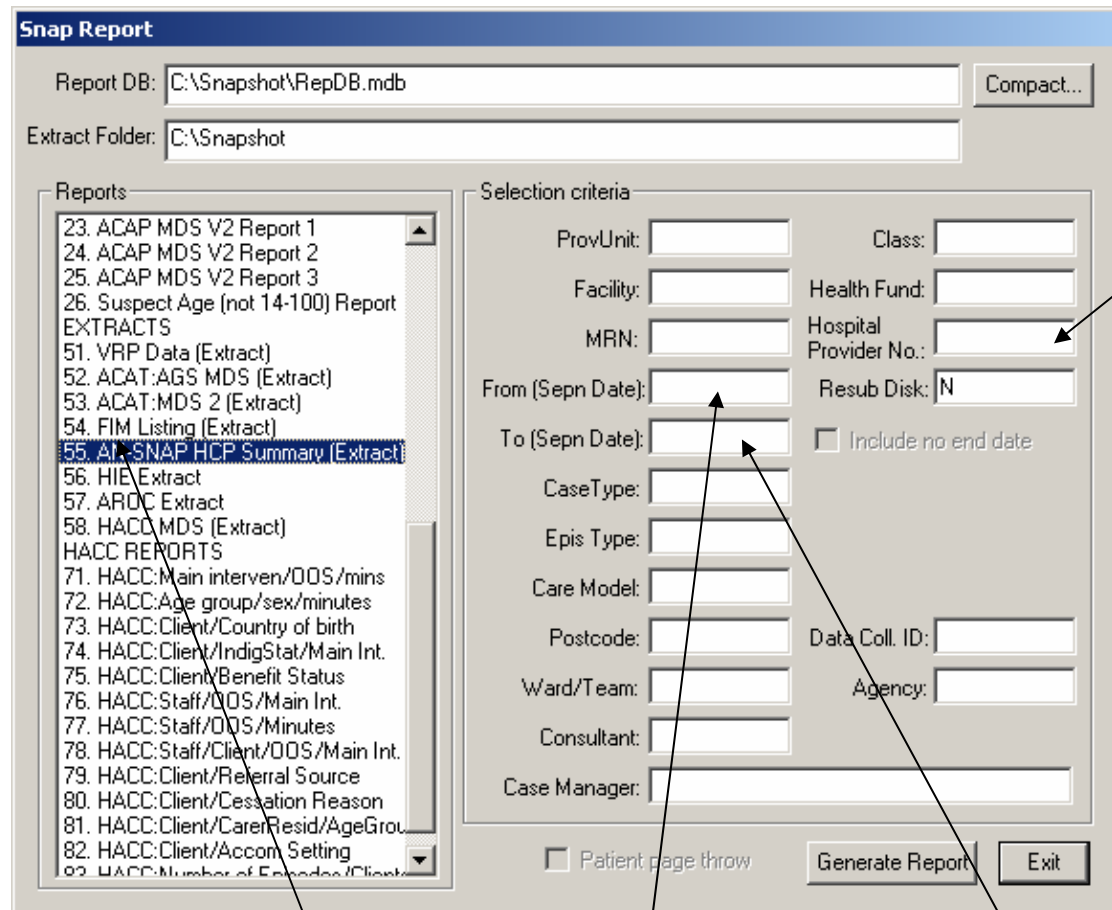


Generating a HCP Report in SNAPshot 3.6

Once the upgrade has been completed the process of generating a HCP report is quite simple as follows:

1. Press the **'Shift' + 'F8'** keys together. This will open the SNAP Report Window.
2. The **Snap Report** window will appear as follows:



Enter your Commonwealth 8 digit 'Hospital Provider Number'

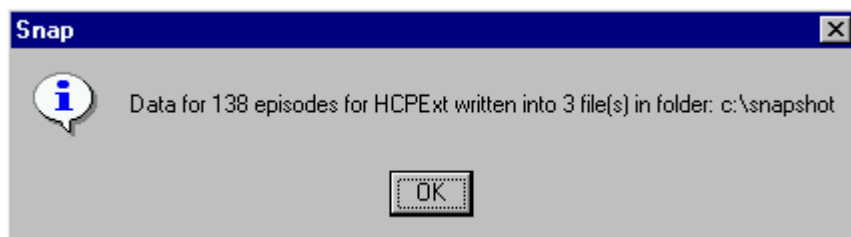
Click on HCP Summary

Enter a 'from' and 'to' date to capture the range of data required

Lastly, click on 'Generate Report'

SNAPshot HCP data extract

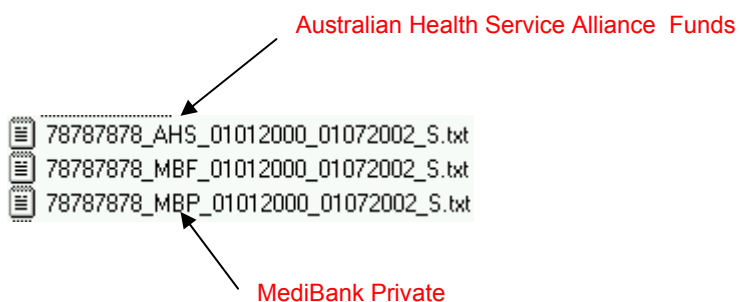
After completing the above steps a dialogue box similar to the following will appear:



3. Please note that multiple .txt files may be generated in the C:\SnapShot folder (you can specify a different path name if you wish) as follows:

- One extract for each non Australian Health Service Alliance fund
- One extract for all Australian Health Service Alliance funds

The naming convention for the HCP extracts is as follows:



This can be broken down as follows: [Provider No]_[Fund]_[DteFrom]_[DteTo].txt

It is these files that have to be forwarded onto the relevant health funds.