAT CAT uses the name of the extract to determine the correct practice but you can manually overrule this process.

Import

New Extracts
Imported Extracts
Request Queue
Request History

Please use the "Extract Date" column/section to change the extract date. The "time" aspect of the extract date will remain the same. Only the day, month and year will be affected when you change the extract date.

Select Files to Import and Link to Practice ID Total valid extracts that can be imported: 3

| Sel                      | Practice ID | Population Count | Extract Date  | Filename                                                             |
|--------------------------|-------------|------------------|---------------|----------------------------------------------------------------------|
| <input type="checkbox"/> | GTCMC       | 5734             | 01/07/2015 31 | MedicalMicrodata-DEIDENTIFIED_GTCMC-201507011625-5734-v1_15-data.xml |
| <input type="checkbox"/> | GTCMC       | 5734             | 01/07/2015 31 | MedicalMicrodata-DEIDENTIFIED_GTCMC-201507011625-5734-v1_15-data.xml |
| <input type="checkbox"/> | SMC         | 4503             | 01/07/2015 31 | MedicalMicrodata-DEIDENTIFIED_PCSMC-201507011624-4503-v1_15-data.xml |
| <input type="checkbox"/> | VGP         | 15194            | 01/07/2015 31 | MedicalMicrodata-DEIDENTIFIED_VGP-201507011626-15194-v1_15-data.xml  |

Select a File to Upload (.xml or .zip files only)

Choose File
MedicalMicrodata-DEI...46-59-v1\_18-data.xml

Name: MedicalMicrodata-DEIDENTIFIED\_WIN7VM-201506251146-59-v1\_18-data.xml  
Size: 255.84KB  
Type: text/xml

Upload

Close

**NOTE:** If the extract is for a Practice that does not appear in the drop down list, you need to add the practice as detailed in Section 4.

1. More than one extract may be uploaded via a single import, repeat Steps 3-6 for all extracts you wish to import.

1. Select all extracts you wish to import via the **Sel** tick box.

Import

New Extracts
Imported Extracts
Request Queue
Request History

Please use the "Extract Date" column/section to change the extract date. The "time" aspect of the extract date will remain the same. Only the day, month and year will be affected when you change the extract date.

Select Files to Import and Link to Practice ID Total valid extracts that can be imported: 3

| Sel                                 | Practice ID | Population Count | Extract Date  | Filename                                                             |
|-------------------------------------|-------------|------------------|---------------|----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | GTCMC       | 5734             | 01/07/2015 31 | MedicalMicrodata-DEIDENTIFIED_GTCMC-201507011625-5734-v1_15-data.xml |
| <input type="checkbox"/>            | GTCMC       | 4503             | 01/07/2015 31 | MedicalMicrodata-DEIDENTIFIED_PCSMC-201507011624-4503-v1_15-data.xml |
| <input type="checkbox"/>            | VGP         | 15194            | 01/07/2015 31 | MedicalMicrodata-DEIDENTIFIED_VGP-201507011626-15194-v1_15-data.xml  |

Select a File to Upload (.xml or .zip files only)

Choose File MedicalMicrodata-DEI...46-59-v1\_18-data.xml

Name: MedicalMicrodata-DEIDENTIFIED\_WIN7VM-201506251146-59-v1\_18-data.xml  
Size: 255.84KB  
Type: text/xml

Upload

Delete File

Add to Request Queue Close

1. Press the **Add to Request Queue** button. You can also delete extracts from this screen by using the 'Delete File' button

1. Press **OK** on the confirmation dialog that appears

X

The page at <https://patcat.pencs.com.au> says:

Do you want to import the selected file(s)? (Extract will be put on the queue and this may take a few minutes)

OK Cancel

Wait for the file to be imported into PAT CAT – you can check the Request Queue for progress and see the Request History for already imported files.  
**NOTE:** This can take some time; particularly if there are others extracts waiting in the queue.

| Import       |                                                                      |               |                        |             |                    |       |
|--------------|----------------------------------------------------------------------|---------------|------------------------|-------------|--------------------|-------|
| New Extracts | Imported Extracts                                                    | Request Queue | Request History        |             |                    |       |
| Status       | Item                                                                 | Practice      | Extract Date           | Actioned By | Date Added         | Notes |
| Complete     | MedicalMicrodata-DEIDENTIFIED_WIN7VM-201506251146-59-v1_18-data.xml  | VGP (VGP)     | 25/06/2015 11:46:43 AM | vgp         | 8/07/2015 2:54 PM  | -     |
| Complete     | MedicalMicrodata-DEIDENTIFIED_VGP-201506131626-15194-v1_15-data.xml  | VGP (VGP)     | 13/06/2015 4:26:01 PM  | Admin       | 8/07/2015 12:09 PM | -     |
| Complete     | MedicalMicrodata-DEIDENTIFIED_VGP-201505131626-15194-v1_15-data.xml  | VGP (VGP)     | 13/05/2015 4:26:01 PM  | Admin       | 8/07/2015 12:09 PM | -     |
| Complete     | MedicalMicrodata-DEIDENTIFIED_SMC-201506131624-4503-v1_15-data.xml   | SMC (SMC)     | 13/06/2015 4:24:26 PM  | Admin       | 8/07/2015 12:09 PM | -     |
| Complete     | MedicalMicrodata-DEIDENTIFIED_SMC-201505131624-4503-v1_15-data.xml   | SMC (SMC)     | 13/05/2015 4:24:26 PM  | Admin       | 8/07/2015 12:09 PM | -     |
| Complete     | MedicalMicrodata-DEIDENTIFIED_GTCMC-201506131625-5734-v1_15-data.xml | GTCMC (GTCMC) | 13/06/2015 4:25:35 PM  | Admin       | 8/07/2015 12:09 PM | -     |
| Complete     | MedicalMicrodata-DEIDENTIFIED_GTCMC-201505131625-5734-v1_15-data.xml | GTCMC (GTCMC) | 13/05/2015 4:25:35 PM  | Admin       | 8/07/2015 12:09 PM | -     |

1. Click on the "Close" button in the Upload window. You have now uploaded and imported the selected extracts into PAT CAT.