

PIP QI Reporting using Bp Extraction Tool

Download Application

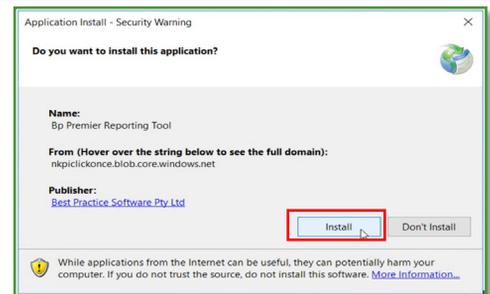
Downloading Reporting Tool Application

1. Open an Internet browser and enter the following address in the URL bar at the top or click the link and allow the link to open in a browser.
<https://nkpi.bpssoftwareportal.net/prod/Bp.Integrations.Wpf.application>
2. The file will download to the default download directory for your version of Windows, such as Favorites > Downloads. You may be asked to confirm you want to download the file.
3. Copy the downloaded file to the Bp Premier server or any workstation and double-click the file to start the installation.
4. Windows User Access Control or SmartScreen may prompt for permission to proceed. Click **Yes**. The **Application Install** screen will appear.

Install Reporting Tool

Installing Reporting Tool Application

1. Click **Install**. A progress dialog will show the report utility being installed.
2. When the utility has been installed, the Bp Premier Reporting Tool will open.
3. A **Bp Premier Reporting Tool** icon will also be created on the Windows desktop.
4. Installation is complete.



Login to Reporting Tool

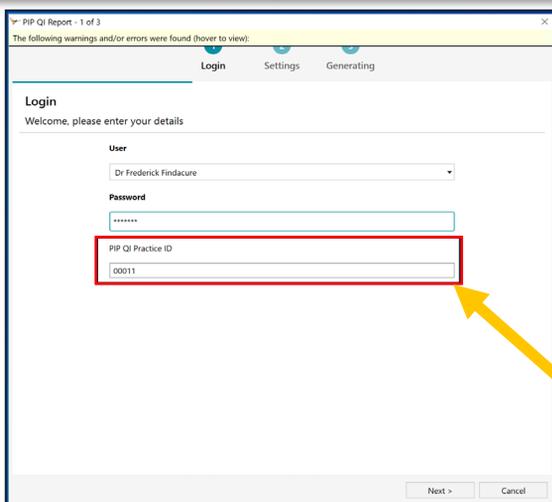
Bp Premier Reporting

Double-click **Bp Premier Reporting Tool** icon (if not already running) and the **landing** page will appear.

1. The **PIP QI** reporting button will be visible on the landing window.
2. Click **PIP QI** button. The **Login** window will appear.

User Permissions

Staff with Report permissions set to 'Allow Access' can access the Reporting Tool.



PIP QI Report Permissions

You will require a Bp Premier username and password and the permission for Reports set to 'Allow access'.



Login

1. Double-click **Bp Premier Reporting Tool** icon (if not already running). The **Login** page will appear.
2. Select user and enter password.
3. Click **Next**. The Bp Premier Reporting landing window will appear.

PIP QI Practice ID

You can find your Practice ID located on your payment statement, or it can be found in the PIP details in HPOS.

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Generating PIP QI Report

PIP QI Report Settings

1. Select the **Report end date**. This should match the end date of the reporting period.
2. If you are reporting on a single practice location only, select that **Location**. Otherwise, leave **Location** set to '**All locations**'.
3. Data to include will be ticked by default to include PIP QI measures.
4. Click **Next** to generate the report.
5. Save a local copy as **HTML** or **XML** file.
6. Click **Finish** to return to Reporting Tool window.
7. Report file will need to be forward to local PHN. Your PHN will instruct you on how to submit the file.

Advanced Filtering Option

1. Click **Add**.
2. Use dropdown box to select **Like** or **Not Like**.
3. Enter SQL search – **[1-9][0-9][0-9]%**.
4. Click **Next**.



Advanced Filtering

Only useful to practices with complex reporting requirements by patient number.

Reporting Periods

Reporting to PHN

Practices are required to submit data to their local PHN at least once within the relevant dates specified in the data submission period.

Reference Period	Data Submission Period	Payment Month
1 August to 31 October	1 August to 15 October	November
1 November to 31 January	1 November to 15 January	February
1 February to 30 April	1 February to 15 April	May
1 May to 31 July	1 May to 15 July	August



For more information on payment periods view [DoH Practice Incentives Program Quality Improvement Measures User Guide](#).

Troubleshooting

Bp Support

For any **Configuration** enquires, please refer to our Knowledge Base for a step-by-step walk through and if you're still experiencing difficulties, please contact **Support** on **1800 401 111**.

Practice Incentive Program – Quality Improvement

If you have further questions or concerns regarding the PIP QI Incentive exemption, please contact us via PIPQIExemptions@health.gov.au.

Local PHN

Your local PHN can also answer questions about PIP QI such as submitting data to your PHN.