Creating the Patients.txt file for Lab Importer Pro

Using the Mail Merge function of your practice management software

Most, if not all, practice management software packages allow you to generate a list of patients used for mailing. This "Mail Merge" function can be used to generate the Patients.txt file for use with Lab Importer Pro. The text file must be in the following format:

CHART #|FIRST NAME|LAST NAME|GENDER|DOB|UPIN|PROVIDER LAST NAME|PROVIDER FIRST NAME|

Here is an example of the output:

0001|JOHN|IMAGINARY|MALE|01/01/1935|U123456|SMITH|JOHN|
0002|MARY|IMAGINARY|FEMALE|10/31/1965|U123456|SMITH|JOHN|

Follow this procedure when new patients are added to your practice to keep the Patients.txt file up to date.