Best Practice
Trial Conversion Completion Form

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.

Overview

To facilitate a smooth transition to Best Practice, it is imperative that the practice prepare well for both the Trial and Live conversions. This includes the following steps:-

1. Identify whether any staff will require training (refer to http://www.bpsoftware.com.au/support.php for training options)
2. Thoroughly read all the relevant FAQ documentation pertaining to performing a conversion and configuration of Best Practice. Read the relevant FAQ below as well as any other documents that they refer to:
    - BP_FAQ-Installing BP with MD conversion.pdf or
    - BP_FAQ-Installing BP with Medtech32 conversion.pdf or
    - BP_FAQ-Installing BP with Practix conversion.pdf
3. Perform a Trial Conversion on your current data set
4. Thoroughly check the data (see recommendations below)
5. Put together a GO LIVE plan including the configuration settings / preferences required
6. Have all staff familiarised themselves with the use of Best Practice?
7. Set a GO LIVE date
8. Submit the Conversion logs and Trial Conversion completion form (next page) to BP

Trial Conversion

After performing a Trial conversion, please check the log files generated during the conversion process. These will be found in the folder 'C:\Documents and Settings\All Users\Application Data\Best Practice\Log' or 'C:\ProgramData\Best Practice\Log' (depending on the windows version). There will be a number of files such as BPSConversion.log, RXConvert.log or UnmatchedDrugs.csv, etc.

It is important to check these logs carefully to identify what could not be converted and 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 these log files to support@bpsoftware.com.au together with your contact details and then contact Best Practice support via phone 07 4155 8800 during business hours to discuss.

Check Data

If the Trial Conversion 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
- Current and Past RX are present and correct
- Investigation results present and accessible
- 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

It is recommended that you identify any configuration options or preferences that are required to set up the system so that relevant decisions can be made within the practice prior to GO LIVE.

Notify Best Practice

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

1) Email all the log files generated from the latest trial conversion to support@bpsoftware.com.au together with your contact details and the name of the Practice.
2) Complete the form on the next page, print and sign then fax to Best Practice on 07 4153 2093.
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.

Trial Conversion Completion Form

Once the Trial Conversion is complete, the data has been thoroughly checked and a GO LIVE plan is in place, please have the Principal Doctor / Practice owner complete and sign the form below.

Expected Go Live Date / Time

Practice Name

Practice Physical Address		Practice Postal Address	
Address:		Address:	
City / Suburb:		City / Suburb:	
State:		State:	
Postcode:		Postcode:	
Phone:		Phone:	
Fax:		Fax:	

Contact Name	Main contact	Position	Email	Mobile
	☐	Principal Doctor		
	☐	Prac. Manager		
	☐	IT Support		
	☐	Accounts Payable		

Modules to be used (please tick)				Please indicate the number of Health Professionals					
				Doctors				Allied Health Professionals	Registrars
Clinical	☐	Management	☐	F/T		P/T			

Please tick each point below to confirm that the process has been performed.

- ☐ Read all the relevant FAQ documentation pertaining to performing a conversion and the configuration of Best Practice.
- ☐ Performed a Trial conversion
- ☐ Checked a range of patient data in Best Practice following the 'Trial' conversion and are happy that the conversion has worked successfully and that all the data is present and correct
- ☐ Checked the log files generated during the conversion and we understand what (if any) data was not able to be converted.
- ☐ Prepared a GO LIVE plan
- ☐ Provided staff with training so that they are familiar with the use of Best Practice

As principal doctor / practice owner, I confirm that the processes above have been performed and I now wish to proceed with a LIVE conversion of the practice data

Name ______________________________

Signature ______________________________

Office use only	
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
Updated by (initials)	
Comments	