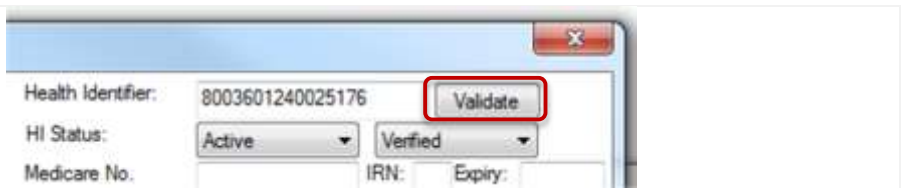




Best Practice Software Summary Sheet

Verify a Patient's Health Identifier (IHI) - Method 1 (Individual)

| | | |
|----------|---|---|
| <p>1</p> | <p>Press F2 to open a patient record & double-click on the patient's name to open the patient demographics window.</p> |  |
| <p>2</p> | <p>Click on the Validate or Validate button</p> | <p>If the Health Identifier field is blank, a Lookup button will display. If the Health Identifier field is present on the patient record, a Validate button will display. If the status is already set to active and verified there is no to validate the patient IHI.</p> |

Verify a Patient's Health Identifier (IHI) - Method 2 (Bulk)

| | | |
|----------|--|---|
| <p>1</p> | <p>From the Appointment Book select View>Utilities</p> | <p>The 'Bulk Online Verification' screen will appear</p> |
| <p>2</p> | <p>'Select all' to tick all providers or individually check the relevant providers. Then select the date range (it will default to today's date) and press OK.</p> |  |
| <p>3</p> | <p>To perform a Batch Lookup for all patients shown, press Check Batch.</p> <p>GREEN – indicates the HI recorded in Best Practice is active and verified</p> <p>YELLOW – No HI records can be found for the patient</p> <p>RED – a HI record can be found but nothing is stored in BP.</p> | <p>This will connect to the HI service and display any health identifiers found.</p>  |