

Practice Fusion Assignment 4

Training on Practice Fusion

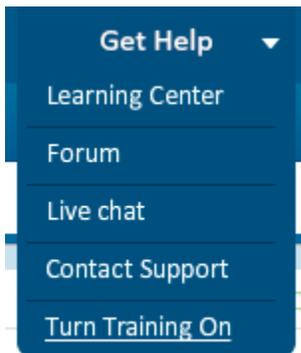
1. Click the “Home” link located on the top left of the screen.



2. If you are able to see a green bar located at the bottom of the screen click “Steps to set up” link.



If you don't see the green bar click the “Get Help” link located at the top of the page and then click the “Turn Training On” link in the menu. Doing this should make the green bar at the bottom of the page appear.



3. Click the arrow on the green bar to expand to see more information. Once the content is visible click “Experience Charting” link under the steps to setup heading. Follow the onscreen prompts.

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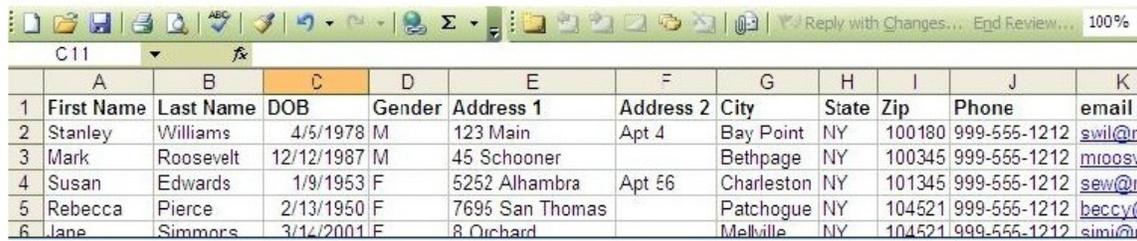
Import patients
✕

Patient Demographics File Upload:

1. By uploading a file containing your patient demographic information, Practice Fusion can normally have all of your patient information successfully imported into the system within 2 business days.
2. Please choose to upload either:
 - a. An Excel File with data placed neatly into appropriate columns.
 - b. A "flat file" which is a simple text file with data separated by commas. Please make sure there is a header row to start.
 - c. Files can be of the following types: xls,xlsx, xlm, csv, pdf, txt, zip, adt, dat, dbf, bak, asc
3. Data may be the following values:

Title, First Name, Middle Name, Last Name, Previous Last Name, Suffix, Employer (School Name), Job Title, Office Name, Office Phone, Office Phone Ext., Office Fax, Home Phone, Home Fax, Mobile Phone, Pager, Email, Alt. Email, Social Security #, Marital Status, Gender, Date of Birth, Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code, Country, Comments

Sample:



	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	DOB	Gender	Address 1	Address 2	City	State	Zip	Phone	email
2	Stanley	Williams	4/5/1978	M	123 Main	Apt 4	Bay Point	NY	100180	999-555-1212	swil@m
3	Mark	Roosevelt	12/12/1987	M	45 Schooner		Bethpage	NY	100345	999-555-1212	mroosv
4	Susan	Edwards	1/9/1953	F	5252 Alhambra	Apt 56	Charleston	NY	101345	999-555-1212	sew@m
5	Rebecca	Pierce	2/13/1950	F	7695 San Thomas		Patchogue	NY	104521	999-555-1212	beccyc
6	Jane	Simmons	3/14/2001	F	8 Orchard		Melville	NY	104521	999-555-1212	simi@m

Upload:

Patient Demographics File: * [Click here to select Patient Demographics File](#)

* Please do not upload TEST data.

6. NOTE: You may skip “Turn on eRx” and “Turn on labs” prompts.
You have now gone through my Electronic Health Record.