Instructions





Send to PATCAT

This instruction is for Practice staff or PHN Practice Support Officers.

This process assumes that the data extract location is already configured.

- 1) Open and log into CAT4
- 2) View Extracts
- 3) Select the most recent collection; this will then recalculate itself and populate the charts
- You will then need to de-identify this data set Tools menu → De-identify Dataset

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File	Edit	View	Tools	Prompts	
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Col	ect	Hide Extracts	De	eidentify Dataset	fiew ulation

You will be asked if you wish to continue → Click OK



Click OK to continue when successfully de-identified.

- 5) Select this newly de-identified data set from the extracts list on the left, this will then recalculate. When complete it is ready for sending.
- 6) Right mouse click on the extract \rightarrow Send To \rightarrow Central Queensland, Wide Bay, Sunshine Coast PHN

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File E	dit View	Tools	Data Submission	Promp	ts Help					
	Hide	s View	Filter Report	View Population	Dashboard est Practice, U	CAT4	Cleansing CAT	Registrar CAT e: 01/03/2020 3:	08 AM	
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1/03/202	20 3:08 AM	11802	DEIDENTIEIED I Delete Extract	DE	Population Pyr	amid Age	Profile (RACG	P)		
			Send To		Cen	tral Queen	sland, Wide I	Bay, Sunshine Co	oast PHN	
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7) A confirmation dialogue box will appear, Click Yes



- 8) A progress bar will display while the send is in progress
- 9) Once completed a status message will be provided

AT Data Extra Send To	
The data extract has been	sent successfully.
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10) A history record will be written under menu option: Tools > Send Data History

The data will be uploaded and imported into PAT CAT automatically, but might not immediately appear in PAT CAT due to other data being imported first. All uploaded extracts are queued and will be processed in the order of their upload time.