

Share Care Plans

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Version 14.19

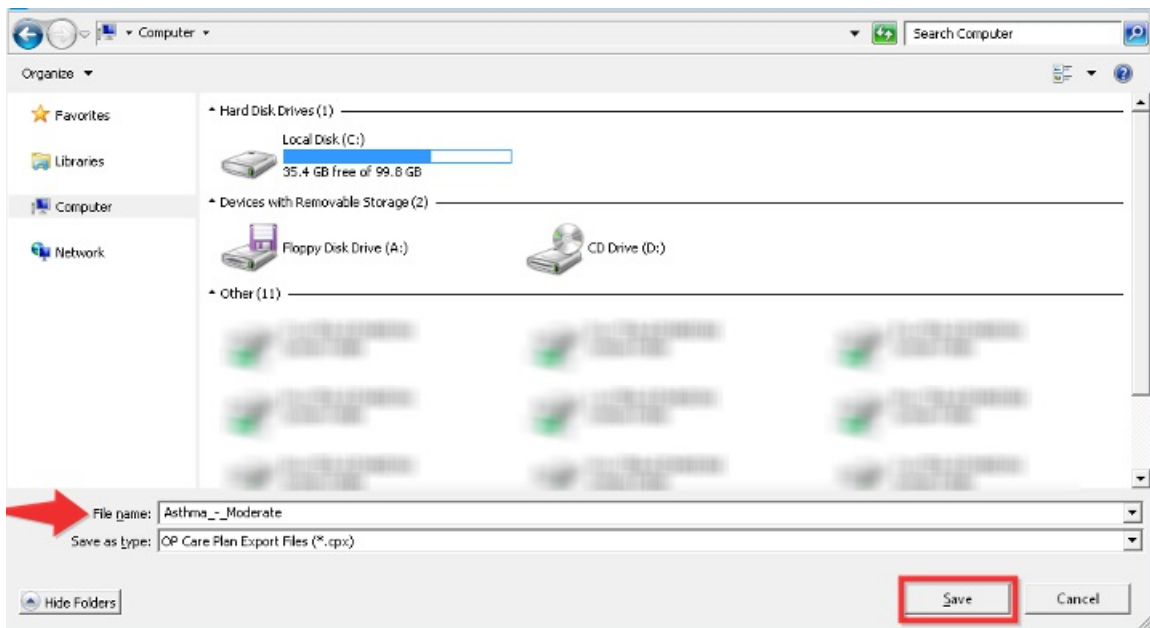
Path: Clinical tab > Care Plans

About

You are able to import/export Care Plans between Practices, as long as you are attempting to import/export with a .cpx file. In this section, you will learn how to export and import Care Plans into your Office Practicum system.

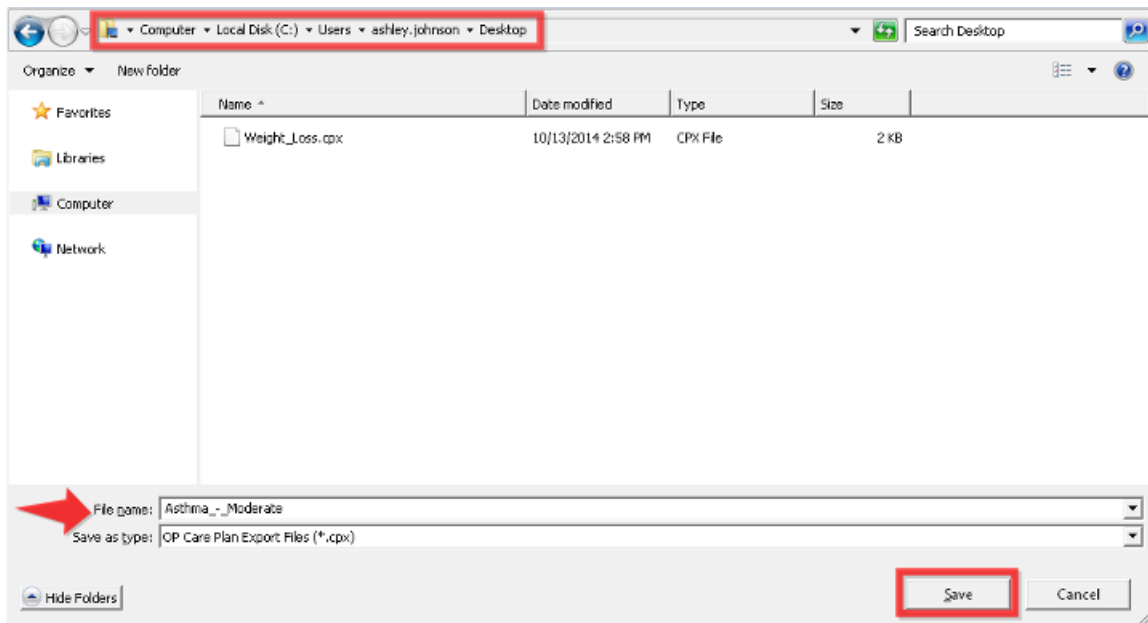
Exporting Care Plans (On-Premise)

1. Navigate to the Manage Care Plans window by following the path above.
2. Click to select the Care Plan you would like to export.
3. Click the **Export** button in the lower-left corner of the window.
4. In the Export Care Plans window, confirm the **Care Plan** name is populated in the **File Name** field.
5. Make sure the file location is an area on your machine where you can locate it outside of Office Practicum, and click the **Save** button.



Exporting Care Plans (Cloud)

1. Navigate to the Manage Care Plans window by following the path above.
2. Click to select the Care Plan you would like to export.
3. Click the **Export** button in the lower-left corner of the window.
4. In the Export Care Plans window, confirm the **Care Plan** name is populated in the **File Name** field.
5. On the left side, click **This PC**, and double-click on your **local C drive**.
6. Scroll down to the **Users** folder and double-click to open it.
7. Find the logged-in user and double-click to open that folder.
8. Double-click on the Desktop folder within the Users folder to open it.
9. Click the **Save** button to save the file to your local computer's desktop.



Importing Care Plans

1. Navigate to the Manage Care Plans window by following the path above.
2. Click the **Import** button in the lower-left corner of the window.
3. In the Import Care Plans window, locate the .cpx file(s) you would like to import into Office Practicum.
4. Double-click the Care Plan file.
5. In OP, click **OK** to confirm importing the Care Plan.
6. Once the Care Plan is imported, you can make any necessary edits prior to making the Care Plan active. If you attempt to import a Care Plan that already exists, Office Practicum prompts you and asks if you would like to import a Copy or if you would like to skip importing that Care Plan.

Version 14.10

Utilities > Manage Clinical Features > Care Plans

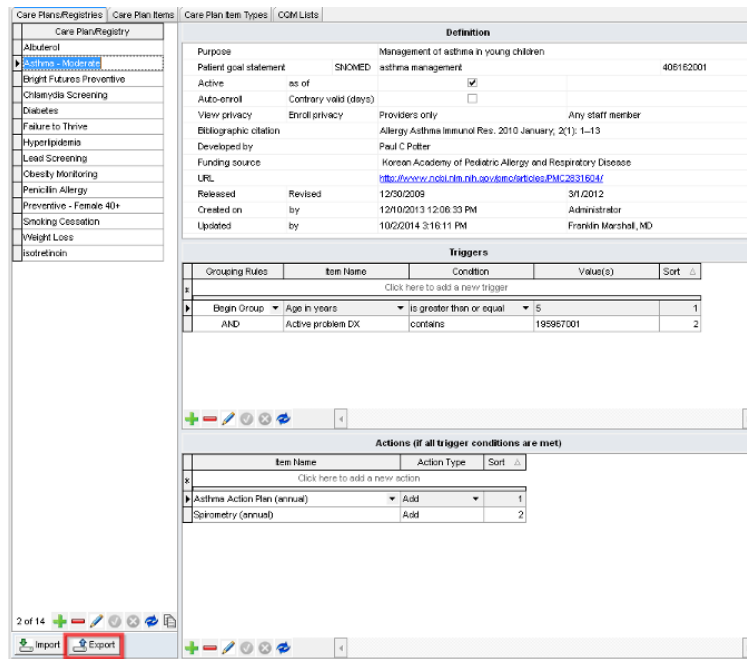
You are able to import/export Care Plans between practices, as long as you are attempting to import/export with a .cpx file. In this section, you will learn how to export and import Care Plans into your Office Practicum system.



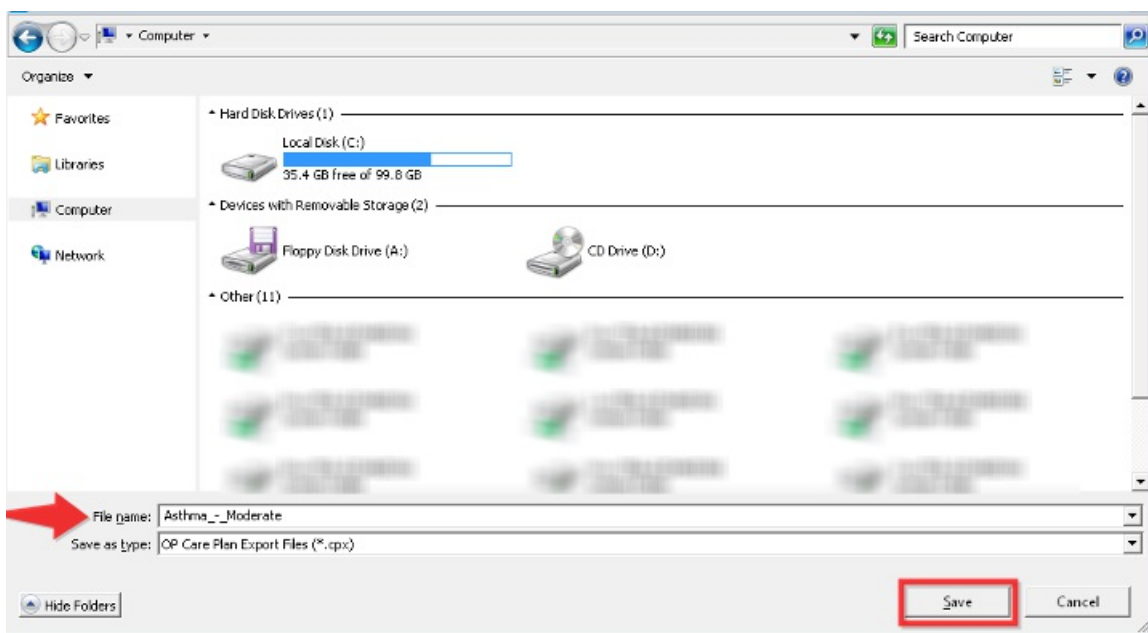
A great way to connect with your colleagues within the OP community is through the OP Providers or Office Managers listserv. While Office Practicum does not have a library of Care Plans, your colleagues may have created a Care Plan you have in mind. Please give our support line a call if you are interested in joining our listserv 800-218-9916 option 2.

Exporting Care Plans (Client Server)

1. *Open* the Manage Care Plans window (see path above).
2. *Click* to highlight the Care Plan you would like to export.
3. *Click* the **Export** button in the lower-left corner of the window.

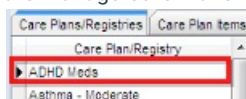


4. In the Window that comes up, with the **Care Plan** name *populated* next to **File Name**.
5. Make sure the file location is an area on your machine where you can locate it outside of Office Practicum, click the **Save** button.

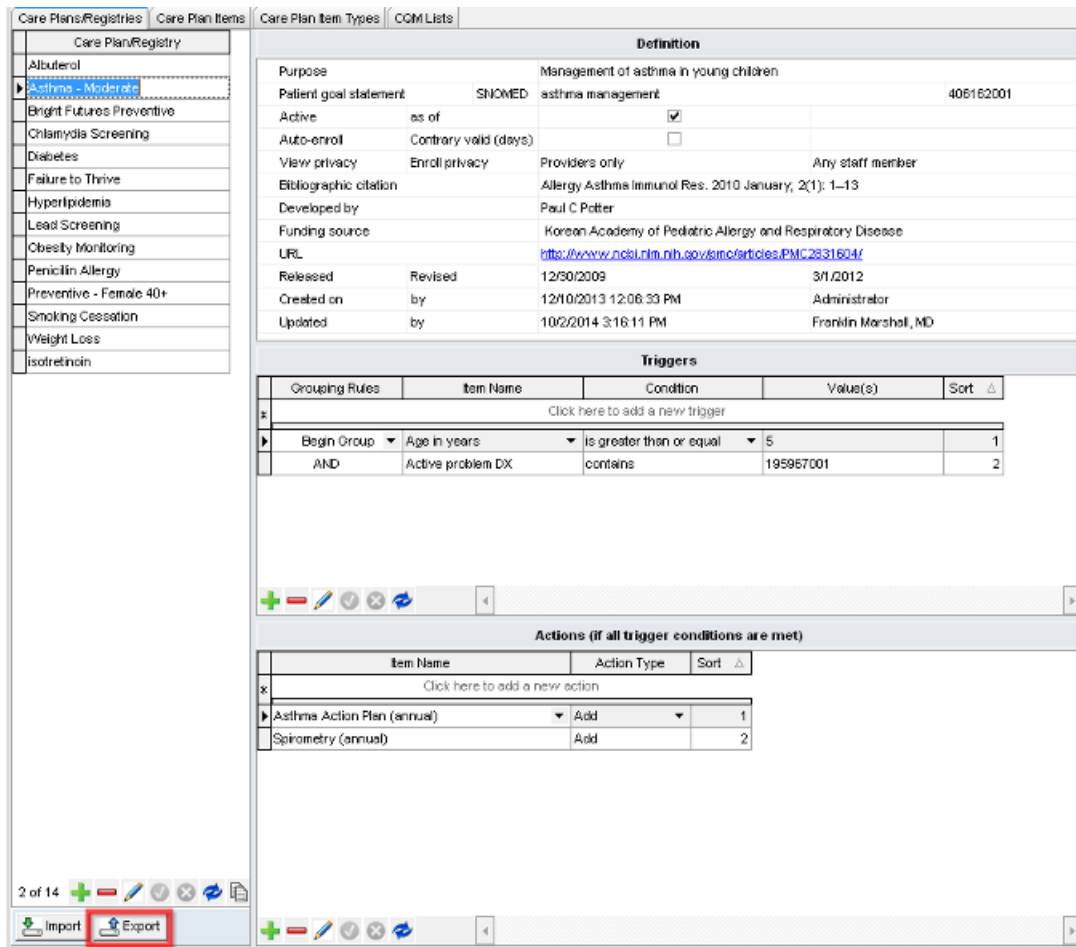


Exporting Care Plans (Cloud)

1. Open the Manage Care Plans window (see path at top of article).




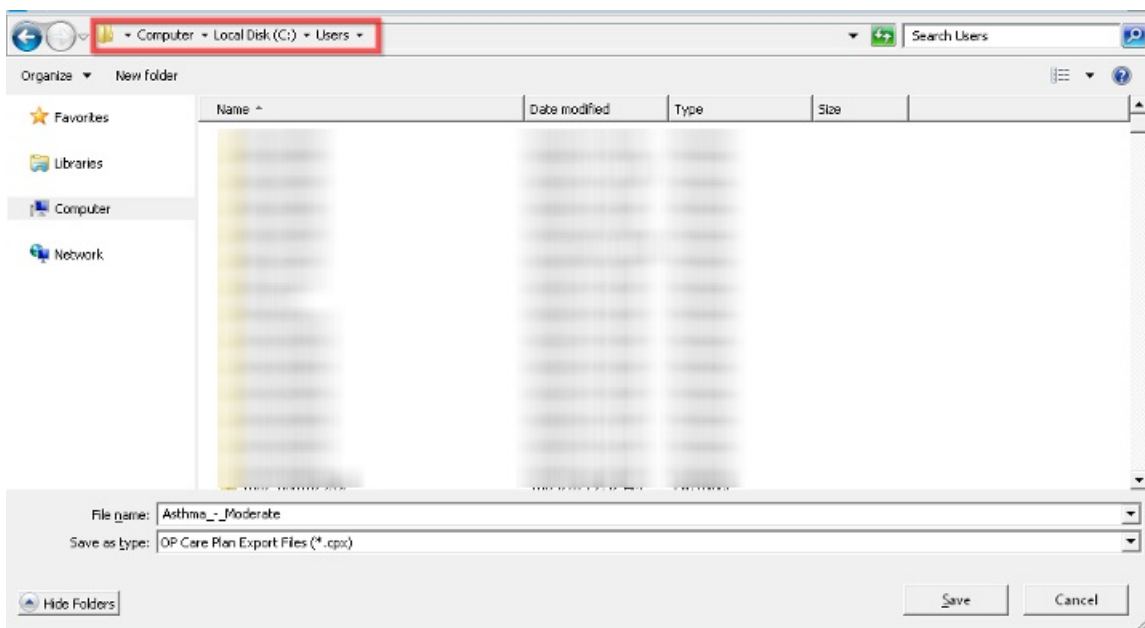
2. Click **ADHD Meds** to highlight the Care Plan you would like to export.
3. Click on the Export button in the lower-left corner of the window.



The screenshot shows the 'Definition' and 'Triggers' sections of a care plan item. The 'Definition' section includes fields for Purpose, Patient goal statement, Active status, Auto-enroll, View privacy, Bibliographic citation, Developed by, Funding source, URL, Released, Created on, and Updated. The 'Triggers' section is a table with columns for Grouping Rules, Item Name, Condition, Value(s), and Sort. It contains two rows: 'Begin Group' with 'Age in years' and 'is greater than or equal' condition, and 'AND' with 'Active problem DX' and 'contains' condition.

Grouping Rules	Item Name	Condition	Value(s)	Sort
	Begin Group	Age in years	is greater than or equal	5
AND	Active problem DX	contains	195967001	2

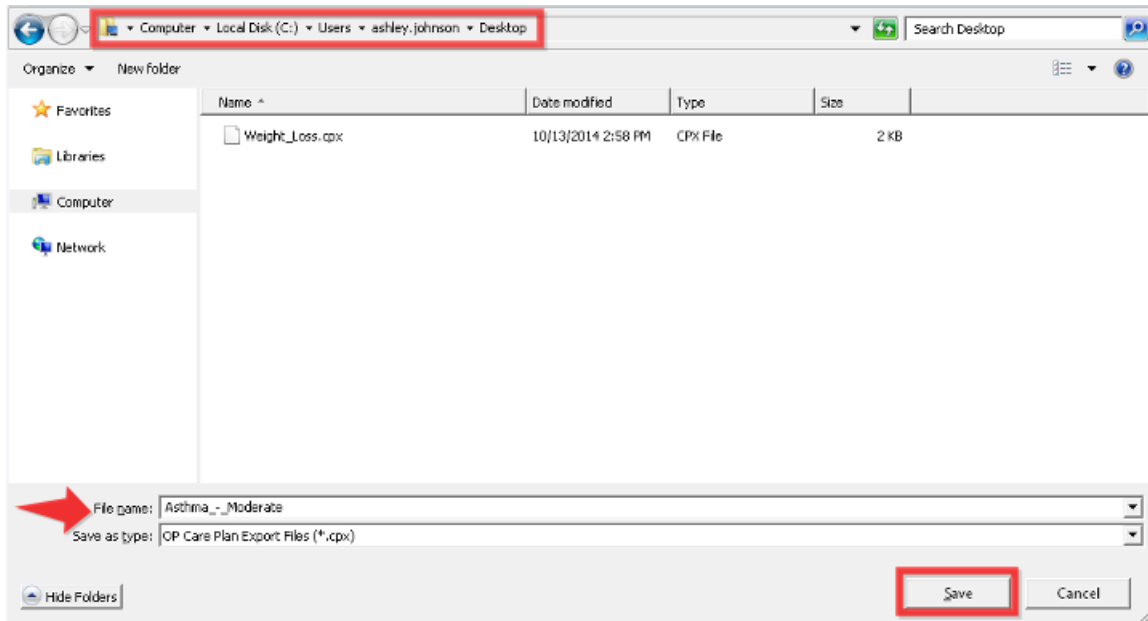
4. In the Window that comes up, the name of the Care Plan will be listed as the File Name.
5. A new window will appear.
6. On the left side, click on Computer button  Computer .
7. Double-click on your local C drive.
8. Scroll down to the Users folder and double-click to open it.



The screenshot shows a Windows File Explorer window with the address bar set to 'Computer > Local Disk (C:) > Users'. The 'Users' folder is selected in the left sidebar. The main pane shows a list of folders and files. At the bottom, the 'File name' field contains 'Asthma_-_Moderate' and the 'Save as type' is set to 'OP Care Plan Export Files (*.cps)'.

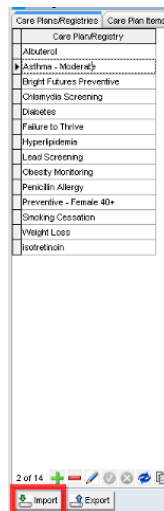
9. Find the logged in user and double-click to open that folder.

10. Double-click on the Desktop folder within the users folder to open it.
11. Click the **Save** button to save the file to your local computer's desktop.

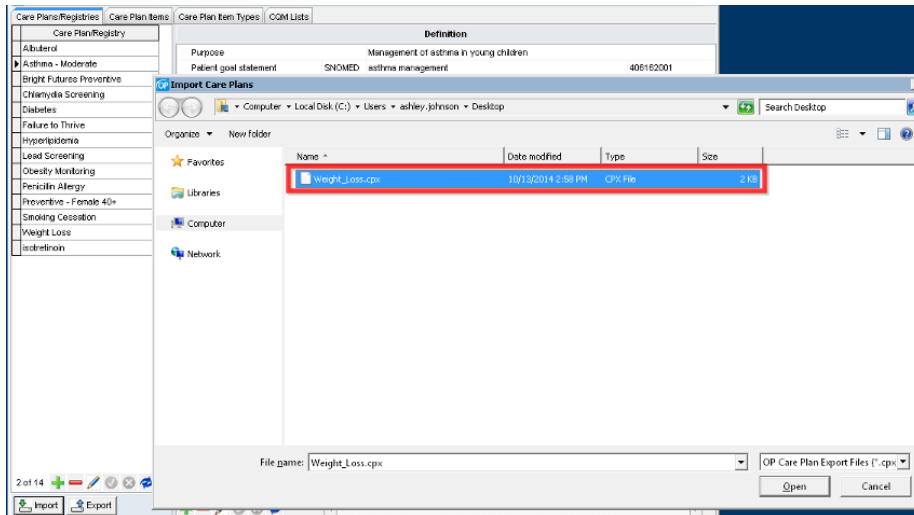


Importing Care Plans

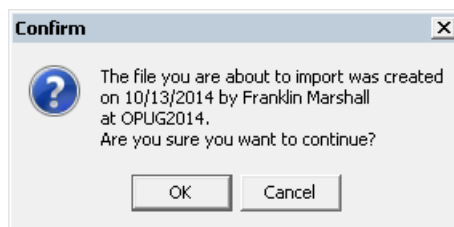
1. Open the Manage Care Plans window (see path at top of article).
2. Click the **Import** button.



3. A new window will appear.
4. Locate the .cpx file(s) you would like to import into Office Practicum.
5. Double-click on the Care Plan file.



6. In Office Practicum, click **OK** to confirm importing the Care Plan.



7. Once the Care Plan is imported, you can make any necessary **edits** prior to making the Care Plan active.



If you attempt to import a Care Plan that already exists, Office Practicum will prompt you and ask if you would like to import a Copy or if you would like to skip importing that particular Care Plan.