



Suite 3, 58-68 Delancey Street, Ormiston, QLD 4160
Email: Reception@redlandsgp.com.au | Ph: 07 3086 0047 | Fax: 07 3086 0070

Transfer of Records Request

Previous Practice Name: _____

Dear Sir/Madam

The following patient/s have decided to attend Redlands General Practice and would like to transfer their records to our practice in an electronic format as a Best Practice XML export file. This practice prefers to receive patient data in electronic format as this allows us to deliver better care and avoids the delays and errors of older technologies such as letters and faxes. We kindly request the entire file be exported including correspondence in, vaccination history, past medical history, medications and care plans.

Additionally, please notify us you would like Redlands General Practice to manage any recalls due for this patient in the future.

Redlands General Practice

Date: / /

Patient Name: _____ Address: _____

DOB: _____ Signature: _____

I consent for my records to be securely sent via email (tick here)

Other Family Members Whose Records I Wish to Transfer

Please write name and DOB below. If the family member is over 18 then please have the patient sign next to their name.

.....

How to export file if your practice uses Best Practice Premier:

Once a patient record is open on-screen go to the **file** menu and select "**Export Patient**". Click the "Entire Record" tick box and make sure that "XML" is selected as the "**Export as**" option then click "**Export**". On clicking the "**Export**" button the "Save As" dialogue box will appear on your screen.

Records can be emailed to reception@redlandsgp.com.au and it is recommended that the file is encrypted with a password before being sent. If encrypted, the password is to be sent to Redlands General Practice in a separate email, or given via telephone.