

Data Import Wizard – Referring Provider Header Details

NOTE: Referring Providers share the same list with Supervising and Ordering providers in Practice Mate and EHR 24/7. Both Supervising and Ordering providers can be imported using this same process.

Header	Format	Description	Destination
First Name		Required field (Text Field)	Manage Office > Referring Providers > Edit > First Name
Last Name		Required field (Text Field)	Manage Office > Referring Providers > Edit > Last Name
Middle Initial	Single Character	(Text Field)	Manage Office > Referring Providers > Edit > MI
Street 1		(Text Field)	Manage Office > Referring Providers > Edit > Address Line 1
Street 2		(Text Field)	Manage Office > Referring Providers > Edit > Address Line 2
City		(Text Field)	Manage Office > Referring Providers > Edit > City
State	Two-character state abbreviation, ex.: TX, CA, NY	50 states plus AA, AE, AP, AS, DC, FM, GU, MH, MP, PR, PW, and VI (Picklist)	Manage Office > Referring Providers > Edit > State
Zip		(Text Field)	Manage Office > Referring Providers > Edit > Zip
Phone		(Text Fields)	Manage Office > Referring Providers > Edit > Phone
Fax		(Text Fields)	Manage Office > Referring Providers > Edit > Fax

Tax ID		(Text Field)	Manage Office > Referring Providers > Edit > Tax ID
NPI		(Text Field)	Manage Office > Referring Providers > Edit > Individual NPI
Contact		Name of individual contact related to Referring Provider (Text Field)	Manage Office > Referring Providers > Edit > Contact
Email		(Text Field)	Manage Office > Referring Providers > Edit > Individual NPI
Specialty		(Picklist)	Manage Office > Referring Providers > Edit > Specialty
UPIN		(Text Field)	Manage Office > Referring Providers > Edit > UPIN