



## Best Practice Trial Conversion complete notification

Due to the complexities of converting data from one software package to another, we request that you perform a Trial Conversion of your data a minimum of 2 weeks prior to your expected GO LIVE date.

### Step 1

After performing a conversion, please check the log file generated during the conversion process. 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 the 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@bpssoftware.com.au](mailto:support@bpssoftware.com.au) together with your contact details and then contact Best Practice support via phone 07 4155 8800 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

When you are confident that all the data has been converted correctly:-

- 1) Complete the form below, print and sign then fax to Best Practice on 07 4153 2093.
- 2) Email the BPSConversion.log file generated from the latest trial conversion to [support@bpssoftware.com.au](mailto:support@bpssoftware.com.au) together with your contact details.
- 3) Once both of these have been received, we will issue your practice a 30 day key and invoice to enable you to perform a LIVE conversion. This will be emailed to the email address for the main contact indicated below.

<b>Practice Name</b>										
<b>Practice Physical Address</b>			<b>Practice Postal Address</b>							
Address:			Address:							
City / Suburb:			City / Suburb:							
State:			State:							
Postcode:			Postcode:							
Phone:			Phone:							
Fax:			Fax:							
<b>Contact Name</b>	<b>Main contact</b>	<b>Position</b>	<b>Email</b>	<b>Mobile</b>						
		Principal Doctor								
		Prac. Manager								
		IT Support								
<b>Modules to be used (please tick)</b>			<b>Number of Doctors</b>		<b>Expected Go Live Date/ Time</b>					
Clinical	<input type="checkbox"/>	Management	<input type="checkbox"/>	Top Pocket	<input type="checkbox"/>	F/T	<input type="checkbox"/>	P/T	<input type="checkbox"/>	

As principal doctor of this practice, I confirm that I have checked the patient data in Best Practice following the 'Trial' conversion and am happy that the conversion has worked successfully.

I now wish to proceed with a LIVE conversion of the practice data.

Name \_\_\_\_\_

Signature \_\_\_\_\_

<b>Office use only</b>	
Site ID:	
Log checked:	Yes / No
Trial conversion form:	Yes / No
Quote already sent:	Yes / No
Invoice & 30 day key required:	Yes / No
Needs to be contacted by Sales:	Yes / No
Comments	