

How to Upload a MyMedicare Patient Registration List in Medical Director

Before you begin

- Ensure your Clinical and/or Pracsoft application version is 4.3 or later. The wizard is not compatible with versions before 4.3.
- The import process may take some time depending on the size of the .CSV file provided by Services Australia and your system's performance. As such, it is recommended that the import be conducted after hours.
- If the import is conducted whilst a patient's record is open, any changes made to that record by the Import Wizard will not be seen until you reopen the record.
- If you are billing during the import process and you have applied an incentive to the bill, and you suspect the correct MyMedicare incentive item number is not auto-populating on the Visit window, re-open the Visit window after the import to see the change.

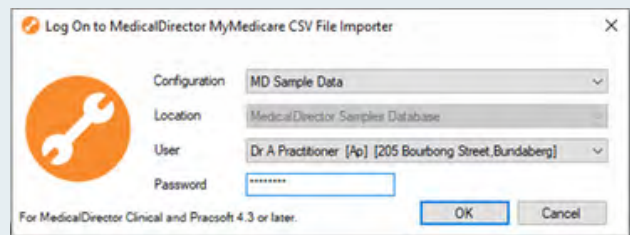
1

Locate and run the MyMedicare Import Wizard.



2

When prompted to log on, ensure you select the Configuration/Location combination that contains the patient database you wish to update.



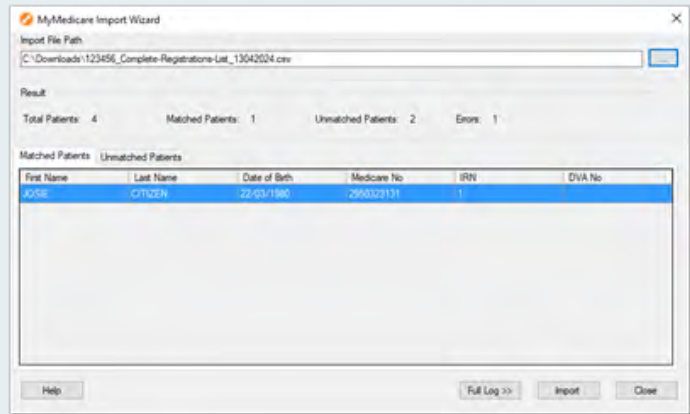
3

When the Import Wizard appears, locate the Import File Path section and click its associated '...' button to locate and select the .CSV file provided to you by Services Australia.



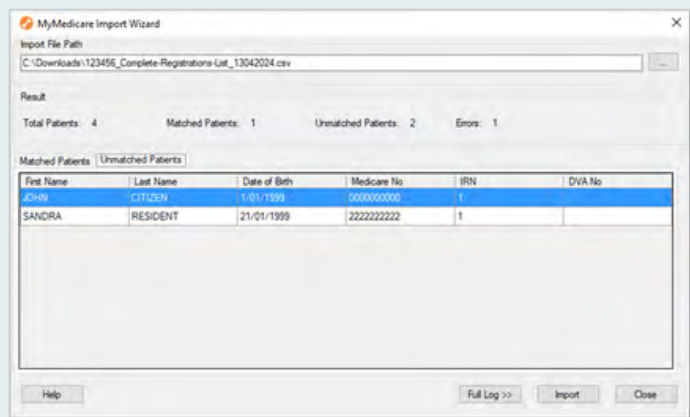
4

Click **Import** to commence the import. The import process may take some time depending on the size of the .CSV file and your system's performance. Upon completion you will be presented with a list of patients whose MyMedicare status was successfully updated.



5

Switch to the **Unmatched Patients** tab to check for any unmatched patients. Ensure to check/correct the patient records in your Clinical/Pracsoft database. A full log of the import process is also available via the **Full Log** button. Once required corrections are made, you can run the MyMedicare Import Wizard again to update the remaining records.



6

To exit the wizard, click **Close**.