

How to Import/Export Reminders

Many practices use the built-in reminders that Practice Solutions provides. You also have the opportunity to import reminders that have already been created. For example, reminders to send patients with diabetes for: A1c test every 6 months; ACR screening every 12 months, retinopathy screening every 24 months, and so on.

How to Import Reminders

1. Log on to PSS and click the **Records** button.

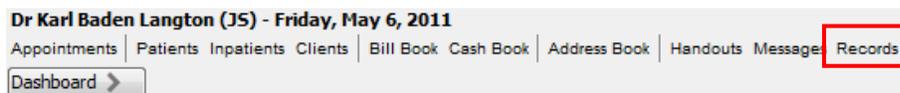


Figure 1: Menu in PSS

2. Click **Settings** and select **Edit Reminders**.

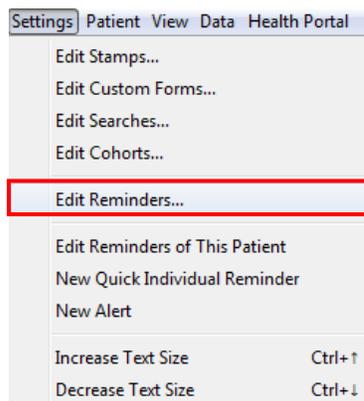


Figure 2: Edit reminders in Settings menu.

3. Click **Edit** and select **Import Reminders**.

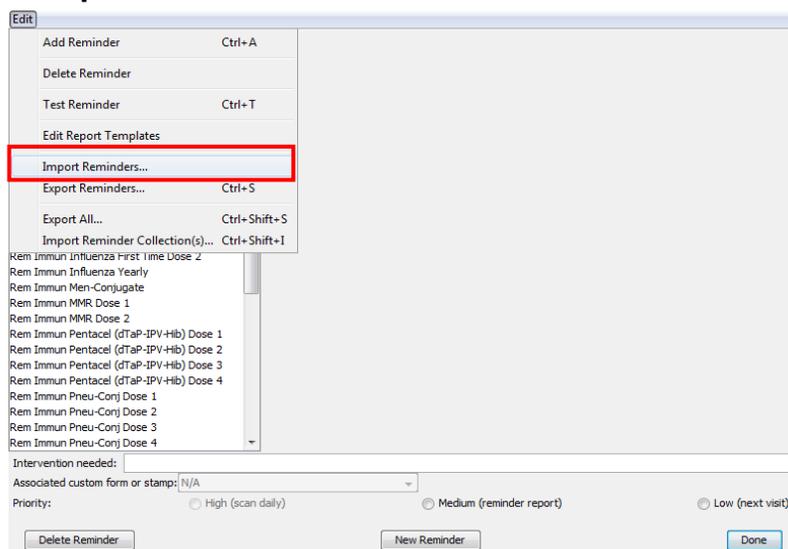


Figure 3: Import Reminders in Edit menu

NOTE: Reminder files being imported must have the **srx** extension. Attempting to upload a file with a different extension may corrupt the system.

How to Export a Reminder

1. Log on to PSS and click the **Records** button.

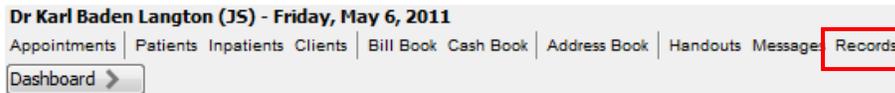


Figure 1: Menu in PSS

2. Click **Settings** and select **Edit Reminders**.

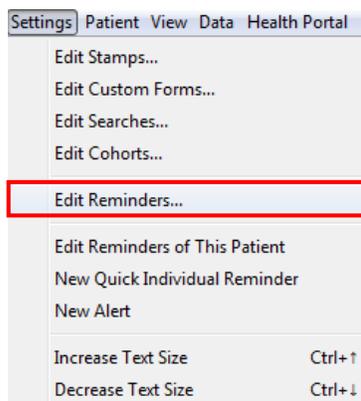


Figure 2: Edit reminders in Settings menu

3. Select the reminder you would like to export.

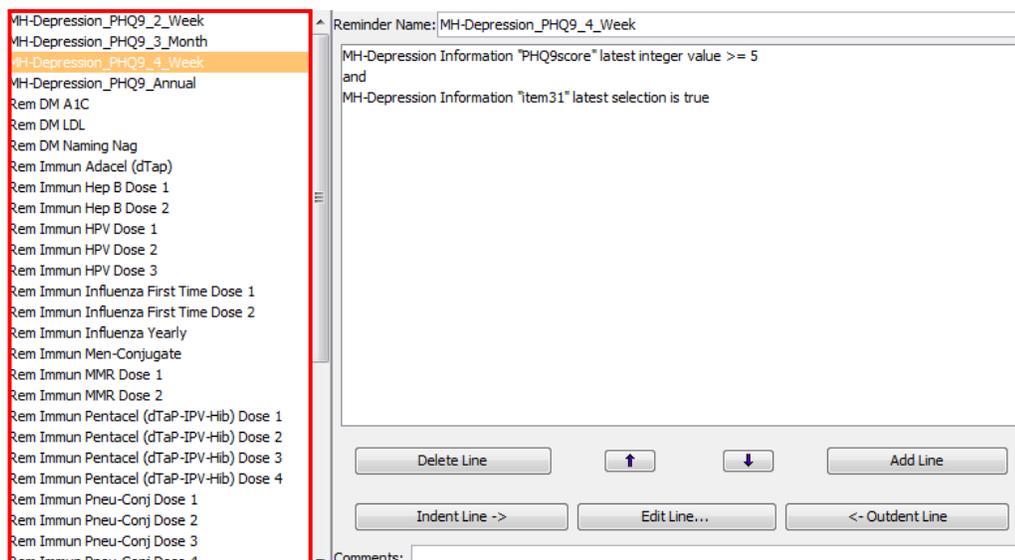


Figure 3: The reminders you can select to export in the Edit Reminders window.

4. Click **Edit** and select **Export Reminders**.

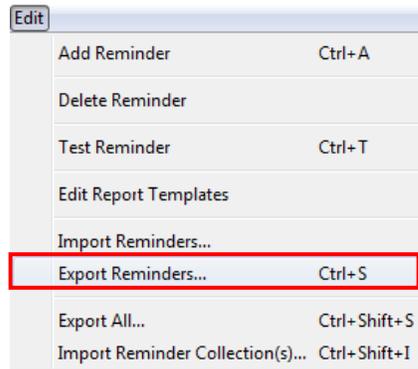
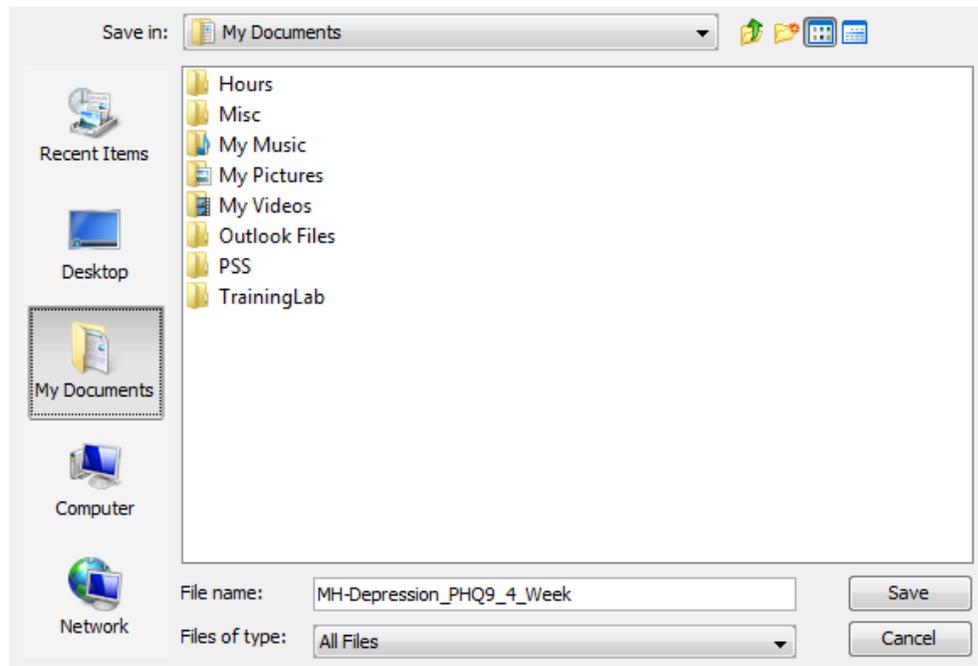


Figure 3: Export Reminders in Edit menu

5. Select where you would like to export your file.



NOTE: Remember to store your file in a folder you can find easily.