

Create an Import Profile

To import data into PHC-Hub, you need an import profile. Profiles define the data format and processing settings for a specific interface. Every immunization provider needs at least one import profile, and that profile must be created, configured, and enabled before it can be used.

- After logging in to PHC-Hub, click the **Import Profiles > Create New Profile** menu link.



- Enter the name of the profile, select a template to base it on (optional), and click **Create**.

- In the Edit Import Profile section of the page:

- Select the **Enabled** option
- If this import profile is based on a template (an existing import profile), select the **Template** option
- See the *PHC-Hub User Guide* for explanations on the remaining options

- Select the Update Settings as needed (see the *PHC-Hub User Guide* for explanations).

- Select the Issue Resolution Settings as needed (see the *PHC-Hub User Guide* for explanations).



6. Select the HL7 General Settings as needed (see the *PHC-Hub User Guide* for explanations).

HL7 General Settings	
MRN Identifier	<input type="text"/>
Application Type	--select--
Hash id by sender	<input type="checkbox"/>

7. For ORU only, select the HL7 Observation Settings as needed (see the *PHC-Hub User Guide* for explanations).

HL7 Observation Settings (ORU Only)	
Observation definition	<input type="text"/>
Assume administered	No
Unknown code handling	--select--
Consent filter	--select--
Consent code	<input type="text"/>
Consented value	<input type="text"/>
Refused value	<input type="text"/>

8. Select the Query Settings as needed (see the *PHC-Hub User Guide* for explanations).

Query Settings	
Strict exact match	<input checked="" type="checkbox"/>
Query using	<input type="checkbox"/> Advanced Search (always used) <input checked="" type="checkbox"/> First, Last, Guardian First, and Mother Maiden Names <input checked="" type="checkbox"/> Birth Number <input checked="" type="checkbox"/> Medicaid <input checked="" type="checkbox"/> SSN <input checked="" type="checkbox"/> First Name, Last Name, Birth Date <input checked="" type="checkbox"/> First Initial, Last Name (Exact) <input checked="" type="checkbox"/> First Name, Last Name (Phonetic) <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> First Initial, Last Initial, Birth Date <input checked="" type="checkbox"/> First Initial, Birth Date <input checked="" type="checkbox"/> Birth Date <input checked="" type="checkbox"/> First Name (Exact) <input checked="" type="checkbox"/> First Name (Phonetic) <input checked="" type="checkbox"/> Last Name (Phonetic)
Maximum number of matches	20
Enforce user agreement	<input type="checkbox"/>
Return any singular low confidence match from Advanced Search as a high confidence match. (Return single VXX as VXR)	<input type="checkbox"/>
Return vaccination forecast	<input type="checkbox"/>
Return master patient address	<input type="checkbox"/>
Return all normally private demographic fields from the master patient record	<input type="checkbox"/>
Send vaccination deletes	<input checked="" type="checkbox"/>
Send vaccinations as historical	<input type="checkbox"/>
Send contraindications	<input type="checkbox"/>
Send TB indurations	<input type="checkbox"/>
Send name, gender, dob from reserve record	<input type="checkbox"/>
Exclude:	
Vaccinations with no CPT code	<input type="checkbox"/>
Vaccinations with no CVX code	<input type="checkbox"/>
Vaccinations last updated by the querying HL7 user's account	<input type="checkbox"/>
Vaccinations outside query range and not new patient	<input type="checkbox"/>
Indicate vaccination given at	--select--

9. Click **Save** at the bottom of the page to save the settings.