Importing a Medical Condition Record
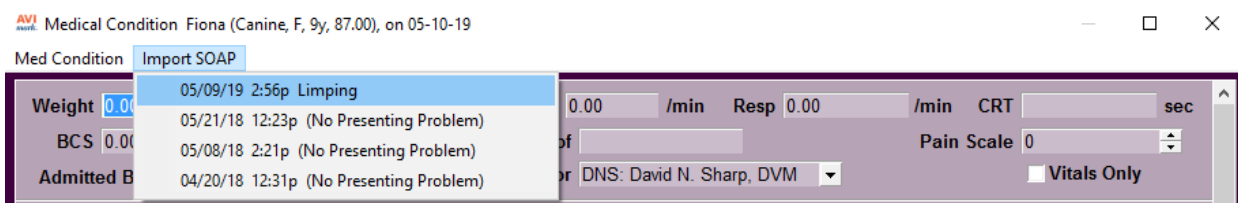
As of version 19.10.0, a clinic may import a Medical Condition Record, or SOAP, into another MCR for the same patient. This is useful for patients with a chronic illness and will save a great deal of data entry time for the practice.

Importing a Medical Condition Record

To import an existing medical condition record into a new medical condition record, the patient must already have at least one MCR already created.
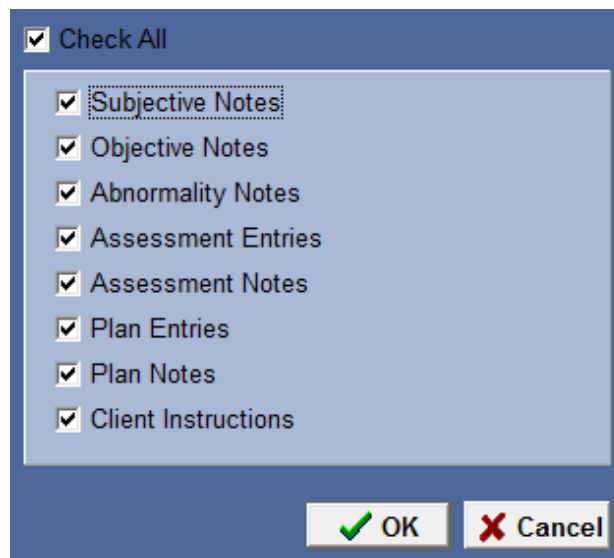
1. Create a new MCR for the patient.

2. Enter the patient's vitals.

3. From the menu bar, click on **Import SOAP**.

4. Select the SOAP to import into the new MCR.

> The SOAP list will display the date, time, and the first problem displayed in the SOAP record. If the SOAP did not have a problem entered, the record will show *(No Presenting Problem)* in the list.

5. From **Import SOAP Options**, select the notes, entries, and instructions you would like to import into the new MCR.

    By default, all of the options are selected. Click on each option you don't want to import (the check will clear) or click **Check All** to remove all checks from the options then select those you do want to import.

6. Click **OK**.

Please see "Things to Be Aware of Before Importing" on page 3.

Things to Be Aware of Before Importing

Before importing an MCR into a new MCR, please note the following items that may occur after import.

- ✓ **Entering Notes before Importing.**

  If any medical notes are entered into the new MCR, click **Done** to save the new entries *then* import the MCR. The imported notes will append to any existing notes *if the new MCR was saved*.

- ✓ **Notes on Entries in the Plan Section.**

  If there are notes on Plan entries, the notes will **not** import.

- ✓ **Assessment and Plan Entries will not Duplicate if Identical.**

  If in the new MCR you have an Assessment that is a Rule-out then you import an MCR that has the exact assessment also defined as a Rule-out, the entry will show only once. If, however, the new MCR has an Assessment that is a Diagnosis and the imported MCR has the same named Assessment but it is entered as a Rule-out, it will show both entries: the assessment that is entered as a Diagnosis and the entry that was entered as a Rule-out.

  This is also true for Plan entries. If a Plan entry is entered as a Diagnostic and the same named Plan entry from the imported MCR was also entered as a Diagnostic, only one entry will show after import. However, if the imported entry was entered as Therapeutic, then both Plan entries will show after import.

- ✓ **A Locked MCR can be Imported.**

  It is possible to import an MCR which is locked. Doing so will not unlock the MCR.

- ✓ **Problem will not Import.**

  The patient may be in for a different problem, therefore, the Problem will not import.

- ✓ **Attachments will not Import.**

  Attachments are based on the MCR the user is currently working on. Therefore, attachments from an MCR being imported will not import.

covetrus