



How to I set up Linking between Best Practice and Pracsoft 3?

This FAQ is intended to answer common questions about configuring link options to allow either one way or two way communication between Best Practice (BP) & Pracsoft 3 (PS3).

How to configure the linking

- One way linking** Transfers demographic data as per Item 1 below.
- Two way linking** Transfers data as detailed below as per each Item configured.

There are 4 types of information that can be transferred: -

Data transferred	File name used
1. Demographic changes / additions made in Pracsoft are transferred back to Best Practice.	PATIENTS.IN
2. Demographic changes made in Best Practice are transferred back to Pracsoft.	TRANSFER.OUT
3. Details of the Item Numbers to be charged for are transferred back to Pracsoft to allow for account to be created	VISITS.OUT
4. Details of the childhood immunisations records are transferred back to Pracsoft to be sent to the ACIR register	IMM.OUT

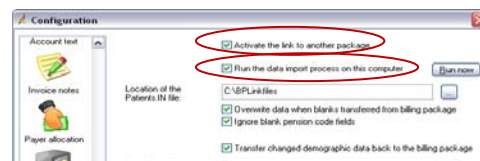
One Way linking

Transferring demographics additions and changes from Pracsoft to BP.

- 1) Create a folder on the server called something like '**BPLinkfiles**' and share this folder so that all users on the network have read / write permissions.

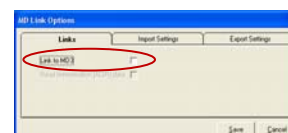
Best Practice (Server only)

- 2) On the **server**, select **Setup menu -> Configuration -> Links** from the main Best Practice screen.
- 3) Tick '**Activate the link to another package**'
- 4) Tick '**Run the data import process on this computer**'. (This enables *that* computer to read and process the link file at regular intervals when either BP or the BP Link.exe is running)
- 5) Enter the path to the folder which you created in step 1 into the field '**Location of the Patients.IN file**' (i.e. c:\BPLinkfiles)
- 6) Start **BPLink.exe**. (refer to the section at the end of this document for an explanation of how BPLink works)



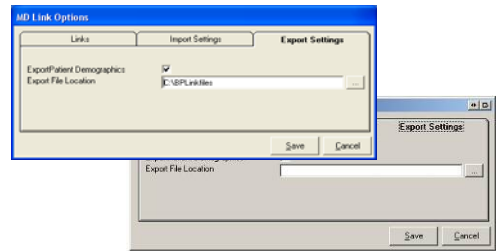
Pracsoft (Server and Workstations)

- 7) On each **computer**, configure the MD Link options. From the Waiting room, select **Medical director > 'MD Link Options' or 'Demographic export'** depending upon your version of Pracsoft.
- 8) On the **Links** tab - if you were using MD3 then **untick** the 'Link to MD3' option.





- 9) Click the **Export settings** tab – tick the box ‘Export patient demographics’ or ‘Export folder’ and then enter the path or browse to the shared folder on the server that was created in step 1 above. (i.e. [\\servername\BPLinkfiles\](#))



Refer to the section at the end of this document for examples of how to test the link.

Two Way linking

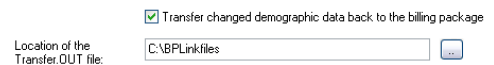
Transferring demographics additions and changes from Pracsoft to BP.

- 1) Follow the ‘One Way linking’ steps above to set up the demographic linking from Pracsoft to Best Practice.

Transferring demographics changes from BP back to Pracsoft.

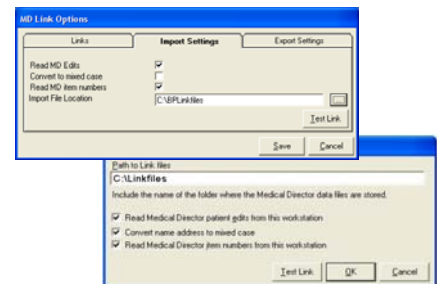
Best Practice (Server & all workstations)

- 2) Select **Setup** menu -> **Configuration** -> **Links** from the main Best Practice screen.
- 3) Tick ‘**Transfer changed demographic data back to the billing package**’ option on the **BP server** and all **BP workstations** to send changes made to the patient demographic details in BP back to PS3 via the Transfer.out file.
- 4) Enter the path to the folder that you created earlier on the server (e.g. Path on server will be “C:\BPLinkfiles” but paths on workstations will be the UNC path “\\servername\BPLinkfiles”)



Pracsoft (Server)

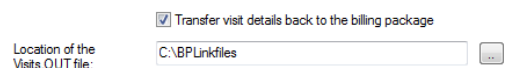
- 5) Configure the MD Link options. From the Waiting room, select **Medical director > MD Link Options > Import Settings or Medical director > Import link** depending upon your version of Pracsoft.
- 6) Tick the box ‘**Read MD Edits**’ or ‘**Read Medical director patient edits from this workstation**’ depending upon your version of Pracsoft.
- 7) Enter the path to the folder that you created earlier on the server (e.g. Path on server will be “C:\BPLinkfiles” but paths on workstations will be the UNC path “\\servername\BPLinkfiles”)



Transferring visit details from BP back to Pracsoft.

Best Practice (Server & all workstations)

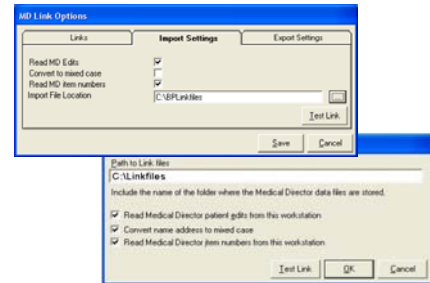
- 1) Select **Setup** menu -> **Configuration** -> **Links** from the main Best Practice screen.
- 2) Tick ‘**Transfer visit details back to the billing package**’ option on the **BP server** and all **BP workstations** to send Medicare item numbers back to PS3 via the “Visits.out” file.
- 3) Enter the path to the folder that you created earlier on the server (e.g. Path on server will be “C:\BPLinkfiles” but paths on workstations will be the UNC path “\\servername\BPLinkfiles”)





Pracsoft (Server)

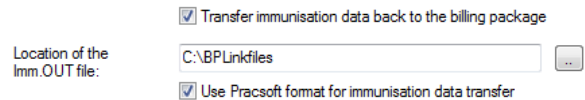
- 4) Configure the MD Link options. From the Waiting room, select **Medical director > 'MD Link Options > Import Settings'** or **Medical director > 'Import link'** depending upon your version of Pracsoft.
- 5) Tick the box **'Read MD Item numbers'** or **'Read Medical director Item numbers from this workstation'** depending upon your version of Pracsoft.
- 6) Enter the path to the folder that you created earlier on the server (e.g. Path on server will be "C:\BPLinkfiles" but paths on workstations will be the UNC path "\\servername\BPLinkfiles")



Transferring immunisation records in BP back to Pracsoft.

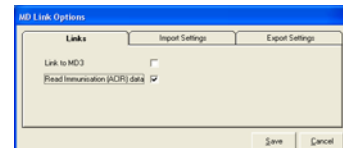
Best Practice (Server & all workstations)

- 1) Select **Setup** menu -> **Configuration** -> **Links** from the main Best Practice screen.
- 2) Tick **'Transfer visit details back to the billing package'** option on the **BP server** and all **BP workstations** to send Medicare item numbers back to PS3 via the "Visits.out" file.
- 3) Enter the path to the folder that you created earlier on the server (e.g. Path on server will be "C:\BPLinkfiles" but paths on workstations will be the UNC path "\\servername\BPLinkfiles")
- 4) Tick the box 'Use Pracsoft format for immunisation data transfer'.



Pracsoft (Server)

- 5) Configure the MD Link options. From the Waiting room, select **Medical director > 'MD Link Options > Links'** or **Medical director > Links** depending upon your version of Pracsoft.
- 6) Tick the box **'Read Immunisation (ACIR) data'**.
- 7) Press **Save** to continue.



Loading BP Link

'Load BP Link automatically on startup' – tick this box if you are configuring the server and wish to have BP link restart automatically if the server is restarted. (Refer to notes on BPLink below)

Testing the Link

- 1) Make sure that **BP Link** is running on the server (see notes below on BPLink).

Demographic changes from BP to Pracsoft

- 2) On the Server, open **BP** and change the demographics of one patient – change something that is insignificant such as changing 'Street' to 'St' or similar. Save the changes.
- 3) Open **Pracsoft** and check that the demographic change has been reflected in BP.
- 4) Repeat this test on at least one BP workstation to ensure process is working.



Visit Information from BP to Pracsoft

- 5) Open Pracsoft and add a test patient into the Waiting Room. Open the patient in **BP** using the MD button. Enter some test notes and then press the Finalise Visit button. Enter the Items Numbers that you want to charge the patient. Save and close the patient record.
- 6) Return to **Pracsoft** and check that the Item numbers are showing against the patient record ready to be invoiced

Immunisation records from BP to Pracsoft

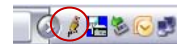
- 7) In **BP**, open a patient record for a child who is under 5 years **BP**. Click on the Immunisation section and record an immunisation for that child. Exit the record.
- 8) Open **Pracsoft** and run the process to import the Immunisation batch.
- 9) If the immunisation was a 'test' then delete the item from the Immunisation batch but if it is a 'real' immunisation then you can have the option to transmit the batch immediately or at a later stage.

BP Link.Exe

BPLink is the utility that runs in the background *on the server* that performs: -

- import of Patients.in file
- import Results
- perform scheduled backups
- configure links to billing packages

The '*BP link.exe*' utility can be found in the C:\Program Files\Best Practice Software\BPS folder on the '**Server**' install only. This utility **must** be running on the server machine in order for the processes above to take place. To start the utility, double click on the file. A bird icon will appear in the system tray in the bottom right hand corner of the screen.



While this icon remains in the system tray the processes listed above will run in the background – even if Best Practice is closed on the server. However, if you reboot your server or 'log out' of your server the process will stop so ensure the following: -

- 1) On the Setup > Configuration > Links screen, that you have ticked the box on the configuration screen 'Load BP Link automatically on startup'.
- 2) Make sure that all staff are aware that each time the server is rebooted that someone needs to log into Start BPLink on the server to get BPLink to start again.



Note: Terminal Server sessions will not run or display the BP Link.exe - this must be configured and run from the server not in terminal mode. The BP Link.exe is not configured as a system service, therefore the operating system must be logged in and the BP Link.exe running on the server for automatic Linking to billing, Results import and BP Scheduled back ups to occur.



Tip: There are a wide range of F.A.Q. documents accessible by browsing to the \FAQ folder on the Best Practice installation DVD.

MORE INFORMATION

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



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



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