



## How do I convert from Medtech 32 to Best Practice?

This FAQ is intended to answer common questions about converting MedTech 32 clinical data to Best Practice.



### **Important:**

It is essential that all sites perform a trial MedTech32 conversion prior to GO LIVE

- 1. To ensure that the source data converts successfully**
- 2. To resolve any issues related to conversion prior to the GO LIVE**
- 3. To clarify the process and identify the time required to complete the conversion**
- 4. To ensure that Best Practice meets your surgery's clinical and management requirements prior to purchase.**

### Prerequisites

#### a) Please ensure that you have an update-to-date version of Best Practice.

- Please check with Best Practice support via phone or email [support@bpssoftware.com.au](mailto:support@bpssoftware.com.au) prior to running the conversion to ensure that you have the most update to date version to use.
- You will require Best Practice version 1.7.0.500 or higher.
- You will also require the latest version of the ODBC utility called 'BP\_MedTech.exe' .

#### b) Confirm the Hardware Requirements

Please ensure all machines that will be required to run BP meets the hardware requirements found at <http://www.bpssoftware.com.au/products/hardware.php> or the document [BP\\_FAQ-Hardware.pdf](#) found on the Best Practice DVD.

#### c) Confirm Hard Disk drive Requirements

By default, Best Practice program files and databases are installed to the C:\ drive. It is recommended that prior to GO LIVE that an estimate of the disk space requirements is made to ensure that there is sufficient space on the server on the C:\ drive to cater for:-

- size of the Best Practice databases (following conversion of your MedTech32 data)
- sufficient room for expansion of the databases due to normal operation
- if 'compressed' backups are to be performed, there will need to be free space approximately twice the size of the Best Practice databases to allow for temporary files to be created during the backup process (i.e. 6 GB of databases will need approximately 18GB free space to perform compressed backups)

To check the size of the databases following the MT32 Conversion, check the size of the databases stored in the folders:-

- MSDE Installations - C:\Program Files\Microsoft SQL Server\MSSQL\$BPSINSTANCE\Data
- SQL Express 2005 Installations - C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data
- SQL Express 2008 Installations - C:\Program Files\Microsoft SQL Server\MSSQL10.BPSINSTANCE\MSSQL\DATA



Tip: The full installation disk of Version 1.6.3.490 and higher provides the ability to create your data in an alternate location. Refer to the document [BP\\_FAQ-Installing.pdf](#) for further details.

#### d) Confirm Operating system Requirements

Best Practice only supports Microsoft Professional operating systems - Win 2000 Professional, Win 2000 Server, Win XP Professional, Win 2003 Server and Win Vista Business and Ultimate editions, Win 2008 Server. **Win XP Home and Win Vista Home editions are NOT supported.**

#### e) Identify whether any staff will require training

It is recommended that you consider whether any staff will require training. You will find details on the training that Best Practice offer on our web site :- <http://www.bpssoftware.com.au/support.php> We can also provide Tutorial DVDs if preferred.

#### f) Thoroughly read all Documentation

**Thoroughly read all the relevant FAQ documentation pertaining to performing a conversion and configuration of Best Practice. Read this current document, *the document BP\_FAQ-Installing BP with MD conversion.pdf* as well as the FAQ documents that are referred to.**

#### g) Medtech32 installation and recent backup

The latest Medtech32 conversion utility has been tested with Medtech32 version 6 and above using both Interbase 6 and Interbase 7.5. You will require a current set of your Medtech32 databases. Ensure that your Medtech32 databases are accessible via Interbase IBConsole.



## IMPORTANT: A TRIAL CONVERSION IS MANDATORY

- A 'Trial' conversion must be performed a minimum of 2 weeks prior to the date you wish to GO LIVE.
- Once the 'Trial' conversion is completed, we request that the principal doctor/s perform a thorough check of as many patient records as possible to ensure that all notes, investigations, documents, etc., are available and accessible.
- We then request that the '**Trial Conversion complete notification**' form be completed, signed and faxed to Best Practice and the BPSConversion.log file be emailed to [support@bpssoftware.com.au](mailto:support@bpssoftware.com.au). Once this is received we will issue your practice a 30day key and invoice to enable you to perform a LIVE conversion. This form can be found in the document [BP\\_FAQ-Trial Conversion completion form.pdf](#).



### Note:

- If you are unsure how to perform any of the processes mentioned in this document, please contact your IT technician for assistance.
- When running on your Test Server, ensure that you do not have the Test server connected to the network as you may find that you receive errors about 'Excess User license Violation' for Interbase.



**Important:** Please be aware that Allergies and Adverse Reactions are not completely converted as it would unsafe to do so due to the way the data is stored in Medtech32. The codes 'Nil known', 'NKA', 'NIL' and 'NK' are converted as 'Nil Known' to the Allergies / Reactions area. All other allergy details are written to the 'On Screen Comments' field at the top of the patient record.

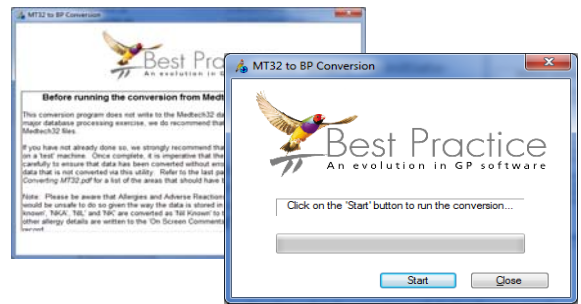


**Tip:** Refer to the document '[BP\\_FAQ-Installing BP with Medtech32 conversion.pdf](#)' for the complete list of steps for performing a conversion . There are a wide range of F.A.Q. documents accessible by browsing to the \FAQ folder on the Best Practice installation DVD.

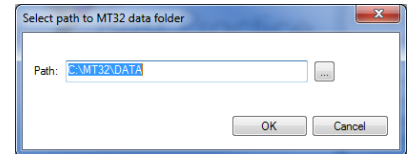
1. Ensure that you have met the Prerequisites listed at the beginning of this document.
2. Backup your MedTech32 data as per the standard backup procedure or alternatively take a copy of the MT32\DATA folder from your Live server (Medtech should not be running when performing this latter process).
3. Install **Best Practice** as a 'Server' installation on your server (as per the document [BP\\_FAQ-Installing.pdf](#)). A reboot may be requested and performed at the end of installing. (If using a Terminal Server, you must always install applications & updates via Add/Remove Programs)
4. Check that Drug database date in Best Practice is up to date. Log into Best Practice and Select **Help - > About -> System Info** and check the date in "Drug Database Updated". Check this against [www.bpssoftware.com.au](http://www.bpssoftware.com.au) and if any newer data updates are available, download them in chronological order and install to the server only. (Check **Help -> About -> System Info > Drug Database Updated** after each installation to ensure the drug data has been updated)
5. Perform the following steps to set up the server ready for the conversion :-
  - Install Interbase if not already installed.
  - Identify the location of your Live MT32\DATA folder. The Test server will need to replicate these drive and data paths/structures for your MT32 data. (i.e. if LIVE server MT32\DATA location = S:\MT32\DATA then Test server will require an S:\drive)
  - Make a folder called MT32\DATA on the identified drive
  - Copy the Medtech32 databases to this folder
  - Open Interbase and register both databases and ensure that you can browse to the tables.
  - Run the Utility '**BP\_MedTech.exe**' to install the relevant ODBC drivers. This can be found on the Best Practice installation disk in the folder called 'Utilities'. Please contact Best Practice Support to ensure you have the latest version.



6. Ensure that the machine does not have any scheduled tasks that could affect the performance of the machine or the network (i.e. scheduled backups, router reboots, server reboots, windows updates, etc).
7. Browse to the folder C:\Program Files\Best Practice Software\BPS\Conversions and double click on the utility 'MT32 Conversion.EXE'.
8. The MT32 to BP Conversion screen will appear providing a brief overview on the conversion. Click 'Continue' to proceed with the conversion.
9. The Start screen will appear. Click 'Start' to initiate the conversion.

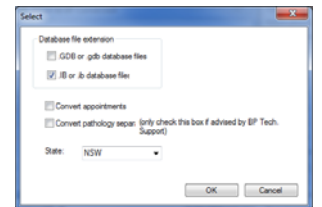


10. You will be prompted for the path of your Medtech32 data. Click the button to the right of the path field to browse to the relevant folder. Check the path and then click 'OK' to continue.



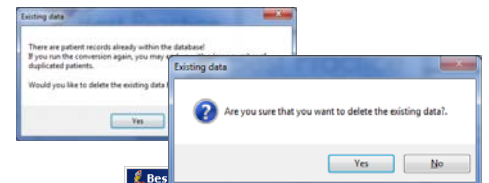
11. You are then prompted :-

- Database File extensions - select the type of Medtech32 database files you have
- Convert your appointments - tick this if you want to convert your appointments from Medtech to Best Practice
- Convert pathology separately - ONLY tick this box if advised to do so by BP support.
- as well as indicating your State.



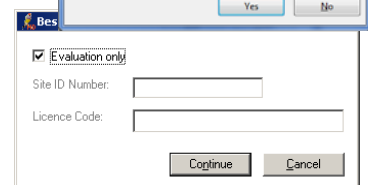
12. If you already have data in the Best Practice database, the 'Existing data' screen will appear.

- To replace the existing data click 'Yes'.
- To keep the existing data and add new records to the Best Practice database click 'No'.



13. You will then be prompted for your Best Practice licence details.

- If you are running a trial conversion, just tick the box 'Evaluation only'.
- If you are running a LIVE conversion, enter your Site ID Number and Licence code as provided by Best Practice.



14. The conversion from Medtech32 data to Best Practice will now take place. Depending upon the size of the data this may take many hours.

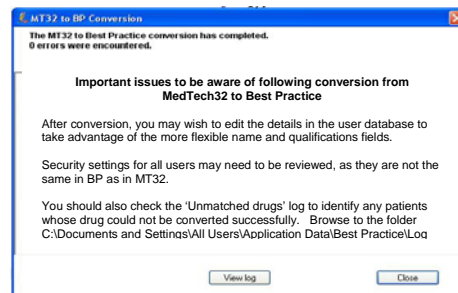
Conversion Order		
Practice details	Past Prescriptions	Categories
Users	Autotext	Address Book
Patients	Pregnancies	Letters
Next of Kin	Clinical Details	Work certificates
Head of family	Measurements	EPC Reports
Social history	Pathology results	Documents
Progress Notes	Holding File	
Current RX	Pap smears	
Immunisations	Recall protocols	
History	Reminders	
		<b>Note: Allergies / Reactions are NOT completely converted – see note below</b>



## Completion

When complete, a screen will appear showing that the conversion is complete and whether there were any errors encountered.

**Important:** Browse to the folder C:\Program Files\Best Practice Software\BPS and run the file called 'Attach databases.EXE'.



## TRIAL CONVERSIONS

### Step 1

After performing a conversion, please check the log file generated during the conversion process. Either click the 'View log' button on the 'Conversion complete' screen or open the file called 'BPSConversion.log' found at C:\Documents and Settings\All Users\Application Data\Best Practice\Log on your server.

Please check this log to ensure that there have been no errors recorded during the conversion that need to be addressed. If you have any questions about errors encountered, please email your BPSConversion.log file to [support@bpsoftware.com.au](mailto:support@bpsoftware.com.au) together with your contact details and then contact Best Practice support via phone 07 4153 1277 during business hours to discuss.

### Step 2

If Step 1 does not indicate any errors, we request that the principal doctor/s perform a thorough check of as many patient records as possible to ensure that all data is present and accessible. We suggest opening a range of patients in your current application (long term, medium term and new patients) and comparing the data with this same patient in Best Practice. We also recommend checking the last patient seen before the conversion to ensure that the most recent data has been converted.

- Patient demographics correct
- Past Visit records present and accessible
- Investigation results present and accessible
- Current and Past RX are present and correct
- Immunisation records present and accessible
- Correspondence In and Out present and accessible
- Reminders present, correct and accessible
- Autotext present and accessible
- Custom Templates present and correct
- Contacts address book correct

### Step 3

When you are confident that all the data has been converted correctly, please complete the form [BP\\_FAQ-Trial Conversion completion form.pdf](#), sign and fax to Best Practice on 07 4155 8800 and email the BPSConversion.log file to [support@bpsoftware.com.au](mailto:support@bpsoftware.com.au). Once this is received we will issue your practice a 30 day licence key and invoice to enable you to perform a LIVE conversion.

### Step 4

When you have confirmed that the 'Trial' conversion has been successful, please refer to the FAQs provided on the installation DVD for further assistance on moving forward. The best document to start with is called '[BP\\_FAQ-Installing BP with Medtech32 conversion.pdf](#)'. This will step you through how to plan for and perform a LIVE installation of Best Practice.

## LIVE CONVERSIONS

Following a LIVE conversion, we also request that you check the BPSConversion.log and perform another check of your data to ensure that your practice is happy that the conversion has completed and that your data is complete.

Refer to the document '[BP\\_FAQ-Installing BP with Medtech32 conversion.pdf](#)' for the steps to follow to configure your system.

## MORE INFORMATION

For more information consult the Best Practice Help Library or contact us via:



**07 4155 8800**



<http://forum.bpsoftware.com.au>



**07 4153 2093**



<http://www.bpsoftware.com.au>



[support@bpsoftware.com.au](mailto:support@bpsoftware.com.au)



[sales@bpsoftware.com.au](mailto:sales@bpsoftware.com.au)

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