Importing Patients

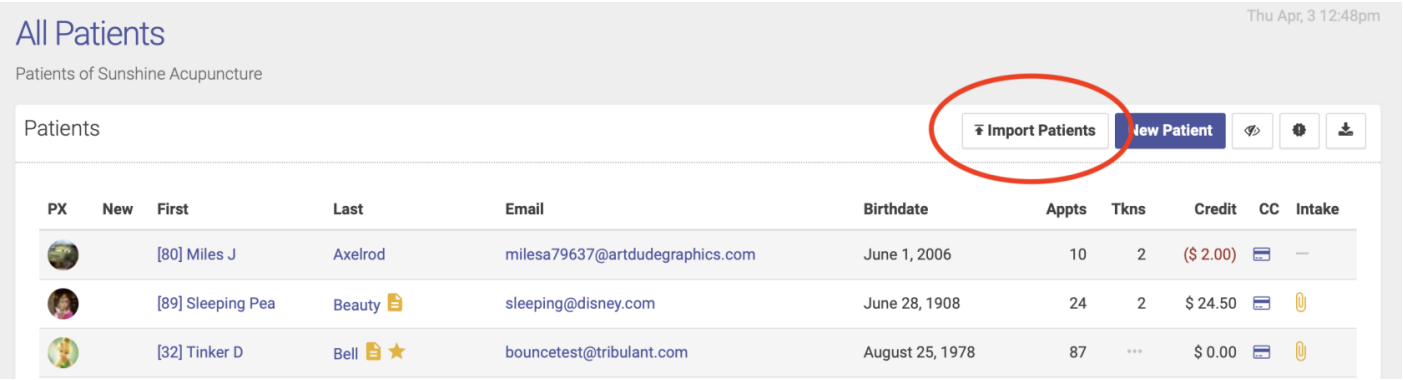
You can import patients if you have a CSV file of the patients you wish to add.

To Import Patients From a CSV File

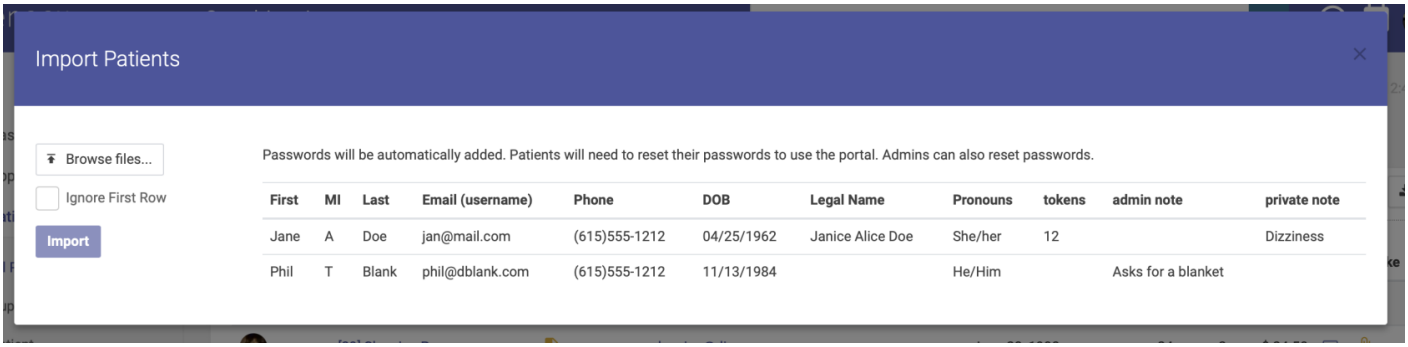
1. Go to the Patients > All Patients page using the menu on the left.
2. Click the "Import Patients" button found in the top right of the list.
3. Click "Browse Files" to and navigate to your CSV file.
4. Click Import.
5. The next screen will show you a summary of all the patients that will be imported.
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.



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 .



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



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