



Purchase a Cornerstone Module

Log in to the Practice Administration Detail page (for instructions, use [‘Logging in to the Quality Website’](#) document). Once logged in, click on the ‘Programmes’ tab.



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LOGOUT

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Practice Administration

Details Finance Programmes

Please ensure your Practice details are kept up to date

Practice Details Edit

College ID	68241		
HPI ID	F5678-A		
Trading Name	Test Quality Practice - Wellington		
Legal Name			
Previous Name			
Ownership Structure	Private	High Needs	Yes
Name of Owner(s)	RNZGP	Very Low Cost Access	Yes
PHO	Tu Ora Compass Health	Maori Health Provider	No
DHB	Capital & Coast DHB	Demographic	
Region	Wellington (Capital and Coast DHB / Hutt DHB, Wairarapa DHB)		

Tier Status
Cornerstone Bronze
Tier Status Anniversary Date

Under the Programmes tab, select ‘Purchase Cornerstone Modules’.



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Practice Administration

Details Finance Programmes

Foundation Standard Certification Cornerstone Accreditations Purchase Cornerstone Modules Tier Status

Enrolled Certifications

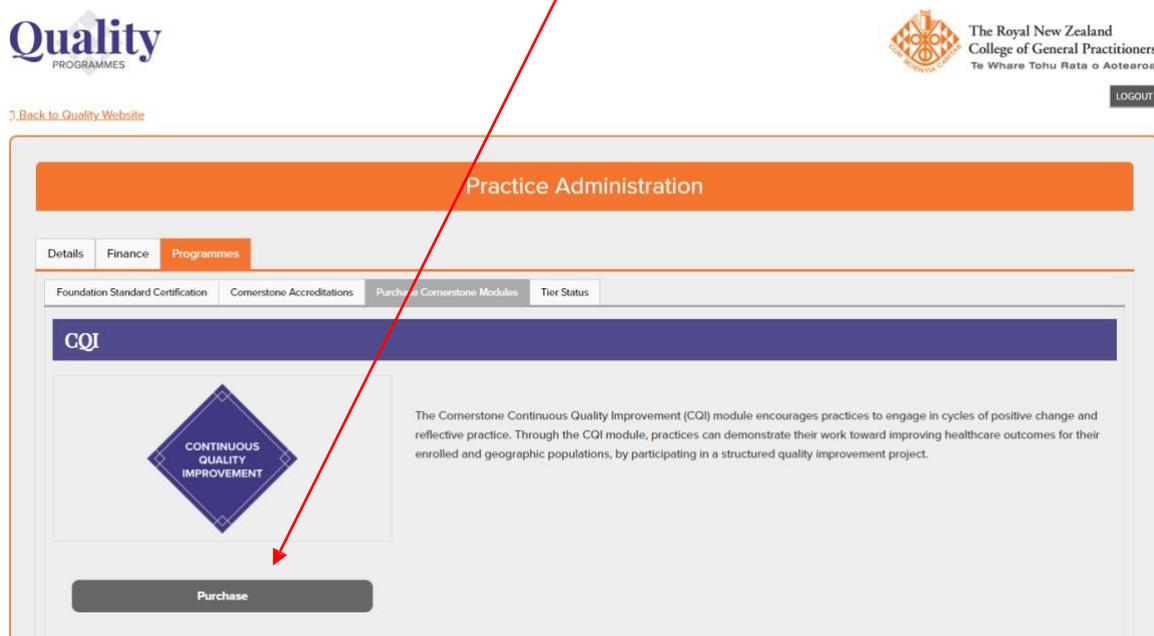
Programme	Status		
Foundation Standard	Enrolled, Not Earned	Assessment	Foundation
Foundation Standard	Earned		Foundation

Completed Certifications

Programme	Expiration Date	
Foundation Standard Certification	30/11/2020	Foundation

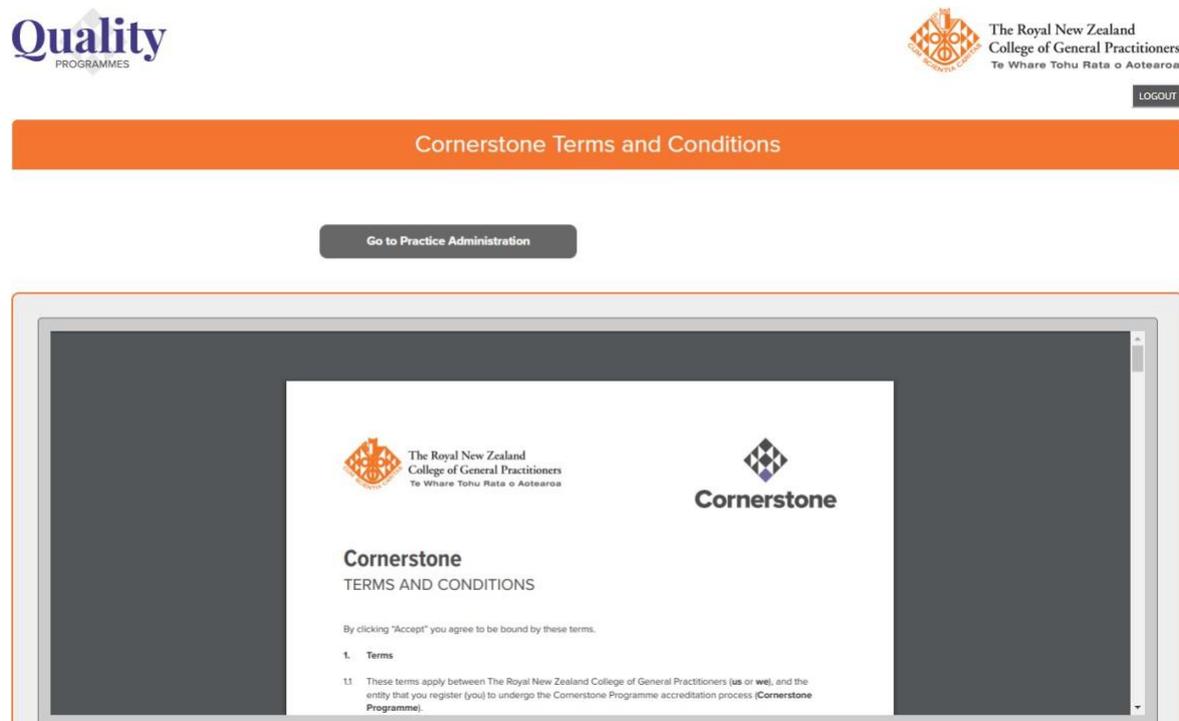
Questions? Contact Quality@rnzcgp.org.nz

The modules available for purchase will be displayed under this tab. Scroll down the page, select the module you wish to purchase and click on the 'Purchase' button under the logo. This example uses CQI.

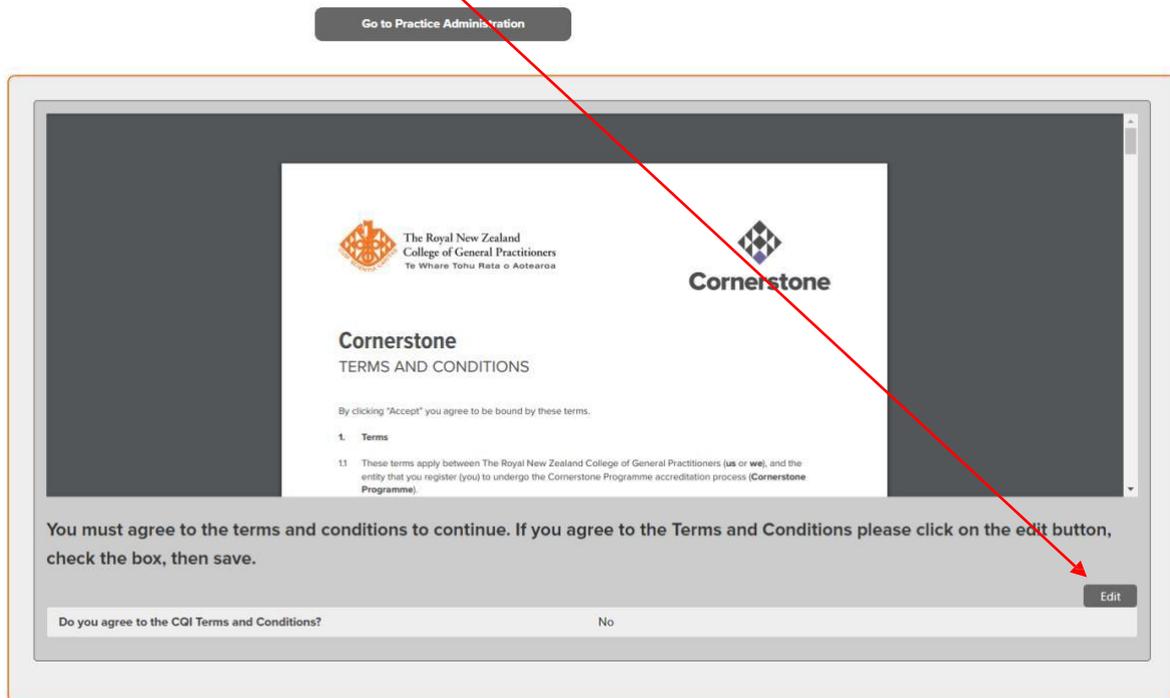


The Terms and Conditions for the Cornerstone Module you wish to purchase will be displayed. You can read, download or print the Terms and conditions by using your mouse inside the black box where the information is displayed.

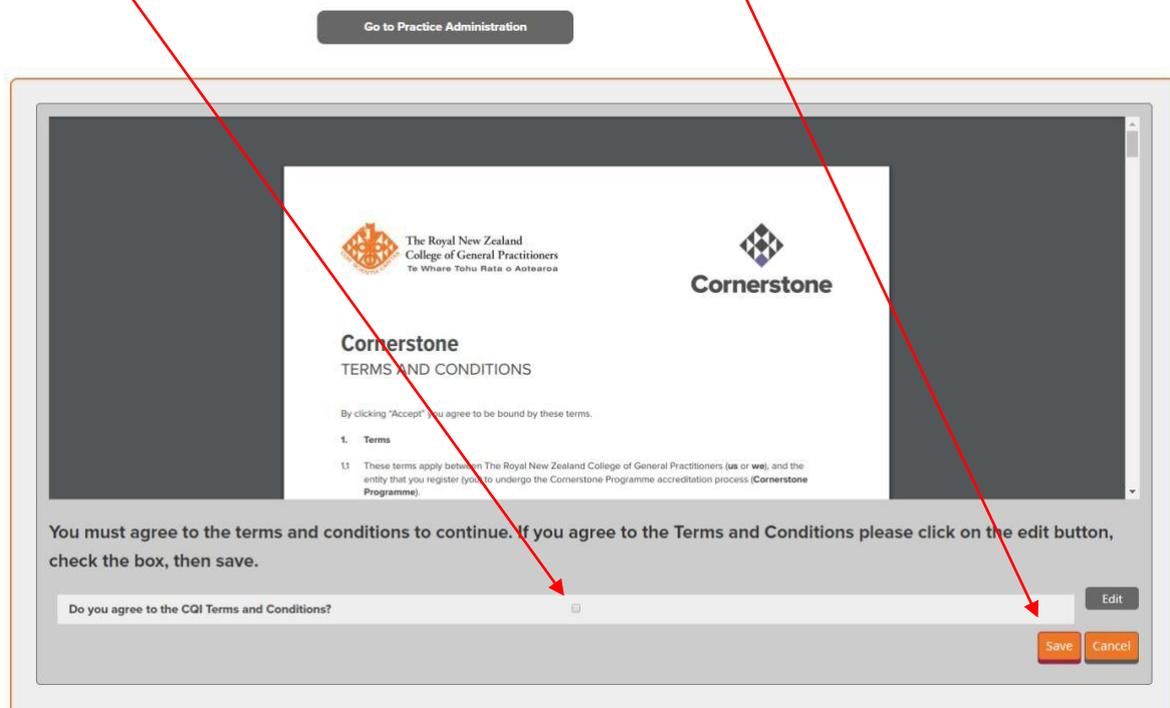
To agree to the Terms and Conditions scroll down the page by using your mouse outside the black box.



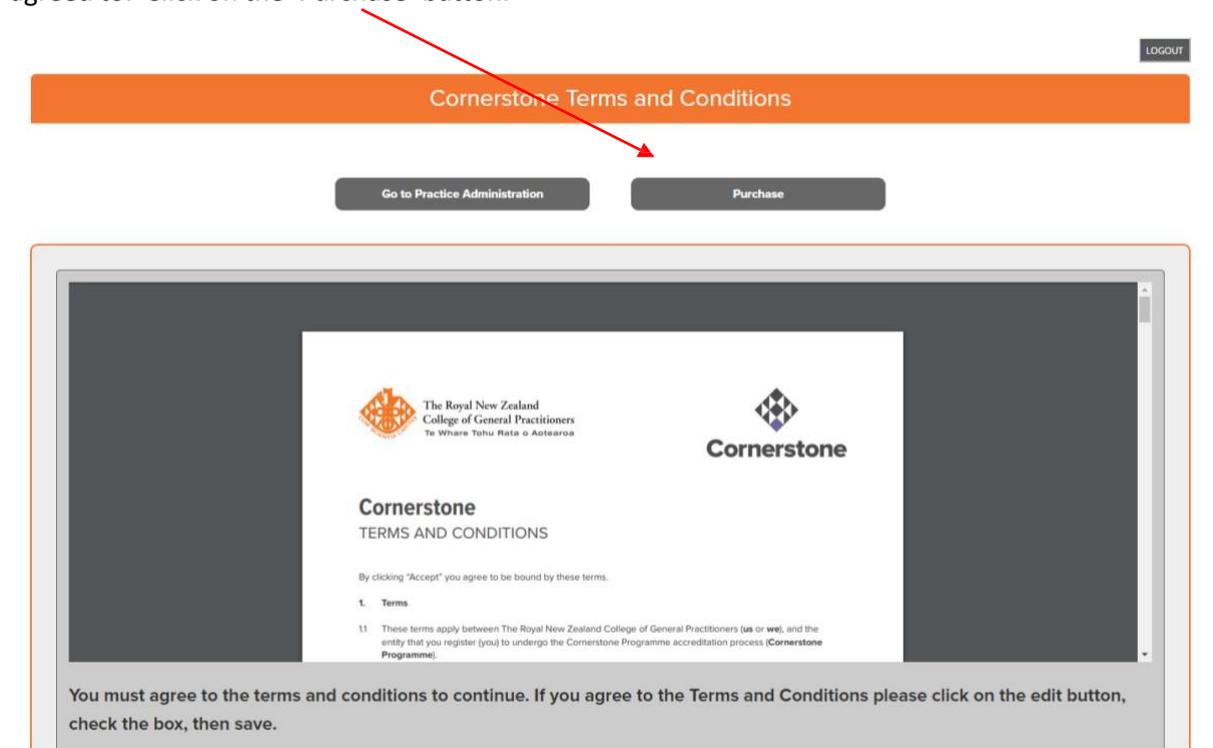
At the bottom of the page, click 'Edit' to agree to the Terms and Conditions for this module.



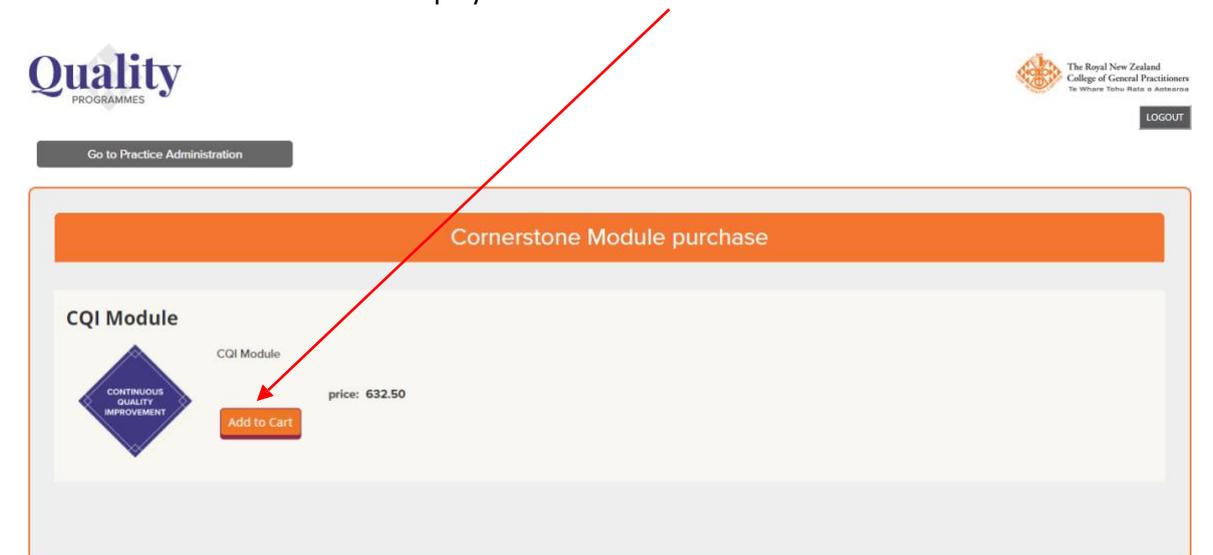
A tick box will be displayed. Click the tick box and select 'Save'.



A purchase button will be displayed at the top of the page once the Terms and Conditions have been agreed to. Click on the 'Purchase' button.



The Cornerstone Module will be displayed. Select Add to Cart.



Questions? Contact Quality@rnzcgp.org.nz

A message will appear advising the item has been added to your cart. Select Proceed to Checkout.

Quality PROGRAMMES

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LOGOUT

Go to Practice Administration

Cornerstone Module purchase

✓ This item has been added to your cart [View Cart](#)

CQI Module

CONTINUOUS QUALITY IMPROVEMENT

CQI Module price: 632.50

Update Cart

Proceed to Checkout

The Shopping Cart will be displayed. Click the windcave button and pay by credit card.

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PRACTICE ADMINISTRATION

Shopping Cart

Items

Item	Quantity	Price	Total
CQI Module (includes 82.50 GST)	1	632.50	632.50

[Remove](#)

Update

View Invoices

Cart Charges

Item Total	632.50
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	632.50

Promotional Code: [Apply](#)

Click Windcave to pay with your credit card (please note: 2% credit card fee applies)

FOR NEW ZEALAND **Windcave**

Questions? Contact Quality@rnzcgp.org.nz

Once payment has been made an Order Confirmation will be displayed. The Order Confirmation will also be emailed to the Practice's primary email address. Additional copies can be sent using the 'Send another copy to' field. To log out select 'Practice Administration'.

The screenshot shows the 'Order Confirmation' page for the Royal New Zealand College of General Practitioners. The page includes a header with navigation links and a main content area with order details and a summary table.

Order Confirmation
Royal New Zealand College of General Practitioners

Order Date: 5/05/2020
Bill To: Administrator F5678-A
Ship To: Administrator F5678-A
10 Customhouse Quay
WELLINGTON 6011
NEW ZEALAND
Shipping Method: New Zealand Post

Item	Quantity	Price	Total
CQI Module (includes 82.50 GST)	1	632.50	632.50
Item Total			632.50
Shipping			0.00
Handling			0.00
TRANSACTION GRAND TOTAL			632.50

A confirmation is being sent to: quality@rnzcgp.org.nz
Send another copy to:

Use the invoice numbers and 'Receipt' links to view receipts.

The screenshot shows the 'Practice Administration' interface. It features a navigation bar with 'Details', 'Finance', and 'Programmes' tabs. The 'Cornerstone Module Purchases' section displays a table with one entry: a purchase on 05/05/2020 for a CQI Module with a total charge of 632.50. The 'My Invoices and Receipts' section shows a table with one entry: an invoice with number 23083, dated 5/05/2020, for a CQI Module, with an outstanding balance of 0.00. A 'Receipt' link is visible next to the invoice number.

Cornerstone Module Purchases

Purchase Date	Description	Total Charge
05/05/2020	CQI Module	632.50

My Invoices and Receipts

Invoice	Invoice Date	Description	Outstanding Balance	Receipt
23083	5/05/2020	CQI Module	0.00	Receipt

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