



Importing & exporting patient records

Importing patient records

You can import patient records by using a .csv file.

A .csv file is similar to an Excel file, but you cannot import patient records using an Excel file. You can see to the right the 2 FLS import files, one is a .csv, one is an Excel (.xlsx). Only use a .csv file to import data.



FLS~ Import test.xlsx

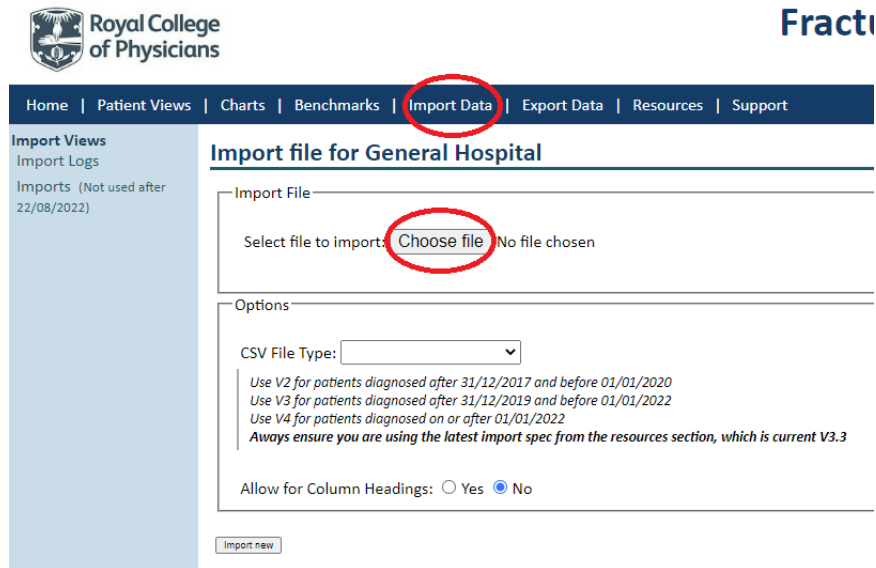


FLS~ Import test.csv

We recommend using use one .csv file and continuously updating it throughout the year. This will not create duplicate records and will add follow up information when updated - further information below.

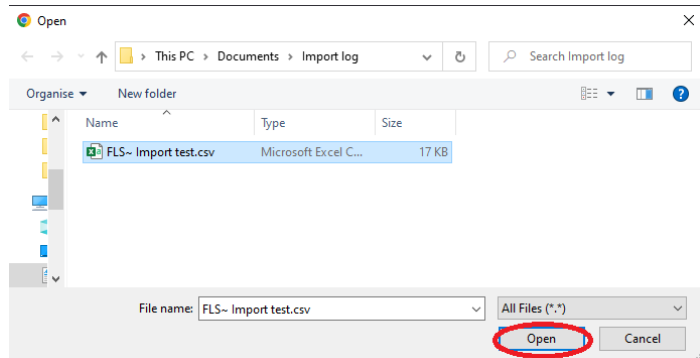
There are 2 documents in the resource tab on the webtool that will help you to import your data.
[V4 import specification](#) – this document outlines what type of value is required in each column for your import to be accepted.
[V4 import template](#) – this document is an empty .csv file with the correct column headings for you to complete with your patient records.

To start your import, log into the [FLS-DB webtool](#) and click **Import Data** then **Choose file**:



A pop-up box will open your PC files when you select **Choose file**:

Find your import .csv file then click it to select it then click **Open** to add it to the webtool.



Import file for General Hospital

Import File

Select file to import: FLS~ Import test.csv

Options

CSV File Type:

- FLS Patient CSV File v3
- FLS Patient CSV File v4

Use V2 for patients diagnosed after 31/12/2017 and before 01/01/2020
Use V3 for patients diagnosed after 31/12/2019 and before 01/01/2022
Use V4 for patients diagnosed on or after 01/01/2022
Always ensure you are using the latest import spec from the resources section

Allow for Column Headings: Yes No

Once selected, your file will show here.

Select which dataset you are importing by following the guidance.

If you use the import template, this includes column headings so you must select **Yes**. If your .csv file does not have headings, then select **No**.

Once you have completed the above steps, you must click **Import new** to complete the import.

Your import will then upload and you will be taken to a page that looks similar to this:

Import log

Import file: FLS~ Import test.csv
 Imported on: 19/08/2022 14:43
 By: Web2
 File-Type: FLS PATIENT CSV FILE V3

Errors and warnings

Summary Fatal Errors Serious Errors Warnings

You import file has been processed. Please review the following notes:
 Some new records have imported.
 No existing records have been modified.
 Some records have not been imported because they have fatal errors and cannot be imported.
 Review the details below, and either manually update the records online or reimport them after correction.

New records added to database:	50	98%
Existing records updated:	0	0%
Identical records skipped:	0	0%
Rejected records (Fatal errors):	1	2%
Total records processed:	51	100%
Errors (records imported as drafts)		
Serious errors:	0	0%
Minor errors:	0	0%

Where records are rejected, you can review why in the **Fatal errors** tab, fix the error in your .csv file then import it again to add the records with errors.

If you use and update one .csv file for your FLS, you can add follow up data to a record, and it will update the existing record (rather than duplicate the submission).

 The import will skip identical records that have not been updated and have already been imported.

Exporting patient records

Export Data

Options

Dataset version

- Dataset v1
- Dataset v2
- Dataset v3**

Select which dataset you are exporting by following the guidance.

Use V1 to exports patients diagnosed before 01/01/2018
Use V2 to export patients diagnosed between 31/12/2017 & 31/12/2019
Use V3 to export patients diagnosed after 31/12/2019 (includes V4 patients)

Limit by date range? Yes No

Date Range

Search for records based on the Index Fragility Fracture(s) that led to FLS contact - Date diagnosed

item 1.12 in v1
item 1.09 in v2 onwards

From: (inclusive, dd/mm/yyyy, eg: 01/02/2012)

To: (inclusive, dd/mm/yyyy eg: 19/08/2022)

Enter your date range then click **Run Export**. A .csv file will download to your computer containing your patient records.

Limit by date range to select a specific date range. If you select **No**, you will export all patient records of the Dataset version you selected.

Run Export