



## How do I setup "Results Import" with Best Practice Software?

This FAQ is intended to answer common questions about setting up 'Result Importing' with Best Practice Software.

### Best Practice Results Importing

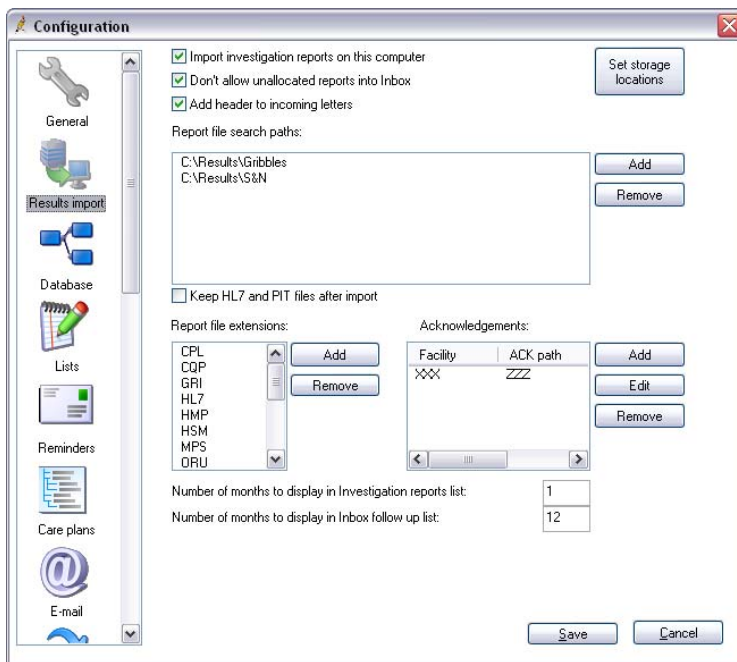
The results import window allows the configuration of result importing settings to enable Results from Pathology and Radiology labs to be imported into Best Practice.

If you have multiple providers make sure that you have configured their downloading software to download the results / reports regularly.

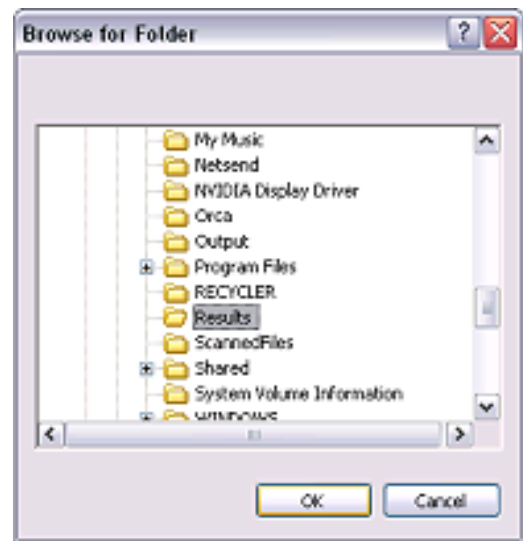
We recommend that you set up a separate folder on the server for these files to be downloaded to (i.e. c:\Results). While not necessary, we also recommend that you have a separate subfolder for each different pathology / radiology provider to download their files to. This can make it easier to diagnose download problems later.

### Configure the search paths

To setup Result Importing go to **Main Window** ▶ **Setup Menu** ▶ **Configuration** and select the 'Results Import' icon .

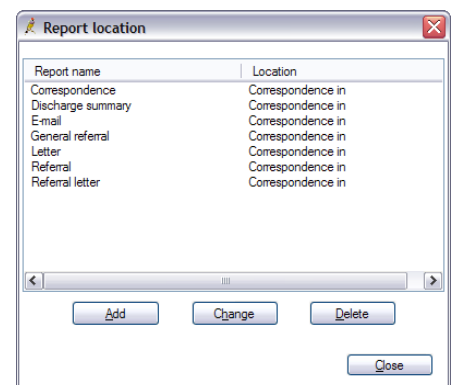


Click on the 'Add' button to configure a path for each location where results are being downloaded to.



### Setting storage locations

The 'Set storage locations' button allows you to customise which section of the patient record certain types of reports are saved. By default each type is set to "Correspondence In" but can be changed to "Investigations". New report types can be added; the Report name that is used will be matched against the content of the report and identified accordingly. When processing the reports from the Inbox, it will be indicated where the report will be saved in the patient's file – either "Correspondence In" or "Investigations".





**'Keep HL7 and PIT files after import'** - only tick this box if advised to do so by Best Practice support to diagnose an issue with importing reports

**Report files extensions** - most labs will use the standard extension for their results file however additional file extensions can be added here if required for your lab


**Acknowledgements** – some labs require that an acknowledgement is sent back to the lab to confirm that the result has been received. Refer to the document '*BP\_FAQ-Set up acknowledgements for results.pdf*' for further details.

**Number of months to display in Investigation reports list** – defaults to 1 month but you can extend the default month range used on this screen

**Number of months to display in Inbox follow up list** – defaults to 12 months but you can extend the default month range used on this screen

## Importing Results

There are 2 ways of importing results into Best Practice.

- 1) Run the utility called 'BPLink' on the server. This utility will check every 5 minutes to see if there are any results / reports in any of the folders indicated in the 'Report file search paths' and if found will import them into Best Practice. This is the preferred method as it does not require any user intervention. (See note below on BPLink)
- 2) Select View > Incoming Reports from the main Best Practice screen or click the  icon. This will force an import of any results / reports found in any of the folders indicated in the 'Report file search paths' into the system

If the system can match the result to a patient and a doctor the results will appear automatically in the Doctor's Inbox. Refer to the help screen on the '**Inbox**' function for further details on using this function.

If results cannot be matched to a patient and/or doctor they will remain in the View > Incoming screen and will need to be matched manually. Refer to the help screen on [Incoming Reports](#) for further details.

## BP Link

BPLink is a utility provided by Best Practice that performs the following functions:-

- Imports downloaded results
- Imports demographic changes generated by 3<sup>rd</sup> party billing packages
- Configure and perform scheduled backups

Below are the recommended steps for starting and using BPLink (all these steps are performed on the Server ONLY)

- Place a shortcut to 'BP Link.exe' on the desktop of the server
  - right click on 'BP Link.exe' in folder C:\Program Files\Best Practice Software\BPS\ and select 'Send to Desktop – create shortcut'.
- Start BPLink by double clicking on this shortcut
  - you should see a bird icon appear in the system tray in the bottom right hand corner of the screen – it should read 'BP Background processing'
- Configure Best Practice to start BPLink on startup of the server.



- right click on the bird icon in the system tray
  - select 'Configure Link'
  - enter your password and the 'Configure Link' screen will appear. Tick the box 'Load BP Link automatically on startup'.
  - Click Save
- Reboot the server to ensure that BPLink starts correctly.



Tip - ensure that key staff are aware that if there is a reboot of the server and they will need to log back into the server to start the BPLink process (if it isn't set to start automatically) to ensure the processes above are performed.

## MORE INFORMATION

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



**07 4155 8800**



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



**07 4153 2093**



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



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



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

**Last Reviewed: 05/01/2010**