

## How to Import a MyMedicare Patient Registration List CSV in Best Practice

1

Open the BP Premier Reporting Tool and click on the **Import MyMedicare** button.



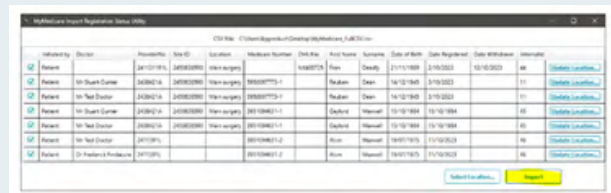
2

Enter your Best Practice Login Details



3

Browse to the folder containing the CSV file for the MyMedicare Registered Patient List, select the file, and click **Open**. The MyMedicare Import Registration Status Utility screen will appear.



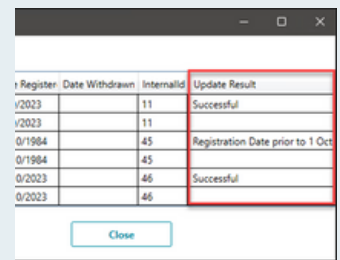
4

Once you've reviewed the Patient List and are satisfied with the data, click **Import**.



5

Click **OK** to return to the MyMedicare Import Registration Status Utility. The Update Result column will display the import outcome for each row.



6

The import process is complete. Click **Close**.