

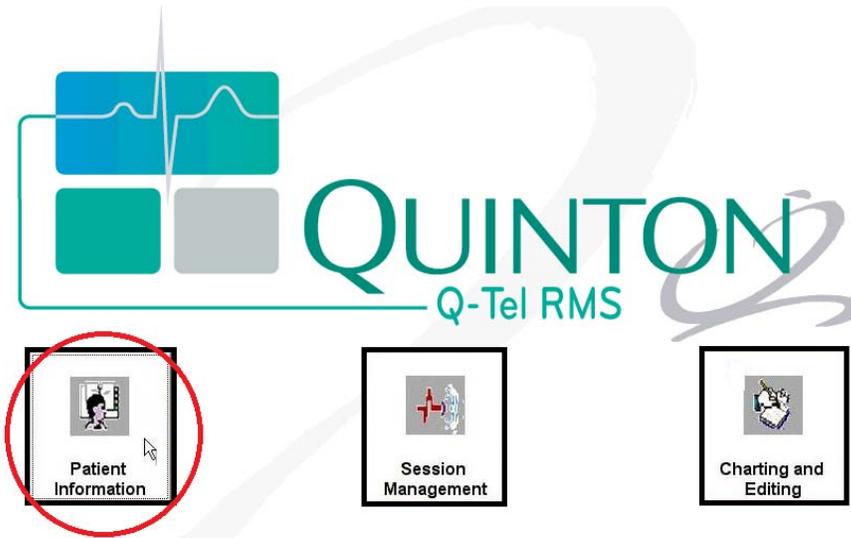
INSTRUCTION for IMPORT OF PATIENT DATA

To import patients into the Q-Tel RMS Tower, do following steps:

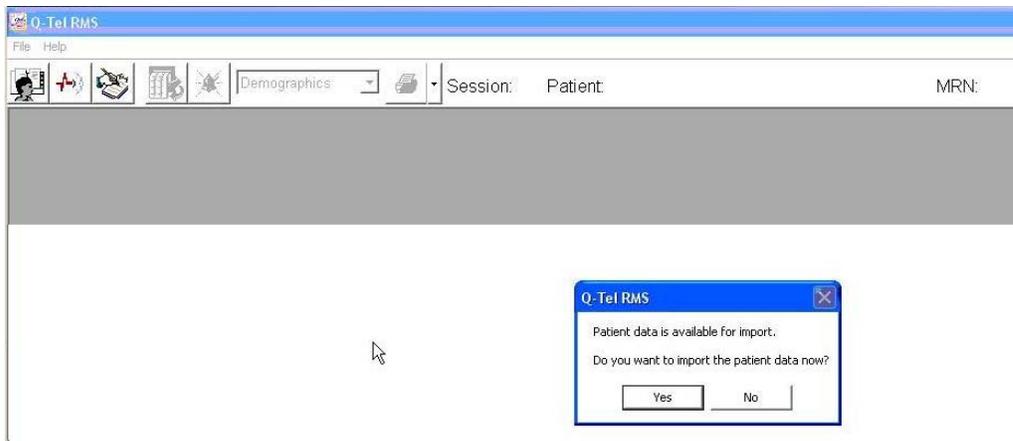
+ Click on the Q-Tel RMS Tower icon on the desktop



+ Click on the “Patient Information” icon



+ When the Patient data available message displays, choose “Yes”



+ Q-Tel RMS enables import of the patient’s data that you have checked similar to those shown below. Select the desired patients by clicking on each checkbox.

PROCTOR, MARGARET
 PRIEST, TAMARA
 BROWER, ELAYNE
 WILSON, DARVIN
 JOHNSON, SHIRLEY
 GREER, CECIL
 JONES, SUSAN
 FORTIN, NOAH
 KLAGES, JOY

Import Now
 Import Later
 View Invalid Files

Patient Info Physician Insurance Provider

Import Record

Last Name: PROCTOR Address: PO BOX 6377
 First: MARGARET MI: K
 MRN: 001541181 City: KENNEWICK
 SSN: State: Washington
 Account No: 0929300029 Postal Code: 99336-0377
 Billing Code: 93798 Country: United States
 Order No: Date of Birth: 10 / 2 / 1940 Gender: Female

Existing Record

Last Name: PROCTOR Address: PO BOX 6377
 First: MARGARET MI: K
 MRN: 001541181 City: KENNEWICK
 SSN: State: Washington
 Account No: 0929300029 Postal Code: 99336-0377
 Billing Code: 93798 Country: United States
 Order No: Date of Birth: 10 / 2 / 1940 Gender: Female

+ Click the “Import Now” button to import the chosen patients.

+ When the Q-Tel RMS program is running, you can also Import Patients through selection of the File drop-down. Click “File → Import Patients” to proceed.

Q-Tel RMS
 File Help
 Exit Demographics Session: Patient MRN:
 Import Patients

First:
 Last:
 MRN:
 SSN:
 Gender:
 DOB:
 Age:

<< Edit Patient
 New Patient
 Close Patient
 Refresh List
 Export Data
 Select All Patients

Patient	MRN	Completed	Approved
HAGOOD, MARTIN	000585836	1	0
JOHNSON, SHIRLEY	001597862	1	0
JONES, RUSSELL	000961573	0	0
PRIEST, TAMARA	001549961	0	0
PROCTOR, MARGARET	001541181	0	0
SHEETS, EVERETT	001524570	0	0
Shively, James	NW411337J	0	0
WILSON, DARVIN	001570917	0	0

Please refer to the Q-Tel RMS user manual (PN 9515-193-50-ENG) for more information about this feature.