

Importing Patients


You can import patients if you have a CSV file of the patients you wish to add.

To Import Patients From a CSV File

1. Go to the Patients > All Patients page using the menu on the left.
2. Click the "Import Patients" button found in the top right of the list.
3. Click "Browse Files" to and navigate to your CSV file.
4. Click Import.
5. The next screen will show you a summary of all the patients that will be imported.
6. If there are any problems it will highlight them. You will need to correct these errors and try again.
7. Click "Import" to finish.

Screenshots

Find the "Import Patients" button on the All Patients page.



PX	New	First	Last	Email	Birthdate	Appts	Tkns	Credit	Intake
		[41] Que	Anon	queanon@disney.com	February 12, 1966	1	---	\$ 0.00	—
		[80] Miles	Axelrod	milesa79637@X.com	June 1, 2006	1	---	\$ 0.00	
		[32] Tinker D	Bell	bouncetest@tribulant.com	December 31, 1969	37	2	\$ 0.00	—
		[78] Wall-E	Bot	walleb45286@X.com	July 1, 2008	1	5	\$ 0.00	
		[48] Alexa	Bradley	alexabradley@hotmail.com	—	16	3	\$ 56.00	—

The import modal with an example of the columns required. How to [create a CSV from an Excel, Open Office or Google Sheet document](#). How to [create a CSV file from an Apple Numbers document](#)

Import Patients ✕

Browse files...

☐ Ignore First Row

Import

Example of CSV data

Download Sample CSV

First	MI	Last	Email (username)	Phone	DOB	Password
Jane	A	Doe	jan@mail.com	(615)555-1212	04/25/1962	Xldkda8#8d!
Phil	T	Blank	phil@dblank.com	(615)555-1212	11/13/1984	*XKD-maec31\$

Once you've uploaded your CSV data Open ACU checks your file for any errors. You must correct these errors to complete the import.

 Browse files...

fake_pats.csv

☒ Ignore First Row

Import

There were **12** errors found. Please correct them and try again

First	MI	Last	Email
Chef	Louis	chef@disney.com	Invalid Email
Drizella	Tremaine	driz@disney.com	Invalid Email
Elmer	D	elmerel@disney.com	Invalid Email
Eflaiddur	Eflam	eflam@disney.com	Invalid Email

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