

Import or update prosthesis items

When prosthesis details are updated, Best Practice Software make the updates available through the VIP Live Update utility. You will need to download these updates to make sure your practice is kept up to date with the latest changes. Best Practice Software communicates through our regular customer newsletter *Elevate* when a prosthesis update is available.

If your practice is not able to download updates from VIP Live Update, you can also import and update manually from a file supplied to you by Best Practice Software Support. You must make the file available to the Bp VIP.net server or workstation you are updating, such as on a shared network drive or memory stick.

Before you start

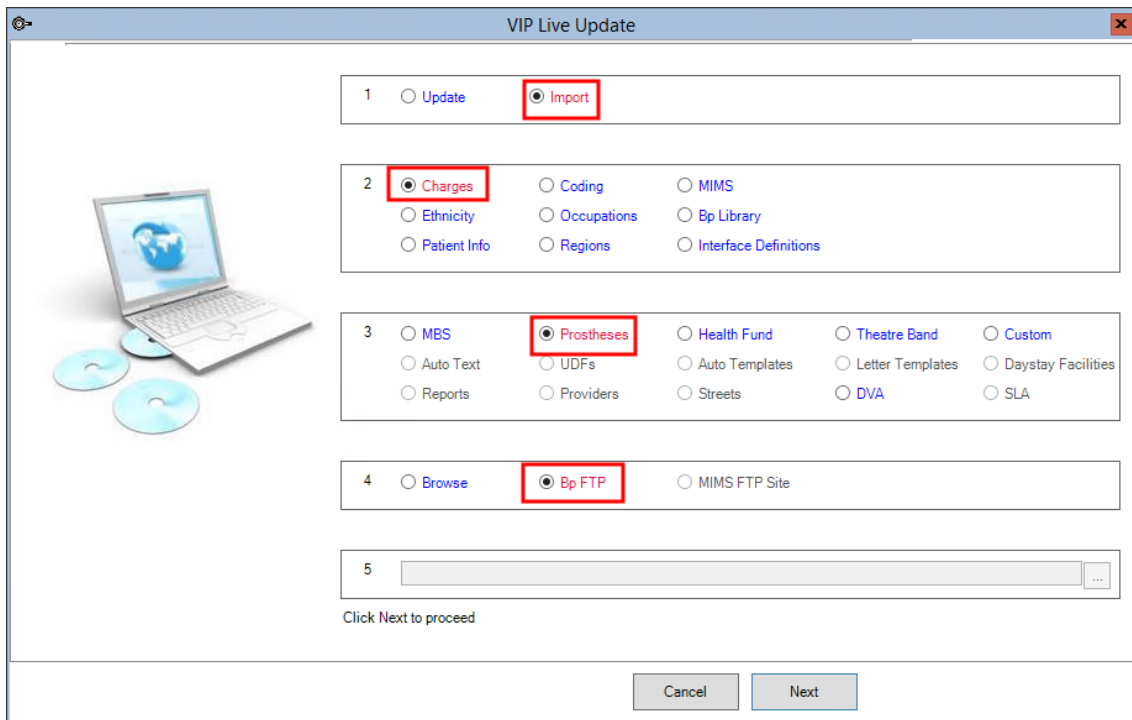
An administrator user must be able to access **File > Utilities > Live Update** in the menu, and the Bp VIP.net computer must be able to access the Best Practice Software FTP site over the Internet to download updates.

Users who are logged in to Bp VIP.net must log out and restart Bp VIP.net to see the updates.

Import new prosthesis details

This step imports any new prostheses that have been added since the last update.

1. In Bp VIP.net, select **File > Utilities > Live Update**. The **VIP Live Update** screen will appear.
2. Select 1 – Import; 2 – Charges; 3 – Prostheses; 4 – Bp FTP, as shown.



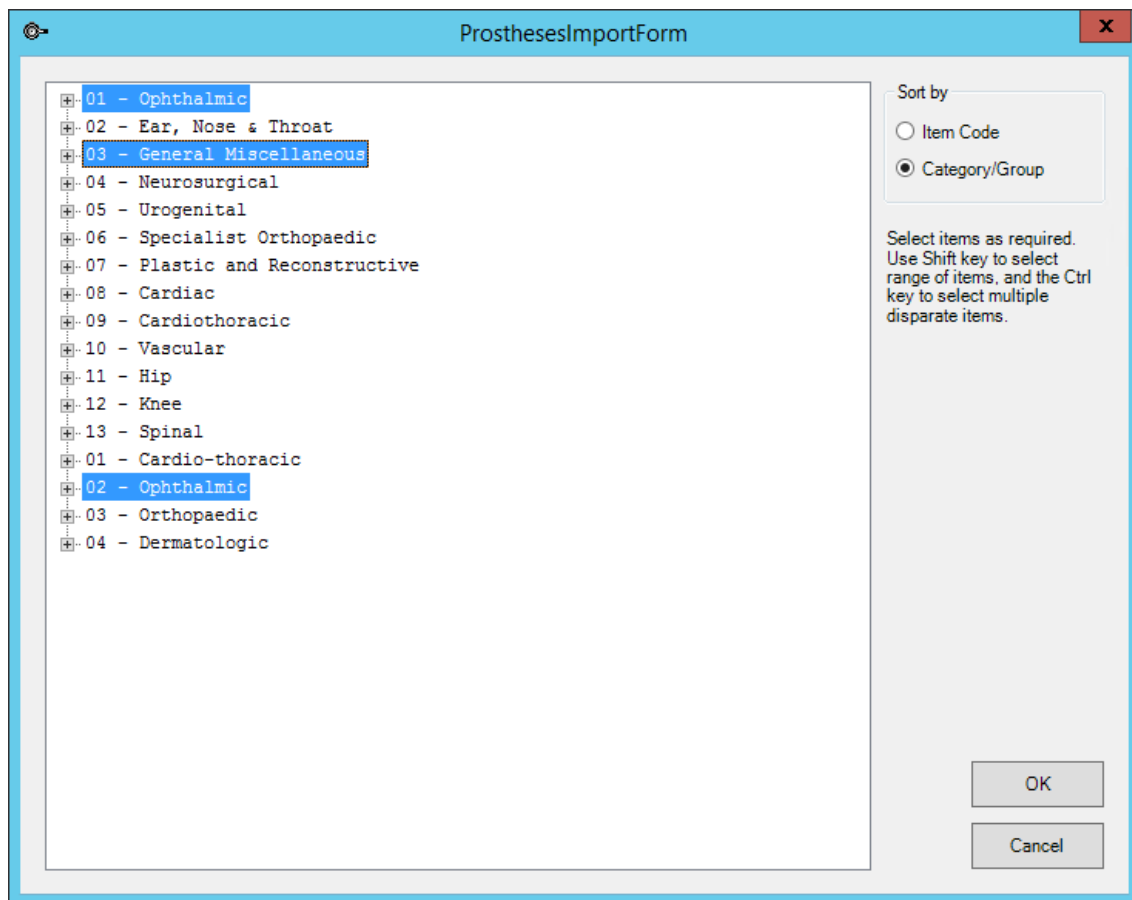
The screenshot shows the 'VIP Live Update' window with the following settings:

- Step 1: ☒ Import
- Step 2: ☒ Charges, ☐ Coding, ☐ MIMS, ☐ Ethnicity, ☐ Occupations, ☐ Bp Library, ☐ Patient Info, ☐ Regions, ☐ Interface Definitions
- Step 3: ☐ MBS, ☒ Prostheses, ☐ Health Fund, ☐ Theatre Band, ☐ Custom, ☐ Auto Text, ☐ UDFs, ☐ Auto Templates, ☐ Letter Templates, ☐ Daystay Facilities, ☐ Reports, ☐ Providers, ☐ Streets, ☐ DVA, ☐ SLA
- Step 4: ☐ Browse, ☒ Bp FTP, ☐ MIMS FTP Site
- Step 5: [Empty field]

Click Next to proceed

Buttons: Cancel, Next

3. Click **Next**. The **MBS Update/Import** window will import the latest spreadsheet of prosthesis details and prompt you to select the prostheses groups relevant for your practice.



4. If you want to update an entire category, select **Category/Group** on the right hand side and use the Ctrl and Shift keys with the mouse to select multiple categories.
5. If you only want to import specific items, select **Item Code** to change the view to a list of item codes and select multiple individual codes to import.
6. Click **OK**. Bp VIP.net will import the selected items and alert that the import was successful.

Update prosthesis details

This step updates the fees and descriptions for existing prostheses.

1. In Bp VIP.net, select **File > Utilities > Live Update**. The **VIP Live Update** screen will appear.
2. Select 1 – Update; 2 – Charges; 3 – Prostheses; 4 – Bp FTP, as shown.

VIP Live Update

1 ☒ Update ☐ Import

2 ☒ Charges ☐ Coding ☐ MIMS
☐ Ethnicity ☐ Occupations ☐ Bp Library
☐ Patient Info ☐ Regions ☐ Interface Definitions

3 ☐ MBS ☒ Prostheses ☐ Health Fund ☐ Theatre Band ☐ Custom
☐ Auto Text ☐ UDFs ☐ Auto Templates ☐ Letter Templates ☐ Daystay Facilities
☐ Reports ☐ Providers ☐ Streets ☐ DVA ☐ SLA

4 ☐ Browse ☒ Bp FTP ☐ MIMS FTP Site

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Click Next to proceed

Cancel Next

3. Click **Next**. Bp VIP.net will update any existing prosthesis details and fees and alert the user of a successful update.