

How to Import and Export Searches with Practice Solutions Suite (PSS)

How to Import and Export Searches

Searching in Practice Solutions enables you to find out specific information about your patient population. For example, if you would like to follow your patients with diabetes and provide them with customized health care, you can track them using searches. The Hamilton FHT has developed a set of searches for tracking patients with diabetes and the following describes how to import and them into your system.

Accessing the Edit Search Menu

1. Log on to PSS
2. Access the patient record portion of PSS by clicking the **Records** button on the far right side of the main PSS menu (Figure 1). A new **Records Window** should pop up.

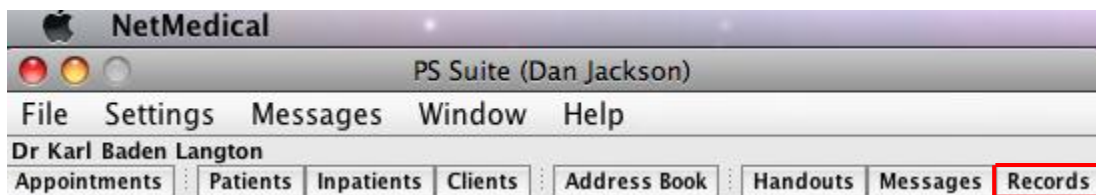


Figure 1: Records Button

3. From the **Records Window**, click **Settings** followed by **Edit Searches** (Figure 2)

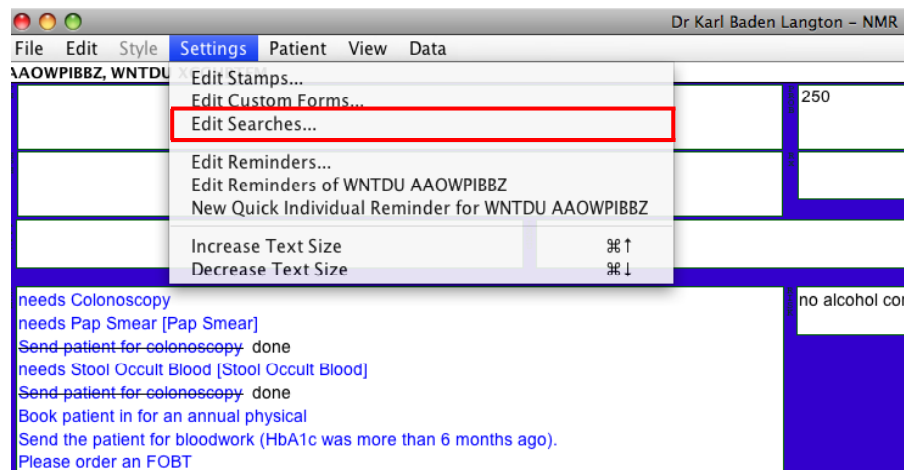


Figure 2: Edit Searches selection

4. The **Edit Searches Menu** will appear (Figure 3).

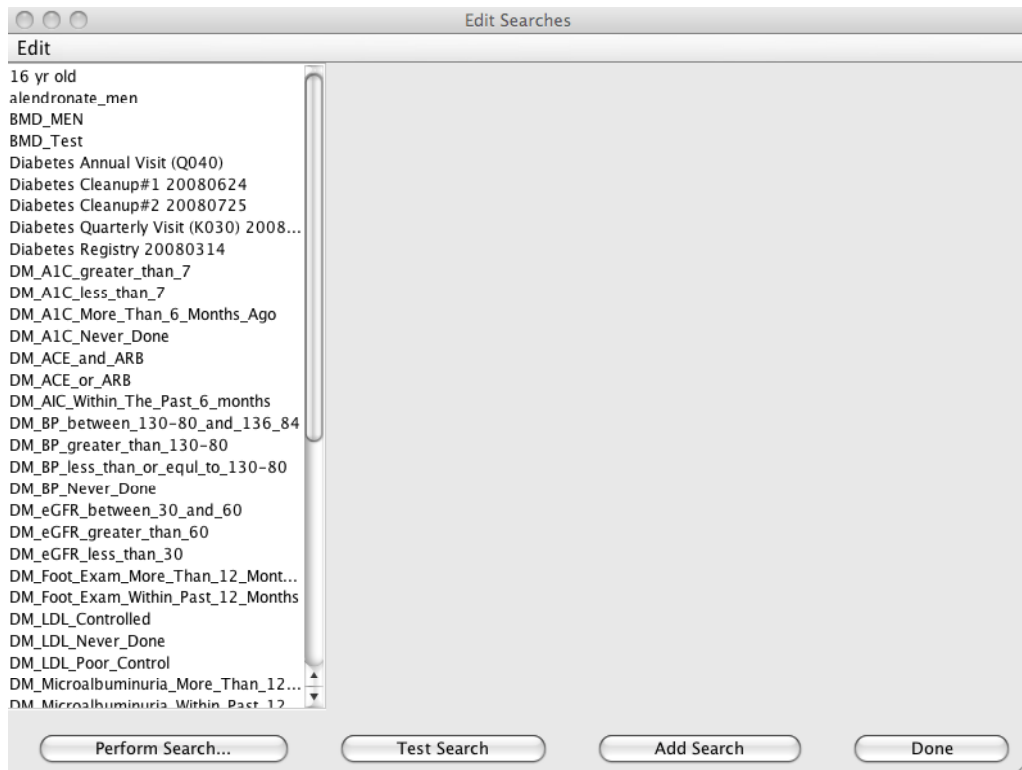


Figure 3: The Edit Searches Menu

Importing a Search

1. Click the **Edit** menu choice on the top left of the **Edit Searches Menu** and select **Import Search(s)...** (Figure 4)

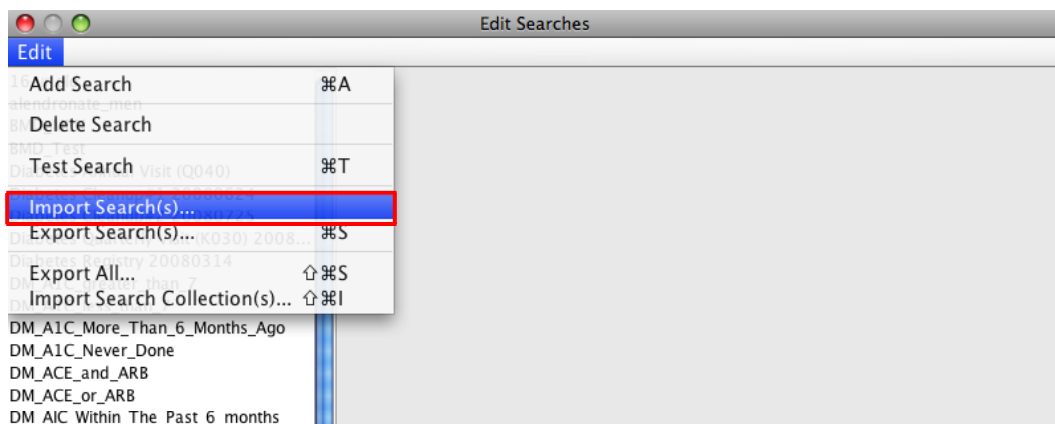


Figure 4: Import Searches

2. The **Choose Search File** window will pop up (Figure 5). From here, locate the search to be imported (usually located on the Desktop or a Memory Stick), click on it and select **Choose** (Figure 5).

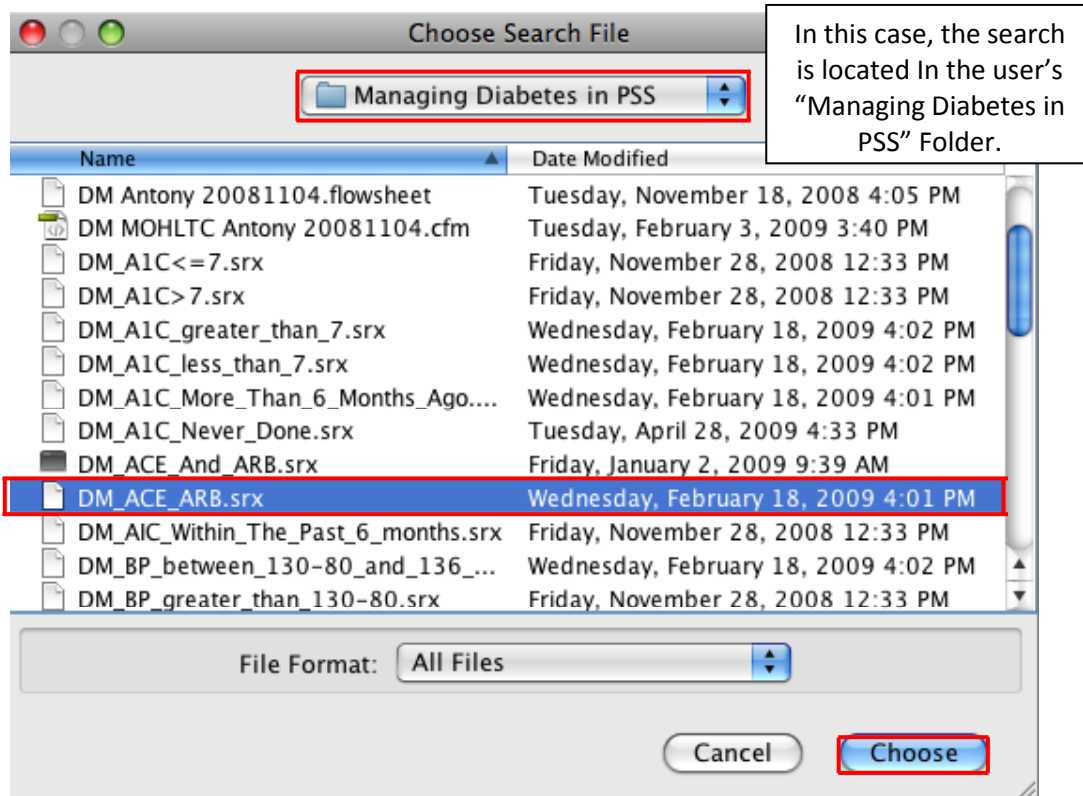


Figure 5: Choose Search File window

3. The Search should now be imported. To make sure it was imported correctly, you can check the **Edit Searches Menu** (Figure 3) to see if it is there.

Exporting a Search

1. Access the **Edit Searches Menu** (Figure 3).
2. Highlight the search you would like to export, and then click **Edit** followed by **Export Search(s)**.
3. A **Save** menu will pop up (Figure 6) where you can specify the name of the exported search and location for where it will be saved.

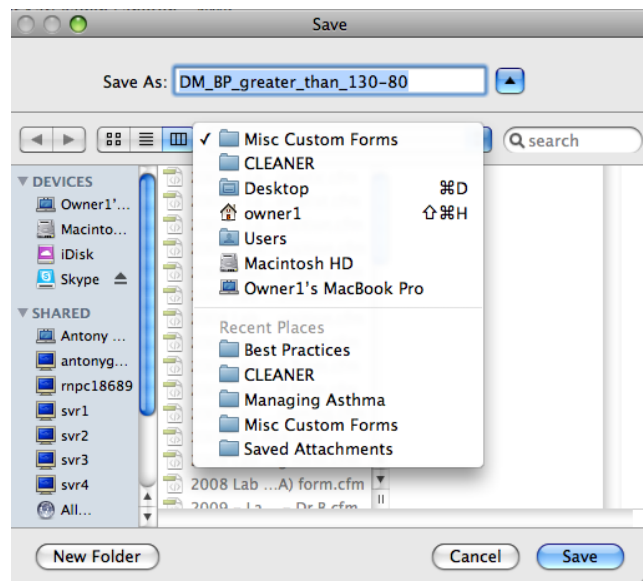


Figure 6: Save Menu