# Completion of Trial Conversion, Supplied Utility



| **IMPORTANT**<br>(Please read first) | Due to the complexities of converting data from one software package to another, we **strongly recommend** that you perform a Trial Conversion of your data a **minimum** of two (2) weeks prior to your expected 'GO LIVE' date. |
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For a smooth transition to Best Practice's (*Bp*) Bp Premier software, it's imperative your Practice is well prepared for both the trial and live conversions, including:

1. Investigate, identify and organise Bp Premier training for Practice team members (contact our Training team or refer to https://bpsoftware.net/bp-learning-2/ for your training options).
2. Thoroughly read all the relevant documentation pertaining to performing a conversion and configuration of *Bp Premier software*, which is specific to the software you are converting from and was emailed to the contact who initially requested the conversion.
3. Perform a Trial Conversion on your current data set, then thoroughly check the data (see Check Data below)
4. Put together a GO LIVE plan, including the configuration settings/preferences required (see https://kb.bpsoftware.net/conversion/GoLiveGuidance.htm), and set yourself a GO LIVE date.
5. Submit the Trial Conversion logs via the button on the home screen of the conversion tool or at the end of the conversion wizard, and email bpconversions@bpsoftware.net with this form.

### Trial Conversion

After your trial conversion, check the log files generated (found in the folder '*C:\Users\Username\Documents\bp-conversions*', depending on the Windows version). The files here might include logddmmyyyy.txt, ErrorTable.csv, documenterrors_ddmmyyyy.txt, documentwarnings_ddmmyyyy.txt, migrated_objectcounts.csv, etc. It's important you check these logs carefully to identify what could not be converted and ensure that there are no errors recorded during the conversion that need to be addressed. If you have any questions, please transmit the logs to us using the button on the home screen and contact us at bpconversions@bpsoftware.net with your questions to discuss.

### Check Data

If the trial conversion doesn't indicate any errors, we recommend the principal doctor(s) perform a thorough check of as many patient records as possible to ensure that all data is present and accessible. We suggest opening a range of patients in your current application (long term, medium term and new patients) and comparing the data with this same patient in Bp Premier. We also recommend checking the last patient seen before the conversion to ensure that the most recent data has been converted, including:

- Patient demographics correct
- Investigation results present and accessible
- Reminders present, correct and accessible
- Contacts address book correct
- Patient visit records present and accessible
- Immunisation records present and accessible
- Auto-text present and accessible
- Current / past RX are present and correct
- Correspondence in/out present and accessible
- Custom templates present and correct

We recommend you identify any configuration preferences required to set up the system so that your decisions can be made prior to GO LIVE.

### Notify us

When you're confident that all the data has been converted correctly:

1. Use the button on the home screen of the conversion tool to transmit the logs to us.
2. Complete the form below, print and sign then email to bpconversions@bpsoftware.net or fax it to us on +61 7 4153 2093.
3. Once both have been received, we will issue your Practice a 30-day key and invoice to enable you to perform a live conversion. This will be emailed to the email address for the main contact indicated below.

| **Conversion Complete** (Principal Doctor / Director to complete) | | **Expected GO LIVE** | at: | am / pm | Date: | |
|---|---|---|---|---|---|---|
| **Conversion Type:** | | **Conversion using a utility supplied by Bp** | | | | |

| Practice Name: | | Address: | | |
|---|---|---|---|---|
| Site ID (BPS) | | | | |

| Numbers of General Practitioners | | Allied Health<br>(Billing from software) | | |
|---|---|---|---|---|
| Full-time | Part-time | | Suburb/City: | |
| | | | State: | Postcode: |

| Site Contacts | Name | Mobile | Email |
|---|---|---|---|
| Principal Doctor | | | |
| Practice Manager | | | |
| IT Support | | | |
| Accounts/Finance | | | |

### Please confirm each point below to confirm the process has been performed

☐ Read documentation that was emailed to you on performing a conversion, and any other documentation required for your practice's configuration of Bp from the knowledge base, which is accessible from the Help menu of Bp Premier

☐ Provided Practice staff with training so that they are familiar with the use of Bp

☐ Verified conversion log files to understand and accept any data was not able to be converted

☐ Performed a trial conversion within the Practice

☐ Prepared a GO LIVE plan within the Practice

| As Principal Doctor/Practice Owner, I acknowledge and understand the importance of following the recommended process prescribed by Best Practice Software as outlined above, and I confirm that the processes above have been performed within my Practice and I now wish to proceed with a LIVE conversion of the Practice data. I agree that if I do not sign the GO LIVE confirmation and FINAL confirmation sections within 24 hours of GO LIVE and 14 days of GO LIVE respectively, I will be deemed to have accepted each check point. | Name | |
|---|---|---|
| | Signed | |

| GO LIVE | I hereby confirm that I have reviewed the data after the final conversion, and it is ready for Production use. I agree to perform two (2) weeks of live use and report data errors (if any) to Bp. I acknowledge, non-compliance to report data errors (if any) is deemed as successful conversion and that any requests for resolution of data errors after the 14-day period may be chargeable by Bp. | | | |
|---|---|---|---|---|
| | Date | Name | | Signed |
| 14 days post GO LIVE | I hereby confirm, that after two (2) weeks of live use of data the conversion is successfully completed. | | | |
| | Date | Name | | Signed |