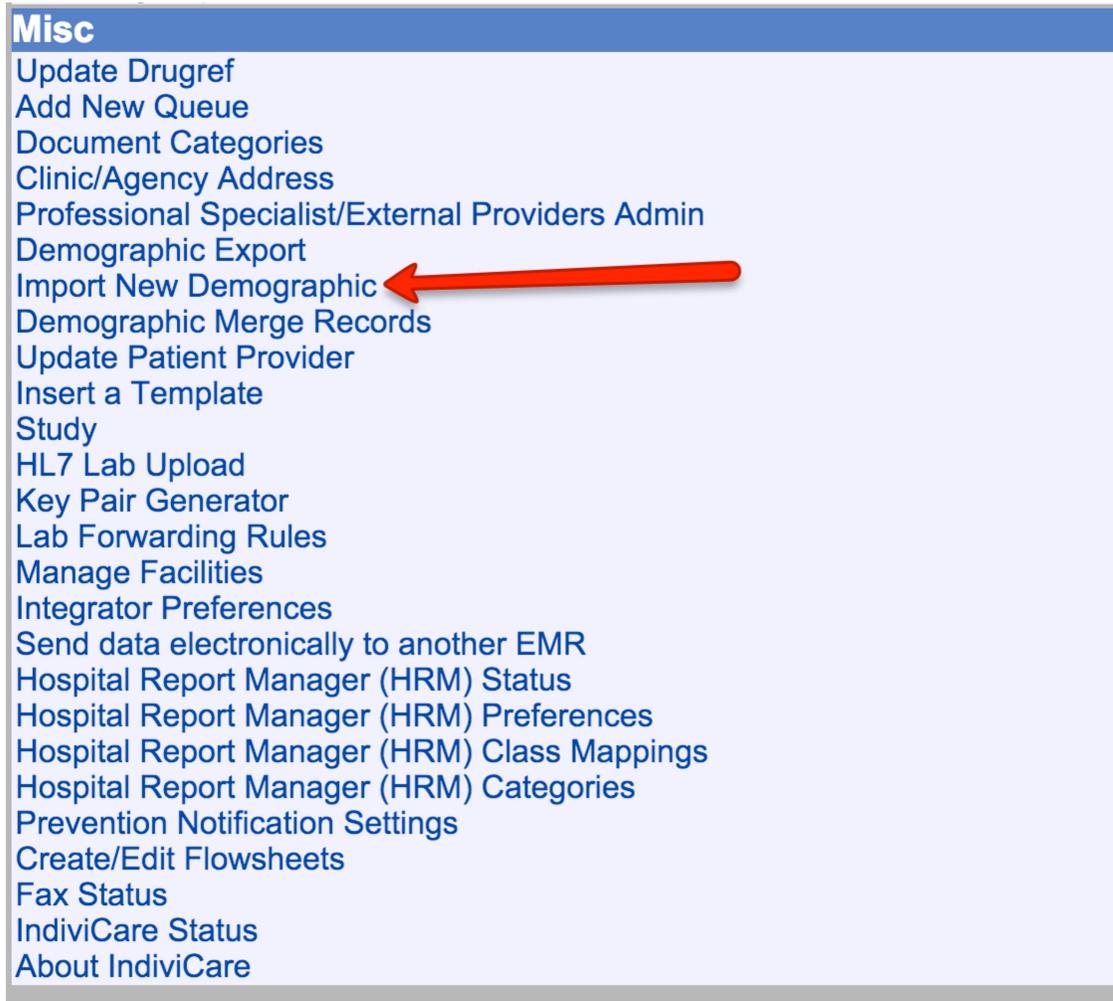


1.0 Demographic Import process

1.1 Go to Admin from the top toolbar.

[Today](#) [Month](#) [Resources](#) [Search](#) [Report](#) [Billing](#) [Inbox](#) * [Msg^{0/3}](#) [Con](#) [Pref](#) [eDoc](#) [Tjckler](#) [Admin](#)

1.2 Browse down to where it says Import New Demographic and click on this to open the import screen.



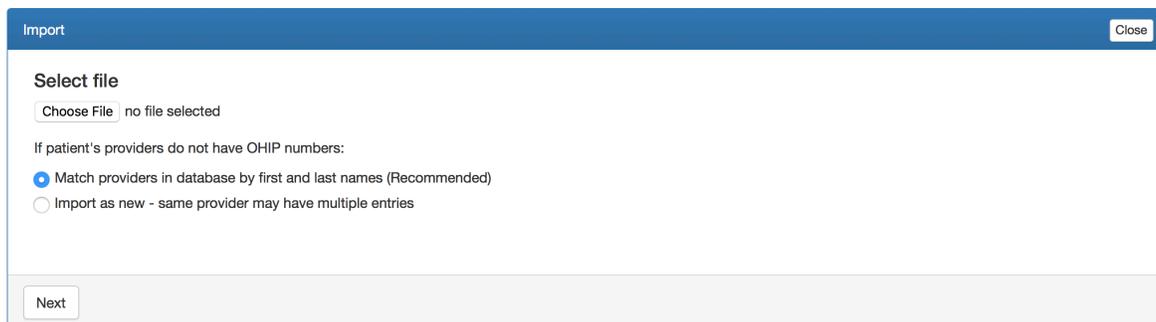
Misc

- Update Drugref
- Add New Queue
- Document Categories
- Clinic/Agency Address
- Professional Specialist/External Providers Admin
- Demographic Export
- Import New Demographic
- Demographic Merge Records
- Update Patient Provider
- Insert a Template
- Study
- HL7 Lab Upload
- Key Pair Generator
- Lab Forwarding Rules
- Manage Facilities
- Integrator Preferences
- Send data electronically to another EMR
- Hospital Report Manager (HRM) Status
- Hospital Report Manager (HRM) Preferences
- Hospital Report Manager (HRM) Class Mappings
- Hospital Report Manager (HRM) Categories
- Prevention Notification Settings
- Create/Edit Flowsheets
- Fax Status
- IndiviCare Status
- About IndiviCare

1.3 Next you would be presented with the Import Demographic screen.

1.4 From here you need to first specify the file that contains either one demographic or multiple demographics. This file must meet the OMD CDS specification and it can be the raw .XML file or it could be included inside a .ZIP file that contains one or multiple .XML files (the zip file would automatically get decompressed by the importer). To select the file click on the select button and browse to it on your file system.

Note that if the process of archiving the XML files into the ZIP files creates system files that end with .xml they will be processed and return validation errors that will not impact the final result of the import.



The screenshot shows a web interface titled "Import" with a "Close" button in the top right corner. Below the title bar, there is a section labeled "Select file" containing a "Choose File" button and the text "no file selected". Underneath, there is a heading "If patient's providers do not have OHIP numbers:" followed by two radio button options: "Match providers in database by first and last names (Recommended)" (which is selected) and "Import as new - same provider may have multiple entries". At the bottom of the form is a "Next" button.

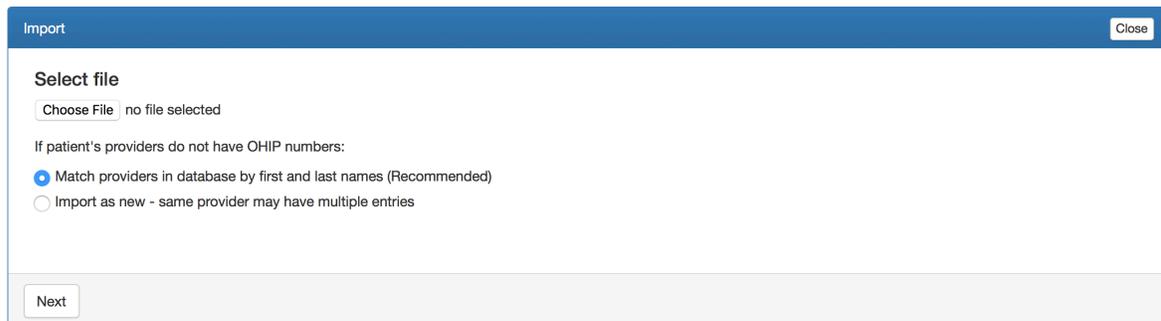
1.5 The import file could also be passphrase encrypted. These files would have a .GPG extension to them. If the import file is encrypted then it needs to be handled a bit differently from a non-encrypted file. Please refer to section 2.0 Handling encrypted files to see how this is done.

1.6 Next task is to specify whether you want the demographic to be mapped to an existing provider on the system or be imported without mapping to an existing provider.

1.7 Click on the next button. If no external binary files are required the import will start immediately; otherwise, you will be prompted to select all the required external binary files. After selecting all the external binary files click next to proceed with the import. Results of the import will be shown after it is complete and an event log can be downloaded at the bottom of the import interface.

2.0 Handling encrypted files

2.1 If you have encrypted files then choose the file same way you would choose a non encrypted file by clicking on the select file button in the import demographic screen.



Import Close

Select file

Choose File no file selected

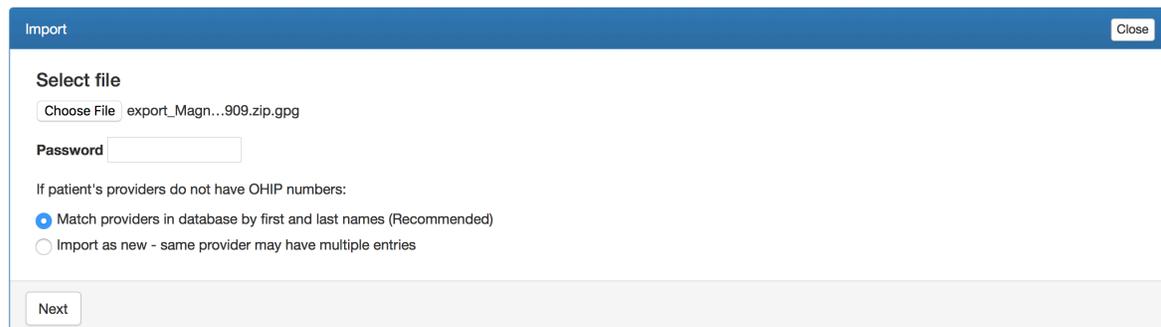
If patient's providers do not have OHIP numbers:

Match providers in database by first and last names (Recommended)

Import as new - same provider may have multiple entries

Next

2.2 If the file chosen is a passphrase protected .GPG file then the system will automatically ask you to type in the passphrase in the input box below the filename.



Import Close

Select file

Choose File export_Magn...909.zip.gpg

Password

If patient's providers do not have OHIP numbers:

Match providers in database by first and last names (Recommended)

Import as new - same provider may have multiple entries

Next

2.3 Make sure you type in the correct passphrase for the file and then click on the import file button to finish the import process.