



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

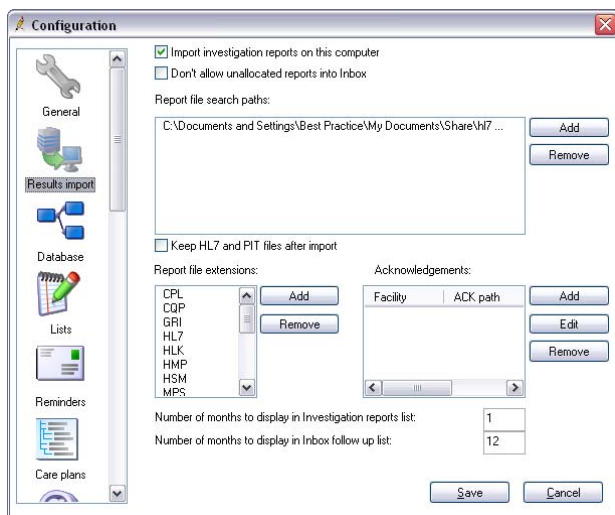
The results import window allows the configuration of result importing settings for investigations.

If you have multiple providers make sure that you have configured their downloading software to download the results / reports regularly and configure Best Practice to look in the folder to which they are downloading so that they can be imported into Best Practice. While not necessary, we recommend that when configuring the 3rd party software you have each different pathology / radiology provider download to a separate folder as this can make it easier to diagnose download problems later. Our suggestion is to create a folder on the server called something like c:\results and subfolders for each of the different labs.

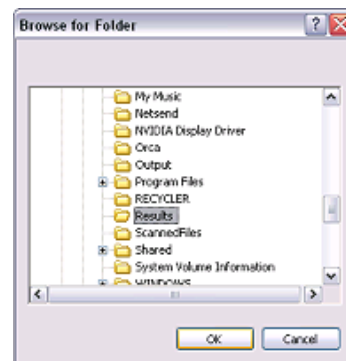
Configure the search paths

To setup Pathology 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.



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 3rd 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:



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