

Importing/Exporting Patient files

Often we need to import patient files into our HealthOne system, or export files to other practices when patients move practice.

Files which can be easily imported are as follows:

- Healthone patient files
- Other software patient files

Exporting files

To export a patient file, you need the following:

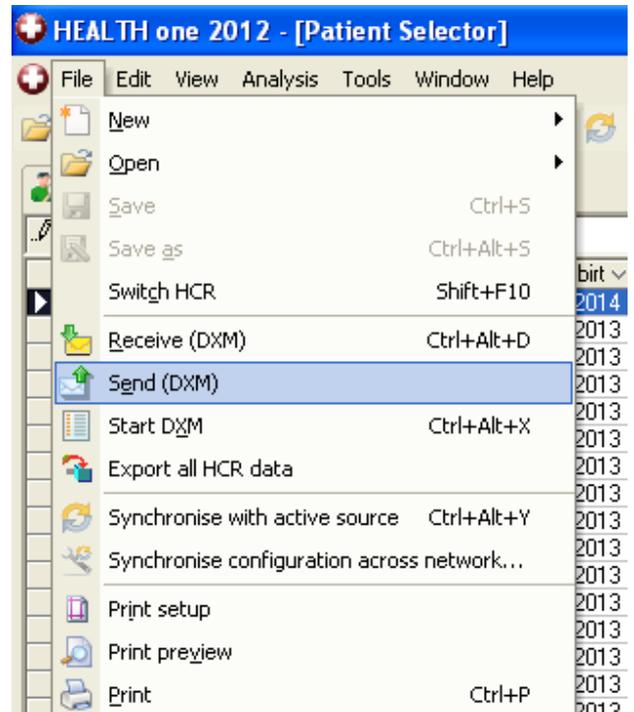
- HealthOne software package
- Email facility

Exporting a file/files are done using this method

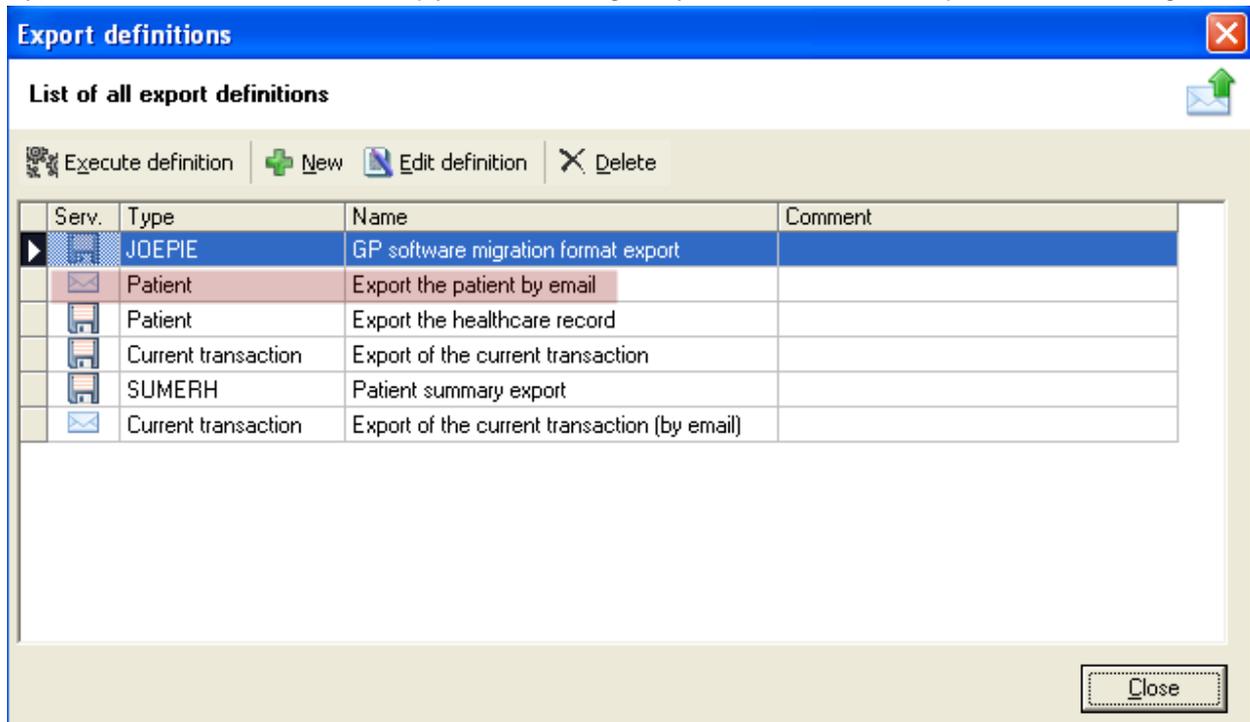
In HealthOne in the **Patient Selector** screen

- Click on **File / Send (DXM)**
- Alternatively you can click on the small icon in the menu

bar 

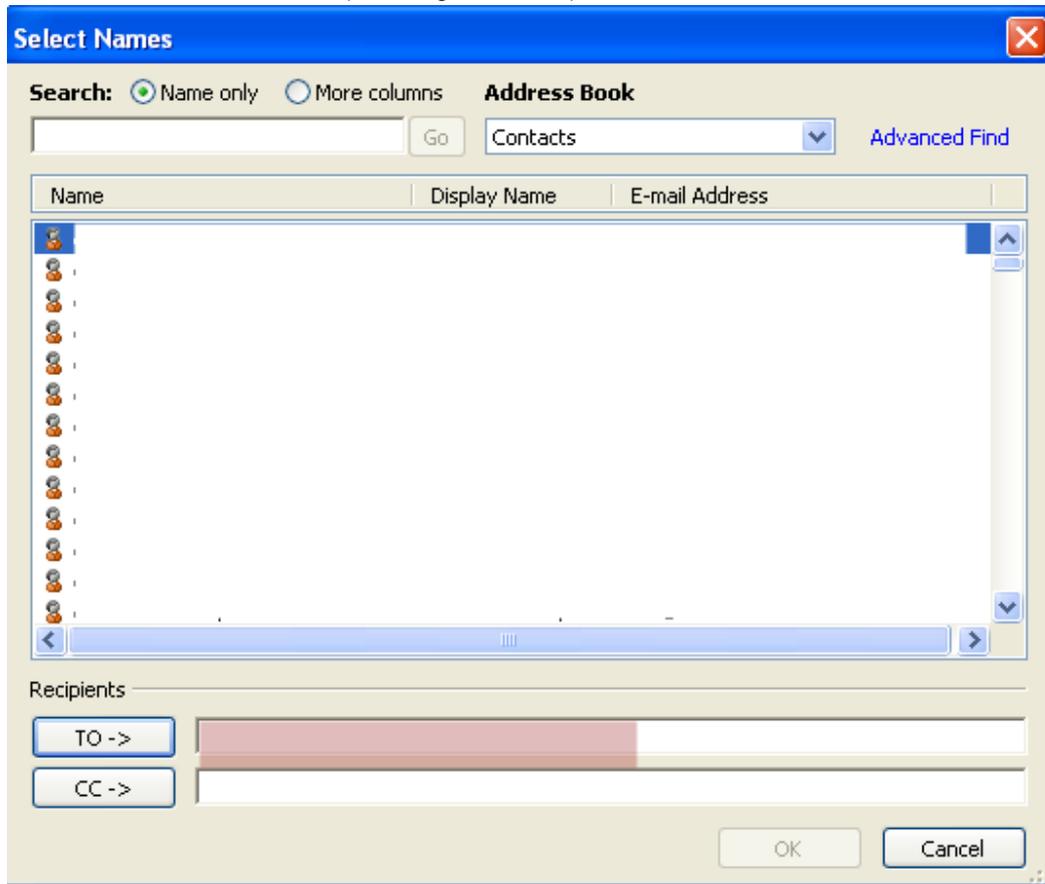


- If you click on the little down arrow by the icon, this gives you a choice of edited methods of sending

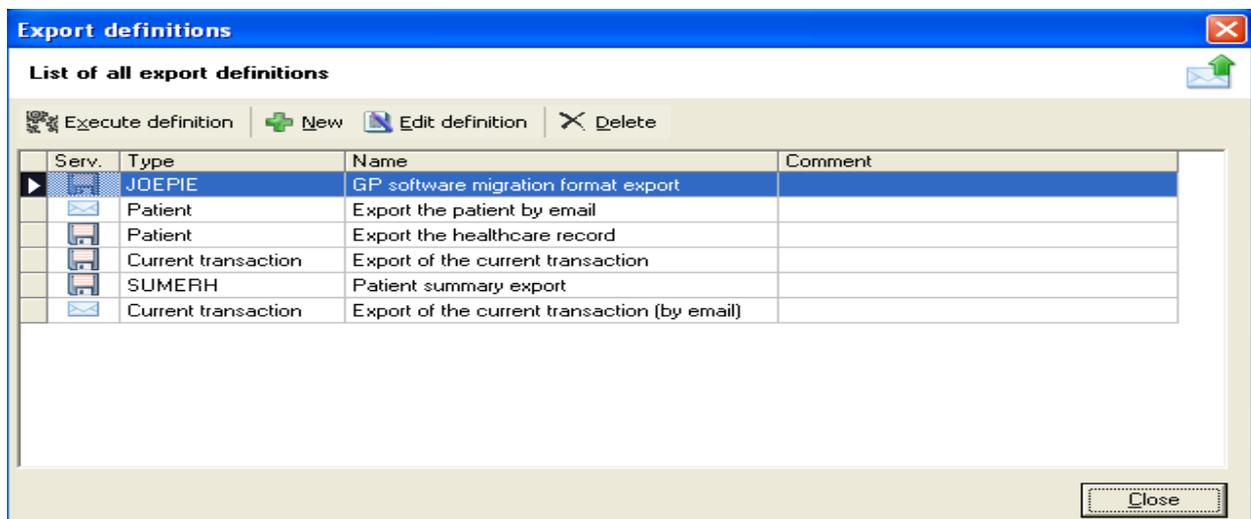


- Choose (type:)-**patient'** (name:)-**Export the patient by email**
- Double click on choice, or alternatively click once and click on **Execute definition**

- This action will open up your **Outlook Contacts**, and you can use your contact list, or alternatively type the address into the address bar (see diagram below)



- Click OK. This will open up your mailing programme
- Note: The file is sent in an encrypted format, so ONLY HealthOne users can open these files when integrated into their own system**
- However, if you haven't exported before, you may need to edit your definitions
- To edit the definition, you need to click on the actual icon itself and the **definition** box, as shown below, is opened..



Each definition has its own format, and to **create** a new definition, or **edit** existing definitions, highlight the definition.

You can then either right click on the definition, and a dropdown list to chose from appears, or work from the menubar within the **definitions**qbox.

Follow the steps to edit if this is necessary.

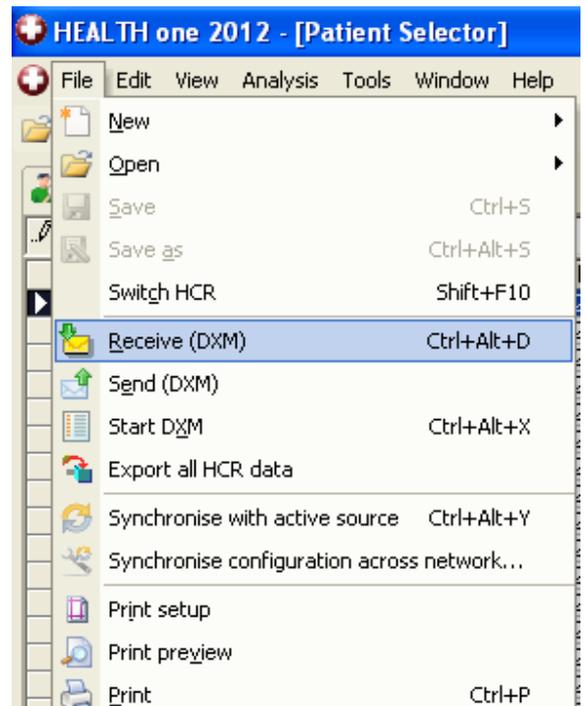
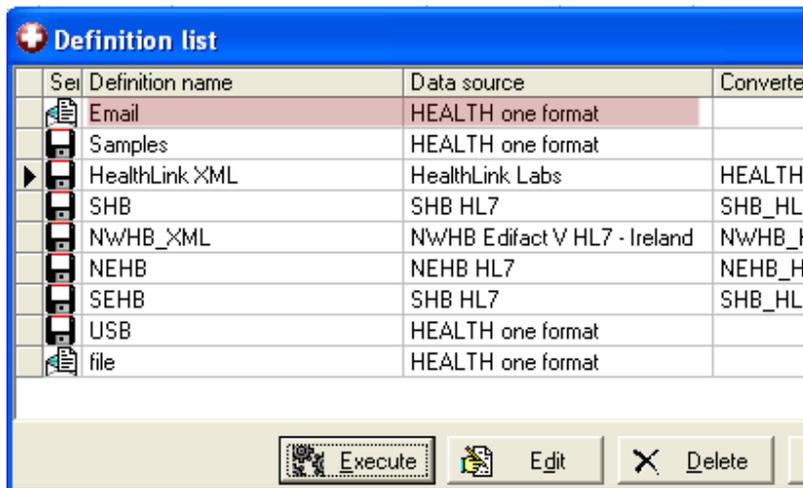
These **definitions**qbasically instruct the computer where to send the file, and where the file can be picked up.

Importing files

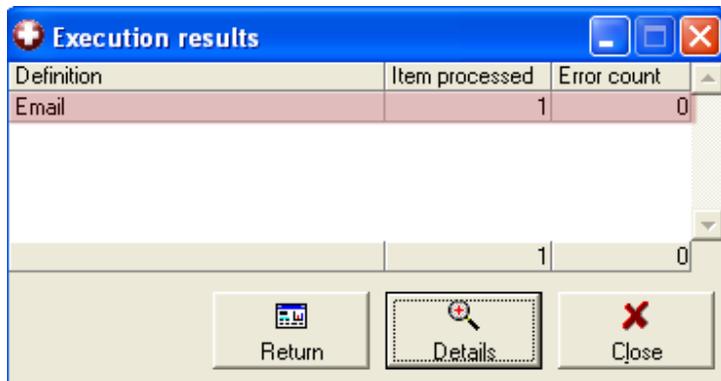
Importing files from another practice is also very simple

To do this you need to:

- Click on **File / Receive (DXM)**
- This action opens up the **Definitions List**



- As demonstrated above, double click on **Email – HealthOne format**
- This is designed to look in your Email programme for any files with a HealthOne Format
- The programme should automatically identify these files and place them in the programme ready for integration as shown below

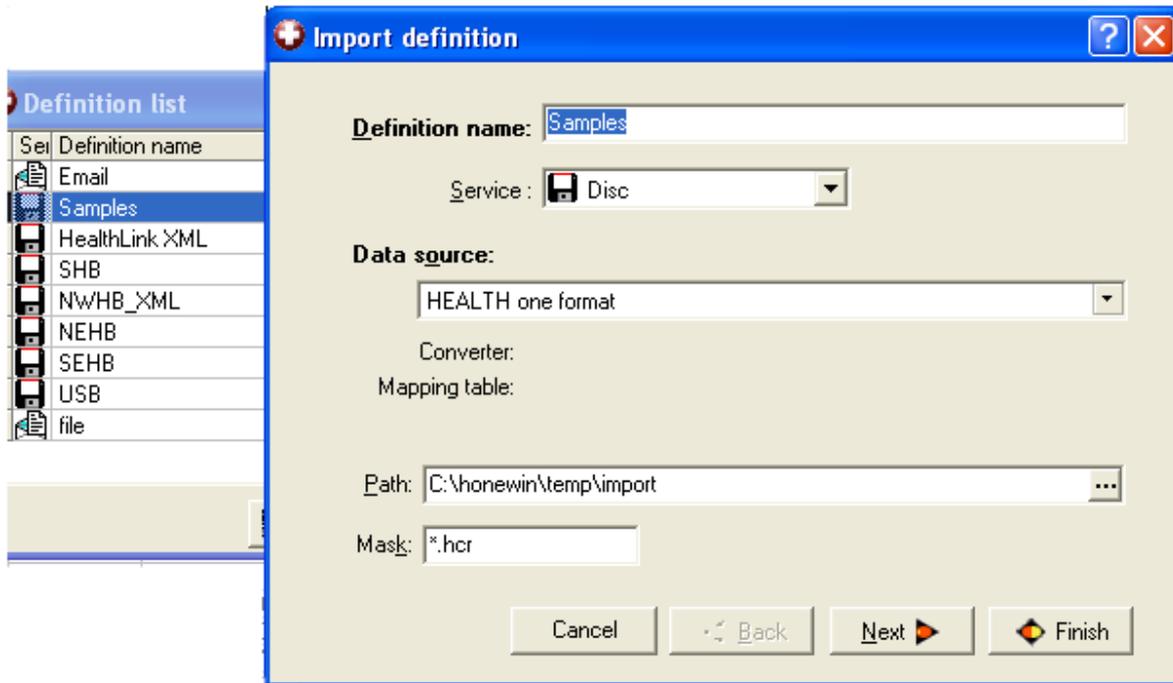


- The result should be a definition of **Email** with **1** Item processed. If there is any **Error count**, then unfortunately it hasn't worked.
- If it is a case that it hasn't worked, there are a few possibilities to try.

You could try and **Import** the files using the **Samples**' definition instead.

To do this you need to go to your mail with the file attached, and **save as** and send it to the pathway **C:\honestwin\temp\import** (see below)

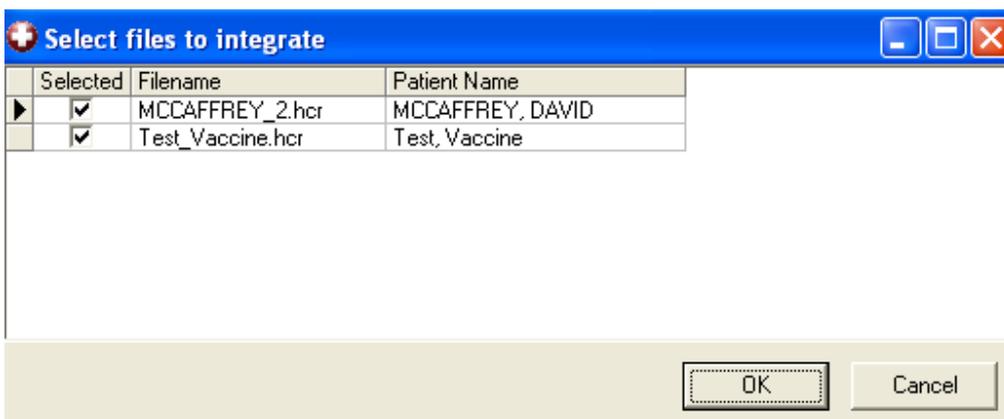
This basically sends the file to a destination on your computer, and you can integrate into Healthone from there instead.



NB: You may need to edit your definition list to choose where you want the files to come from. To do this simply Rt click on **Samples** in the definition list and click **Edit**. The above box is then opened. You can write whichever pathway you wish in the **Path** box. This will only need to be done **ONCE**

Integrate choosing **Receive (DXM)** and choose **Samples** from the definition list

Once it has completed, the following instruction box appears **Select files to integrate**



Place a tick by the chosen files and click **OK**

Remember: You need to wipe the files out of C:\honestwin\temp\import file once they have been successfully integrated, or they will stay there until you do.