# Setup for Best Practice 1.11.0.924 and below

## Overview:

This guide provides instruction on configuring both Medical-Objects Capricorn and older versions of Best Practice software to import electronic results.

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

If you have not Installed the Medical-Objects Download client, Please see the guide for Installing Capricorn on Windows.

# Configuring Capricorn Software

### Accessing the Capricorn Configuration Window



(i) In some cases, the Capricorn may be configured as a service. See this guide for instructions on how to launch the Capricorn if it is set up as a service.

- To launch the HL7 Tray application, Go to Start Menu, All Programs, Medical-Objects and select the Medical-Objects Capricorn. Alternatively, You can go to C:\MO\Capricorn and run the Capricorn.exe.
- 2. The following icon will appear in the tray. Double click on it to bring up the log window.



3. When the log window is displayed, Click on the **Configuration** icon highlighted below, or select **Utility** and select **Configuration**.



**Capricorn Configuration Settings** 

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#### 1. Click on Ack Management.



2. Set the ACK Management path to the C: Drive, For example:

C:\MO\Results\BP\Acks

### Note: If the folder does not exist, you must create it.

Make sure the results folder has  ${\bf Modify}, {\bf Read}$  and  ${\bf Write}$  permissions,  ${\bf AND}$  is shared on the Network.

### 3. Click on Integration Options.

3.1 Check that the Incoming Modifier is set to Best Practice.



4. Select Server Parameters from the left panel.

	Configuration Editor - (Client Capricorn)			×
Auto-Inguest Custom Researce Perception of the Source Entry Default Source Entry Default Entry Defau	Per ted Timusole         Serve Eyst Discore         [211]       • ±000 East Austalan Standard Time         Personal       • ±000 Fast Austalan Standard Time         Massage Output Directory (tone)       • ±000 Fast Austalan Standard Time         C 1V0 Classrow Flash Times Time       • ±000 Fast Austalan Standard Time         Server File Perford       • ±000 Fast Austalan Standard Time         Server File Perford       • ±000 Fast Austalan Standard Time         Server File Perford       • ±000 Fast Austalan Standard Time         Server File Perford       • ±000 Fast Austalan Standard Time Standard Times Standar	Load Ste C	ertheates	
map	Apply	ОК	Cance	

5. Under the Message Output Directory (main) set the results import path.

The recommended Import path is:

 $C:\MO\Results\BP\In$ 

If the folder does not exist, you must create it.

Make sure the results folder has  ${\bf Modify}, {\bf Read}$  and  ${\bf Write}$  Permissions,  ${\it AND}$  is shared on the Network.

6. The configuration is complete. Click Apply and OK.

# Pre-Configuration Checks for Best Practice



Best Practice import and acknowledgement file path configuration *MUST* be completed on the server (Machine that runs BP Link). Important:

RDP Connections must *NOT* be used to configure import and acknowledgement file paths in Best Practice, as Best Practice may interpret the settings as being entered from the PC which the RDP session was created from.

1. To ensure you are sitting at the server, open Best Practice and click on **Help** then **About** which will open the **About** window.

A.	
File Clinical Management Utilities View Set	up Help
I I I I I I I I I I I I I I I I I I I	Index F1
	About

2. On the About window, click on System Info.

🖈 About Best Practice 📼	x	
Best Practice		
Version: Summit 2014		
Build No: 1.8.4.642		
Distributed by: Best Practice Software Pty. Ltd. P.O. Box 1911 Bundaberg 4670 Phone: 07 4155 8800 Fax: 07 4153 2093 Web site: www.bpsoftware.com.au E-mail: support@bpsoftware.com.au		
Copyright © 2004-2013 Pyefinch Software Pty. Ltd.		
Site ID: Evaluation version Last drug update: March 2014 (28/02/2014)		
System info.		

3. On the System Information window, please locate the following items from the left hand list and make sure their corresponding value is correct.

Installation Type = Server
Database Server = (local)
Remote Session = False

<i>k</i>	System information	
Item	Value	
Server data path	C:\Program Files\Microsoft Sql Server\Mssql10_50.Bpsinstance\Mssql\Data\	
Computer name	ANDREAPC	
Installation type	Server	
Database server	(local)	
Windows version	Windows 8.1 Version 6.2 Build 9200	- 11
Screen resolution	1920x1080	
Number of processor threads	4	
Processor type	Intel x86 Pentium Family 6 Model 58 Stepping 9	
Processor speed	3.19 GHz	
Total physical memory	3.96 GB	
Available physical memory	295.80 MB	
Total virtual memory	2.00 GB	
Available virtual memory	1.11 GB	
Hard disk C:	1,933,122 MB	
Free space drive C:	1,467,934 MB	
Hard disk D:	Recovery Image 18,486 MB	
Free space drive D:	2,261 MB	
Hard disk E:	CD ROM Drive	
Mouse	Present	
Mouse buttons	3	
Mouse buttons swapped	False	
Mouse wheel	Present	
Network	Present	
Remote session	False	
Windows directory	C:\WINDOWS	
System directory	C:\WINDOWS\system32	~
	Print Gose	

Note: If you are unable to locate or connect to Best Practice on the server in the console session, Please contact your IT Support personnel or call the Best Practice Helpdesk on (07) 4155 8800. Do NOT continue configuration if you are unable to access the server.

# Configuring Best practice to Import Results

1. Open the Best Practice software.



- 2. Click Setup from the toolbar shown above.
- 3. Click on Configuration from the drop down menu.



- 4. The **Configuration** window should be displayed.
- 5. Select Results Import from the left panel.
- 6. Click on the Add button to browse for the folder created earlier to import results.



7. If possible, Use a UNC path.

eg: \\PC3\Results\BP\In

Browse for Folder 🖷 🛛 🗙
🔺 🙀 Network
PC1
4 📜 PC2
🖌 🖳 Results
🔺 🍌 BP
ACKS
Users
▷ PC3
▷ PC4
OK Cancel

- 8. Click OK.
- 9. The **Configuration** window will appear.
- 10. Select the Add button under Acknowledgements shown below.

, A	Configuration	. III ×
General	Import investigation reports on this computer     Don't allow unallocated reports into inbox     Add header to incoming letters	Set storage locations
Results import	Report file search paths:           [\\PC2\FResults\BP\N]	Add Remove
Database	Keep HL7 and PIT files after import Renot file extensions: ActionsWednements:	Check gaths
Lists	CPL ACK path CQP GRI H.1.7 Facility ACK path	Add Edit Remove
Reminders	HMP HSM v Number of months to display in Investigation reports list: Number of months to display in Inboxfollow up list: 43	>
Care plans	Enable poiling for insurance reports (UHG) UHG log in password:     Include BDI documents in the Incoming reports list	
	v Sa	ve <u>C</u> ancel

- 11. The Send Acknowledgements window will appear.
- 12. Add **MEDICAL OBJECTS** as the Facility name (include the space).

R.	Send acknowledgements	œ	×
Facility name:	MEDICAL OBJECTS		
Acknowledgement path:	\\PC2\RESULTS\BP\ACKS\		
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 Click the file browse button to select the folder that was configured in Medical-Objects Capricorn earlier. Again, Use a UNC path if you can.



Browse for Folder 🛛 💷	×
A 🛐 Network	^
▶ 15 PC1	
4 💌 PC2	
A 📜 Results	
🔺 🍌 BP	
ACKS	
in 🔐	
inbox	
Users	
⊳ 🖳 PC3	
▷ PC4	~
OK Can	cel

- 14. Once you have selected the path click OK.
- 15. Repeat steps 10 to 14, but this time using Mater Laboratory Services as the facility name for all Queensland practices using Best Practice. Please also setup a rule for all NSW & Gold Coast practices using Best Practice for NSW Health using their HPI-O number (8003622500000196) as the facility name. Finally any sites in NSW should have a rule for Breas tScreen NSW. Browse to the same folder used in step 13.
- 16. The Configuration window will now appear.

A.	Configuration		
B	Import investigation reports on this computer     Import allow unallocated reports into Inbox	Set storage locations	
General	Add header to incoming letters Report file search paths:		
2	\\PC2\Results\BP\IN	Add	
Results import		Remove	
Database	Keep HL7 and PIT files after import	Check gaths	
	Report file extensions: Acknowledgements:		
Lists	CPL Add Facility ACK path CQP MEDICAL O \VPC2\Results	Add	
	HL7 HMP	Remove	
Reminders	HSM v		
	Number of months to display in Investigation reports list:         12           Number of months to display in Inbox follow up list:         48		
Care plans	Enable polling for insurance reports (UHG)		
Emai	UHG log in password:		
	✓ <u>S</u> ave	Cancel	

17. Click Save to save and close the window.

Note: The acknowledgement process from step 10 to 16 will have to be repeated for each additional name will change.

### Checking imported results in Best Practice

Important:

Please Note: The Best Practice application (BP Link) must be running for Best Practice to be able to import results. If you require any assistance locating or starting the BP Link application, Please call the Best practice Helpdesk on (07) 4155 8800.

1. Open Best Practice Software.



- 2. Click on the View and allocate incoming reports icon shown above.
- 3. The following window will open.

2	1	ncoming reports		. 🗆 🗙
Eile Edit View Help	Show unallocated only			
Date Patient name on report	Test	Addressed to	Allocated to patient	Allocate ^
2010/2010 Hell ATLINI 1071/2021 ANSI/1071/2014 ABG/11 1071/2021 ANSI/1074 ABG/11 1071/2021 ANSI/1074 ABG/11 1070/2021 ANSI/1074 ABG/11 1070/2021 ANSI/1074 ABG/11 1070/2021 AMFEE CACERMANN 1070/2021 AMFEE CACERMANN 1070/2021 AMFEE CACERMANN 2000/2011 LANG CACERMANN 2000/2011 LANG ALEM 2000/2011 LANG ALEM 2000/2011 DAVO ALEM 2000/2011 DAVO ALEM 2000/2011 DAVO ALEM 2000/2011 LANG ALEM	OF Person     OF Person     OF Person     UVRINE MLASS     UVRINE MLASS     UVRINE MLASS     UVRINE MLASS     SAMONELLANT     SF_POUTINE CHEMISTRY     C-COM     ED-PEE     EGUTYNE CHEMISTRY     EGUTYNE CHEMISTRY     EGUTYNE CHEMISTRY     SE_POUTINE CHEMISTRY     SE_POUTINE CHEMISTRY     SE_POUTINE CHEMISTRY     SE_POUTINE CHEMISTRY     SE_POUTINE CHEMISTRY     SE_POUTINE CHEMISTRY     C-COM     C-C	ARCINE MONTY BR (RRCUE) CR (	Anastalea Abbott Anastalea Abbott Anastalea Abbott Marea Ackemiann Marea Ackemiann David Alen David Alen David Alen David Alen David Alen	Dr. 1. Our Dr. F. Fir Dr. F. Fir Dr. F. Fir Dr. F. Fir Dr. F. Fir Dr. F. Fir
<				
Alocated to Dr.: Patient details:	Allocate to Boctor Allocate to Betlent	Ado effocate		
Currently logged in: Dr. Frederick Findacure			Friday 30/10/2015 10:12:44 AM	

4. You can see that a test result has arrived.