## **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	🛃 🔻
-----	-----

•		
8	<u>R</u> eceive (DXM)	Ctrl+Alt+D
	S <u>e</u> nd (DXM)	
	Start D <u>X</u> M	Ctrl+Alt+X
13	Export all HCR data	
⊟₿	Synchronise with active source	Ctrl+Alt+Y
H	Synchronise configuration across	; network
	Print setup	
- 🔎	Print pre <u>v</u> iew	
-8	Print	Ctrl+P

HEALTH one 2012 - [Patient Selector]

File

Ø

New

Open

Save

Save as

Switch HCR

Edit View Analysis Tools Window Help

)

.

hirt

013

2013

2013

2013 2013

2013 2013

2013 2013

2013

Ctrl+S

Ctrl+Alt+S

Shift+F10

If you click on the little ±down arrowdpy the icon, this gives you a choice of ±ditedqmethods of sending

Export definitions					
List of a	all export definitions				
響號 E <u>x</u> ect	ute definition 🛛 🌳 <u>N</u> ew	Edit definition X Delete			
Serv.	Туре	Name	Comment		
	JOEPIE	GP software migration format export			
	Patient	Export the patient by email			
	Patient	Export the healthcare record			
	Current transaction Export of the current transaction				
	SUMERH Patient summary export				
	Current transaction Export of the current transaction (by email)				
1					

- 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)

Select Names 🔀						
Search:	<ul> <li>Name only</li> </ul>	O More columns	Address Bo	ok		
		Go	Contacts		*	Advanced Find
Name		Disp	lay Name	E-mail Address		
8						<u>^</u>
8						
8						
8						
8						
8						
8						
8						
<				-		×
Recipients	;					
то -:						
				0	K	Cancel .:

- 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 a 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**qbox, as shown below, is opened..

Export definitions			
List of a	all export definitions		
饗餐 E <u>x</u> ect	ute definition 🛛 🛖 <u>N</u> ew	🖹 Edit definition 🛛 🗙 Delete	
Serv.	Туре	Name	Comment
	JOEPIE	GP software migration format export	
	Patient	Export the patient by email	
	Patient	Export the healthcare record	
	Current transaction	Export of the current transaction	
	SUMERH	Patient summary export	
	Current transaction	Export of the current transaction (by email)	

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 **±lefinitions**qbox.

HEALTH one 2012 - [Patient Selector]

New

Save <u>a</u>s

Switch HCR

🔄 <u>R</u>eceive (DXM)

🕋 Export all HCR data

💮 Synchronise with active source

💐 Synchronise configuration across network...

Send (DXM)

🛄 Print setup

Print

Print preview

거 Open

🚽 <u>S</u>ave

0

D

File Edit View Analysis Tools Window Help

۲

Ctrl+S

Ctrl+Alt+S

Shift+F10

Ctrl+Alt+D

Ctrl+Alt+X

Ctrl+Alt+Y

Ctrl+P

Follow the steps to edit if this is necessary.

These **definitons** pasically 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**'

Definition list				
Sei Definition name	Data source	Converte		
付 Email	HEALTH one format			
Samples	HEALTH one format			
🕨 🕞 HealthLink XML	HealthLink Labs	HEALTH		
E SHB	SHB HL7	SHB_HL		
NWHB_XML	NWHB Edifact V HL7 - Ireland	NWHB_F		
NEHB	NEHB HL7	NEHB_H		
E SEHB	SHB HL7	SHB_HL		
USB USB	HEALTH one format			
📲 file	HEALTH one format			
Execute E <u>d</u> it X Delete				



- 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

C Execution res	ults			×
Definition		Item processed	Error count	*
Email		1	(	)
				•
		1	(	
	Eu Return	€ Details	X C <u>l</u> ose	

- The result should be a definition of Email with 1 Item processed. If there is any Error count, then unfortunately it hasnq worked.
- If it is a case that it hasnq 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:\honewin\temp\import** (see below)

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

	Import definition	?×
Definition list Sei Definition name Email Samples HealthLink XML SHB NWHB_XML NEHB SEHB USB file	Definition name: Samples Service : Disc Data source: HEALTH one format Converter: Mapping table:	Ţ
	Path: C:\honewin\temp\import	

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

G	Select f	iles to integrate		
	Selected	Filename	Patient Name	
►		MCCAFFREY_2.hcr	MCCAFFREY, DAVID	
	<b>V</b>	Test_Vaccine.hcr	Test, Vaccine	
				OK Cancel

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

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