MT Guide: Managing patient and order imports

How do I export a patient list?

As an administrator, you can add patients to ResMed ReSupply™ through a patient import. To do this, you must first export data from your billing systems, compliance management systems or other patient management applications to a Microsoft® Excel file. Before you export your data, download the ResMed ReSupply import template and review the required fields.

Copy and paste the relevant data from your file into the ResMed ReSupply import template. For the import to work, enter each HCPCS code in its own row so the patient's name is duplicated throughout the import template.

For you to successfully import a patient, you need to include at least one mask in their record. When you export your list, ensure to only include patients who have a mask listed.
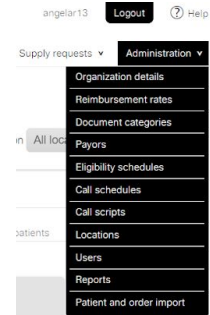
What patients and order history should I include in the export?
To determine this, ask yourself the following questions:

- Do I only want compliant patients added to the program?
- Does my existing system show which patients provided consent to be contacted through an automated outreach program?
- How many supply requests could I handle on a daily basis?
  Note: For the initial patient import only, if the patient population eligible for resupply is more

than 2000 patients, we recommend that you stagger the initial patient import over three months so supply requests aren't all placed at one time.

Step-by-step instructions

Export your data to the import template

1. From the **Administration** menu, select **Patient and order import**.
2. To download the ResMed ReSupply import template, click **Download template**.
3. Export a Microsoft Excel or CSV file with all necessary data fields.
4. In the ResMed ReSupply import template file, enter your exported patient data as required.

Note: Do not edit the column headings and ensure that each HCPCS code is in a separate row.

5. Separate the data into multiple files by location and save each file individually.
   We recommend that you use a consistent file name format for your files. For example, <export date-billing system used-location>: 7-10-2018-Universal-New York.xlsx.