

Converting Your Data from Sycle.net to HearForm Software

FEE: \$_____

HearForm can save much of your data from Sycle.net. After receiving your data, we import that data into the matching fields within HearForm Software. After importing, you will immediately be able to use your data within the new system.

We save as much of your information as possible, but Sycle does limit the full amount of data that we can receive. If you need data that is not listed below, please discuss that need with us. We are not able to import Financial Transactions or the Scheduler Time Slots.

The following Fields can be Saved and Exported from Sycle.net

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|-------------------------|-------------------------------|
| 1. Patient ID | 28. Tinnitus |
| 2. Title | 29. Speech Pathology |
| 3. First Name | 30. Ref Source |
| 4. Middle Name | 31. Sub Ref Source |
| 5. Last Name | 32. Notes |
| 6. Preferred Name | 33. Left HA Mfr |
| 7. Preferred Lang | 34. Left HA Type |
| 8. Provider | 35. Left HA Tech |
| 9. Gender | 36. Left HA Model |
| 10. Date of Birth | 37. Left HA Price |
| 11. Street1 | 38. Left HA Purchase Date |
| 12. Street2 | 39. Left HA Serial Number |
| 13. City | 40. Left Warranty Date |
| 14. State | 41. Left Ext Warranty Date |
| 15. Zip | 42. Left LD Warranty Date |
| 16. Phone1 | 43. Left Repair Warranty Date |
| 17. Phone2 | 44. Left Battery Type |
| 18. Email | 45. Right HA Mfr |
| 19. Client Type | 46. Right HA Type |
| 20. Left Loss | 47. Right HA Tech |
| 21. Right Loss | 48. Right HA Model |
| 22. Mail Status | 49. Right HA Price |
| 23. Call Status | 50. Right HA Purchase Date |
| 24. Employment Status | 51. Right HA Serial Number |
| 25. Marital Status | 52. Right Warranty Date |
| 26. HIPAA Waiver Signed | 53. Right Ext Warranty Date |
| 27. Insurance Patient | 54. Right LD Warranty Date |

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| 55. Right Repair Warranty Date | 71. Secondary Plan or Program Name |
| 56. Right Battery Type | 72. Secondary Estimated Benefit |
| 57. Custom Group 1-24 | 73. Secondary Co-pay |
| 58. Primary Insurance Company | 74. Secondary Deductible |
| 59. Primary Payment Source | 75. Secondary Ins. Patients Rel. to Insured |
| 60. Primary Policy Insurance ID Number | 76. Left Test Date |
| 61. Primary Policy, Group or FECA # | 77. Left Hearing Levels in DBs – 500 |
| 62. Primary Plan or Program Name | 78. Left Hearing Levels in DBs - 1KH |
| 63. Primary Estimated Benefit | 79. Left Hearing Levels in DBs - 2KH |
| 64. Primary Co-pay | 80. Left Hearing Levels in DBs - 4KH |
| 65. Primary Deductible | 81. Right Hearing Test Date |
| 66. Primary Ins. Patients Rel. to Insured | 82. R. Hearing Levels in DBs – 500 |
| 67. Secondary Insurance Company | 83. R. Hearing Levels in DBs - 1KH |
| 68. Secondary Payment Source | 84. R. Hearing Levels in DBs - 2KH |
| 69. Secondary Policy Insurance ID Number | 85. R. Hearing Levels in DBs - 4KH |
| 70. Secondary Policy, Group or FECA # | |

You may also add these fields for the appointment scheduler.

IMPORTANT: While we can import the following appointment field data into the patient’s chart note area, we do not import appointments from Sycle directly into our scheduler.

- 86. Appointment Date/Time
- 87. Status
- 88. Referral Source
- 89. Referral Subcategory
- 90. Notes
- 91. Outcome Notes

Note: In many cases, we can also save the Physicians from the reference file and Insurance Companies from the Insurance reference file. (See following Pages.)

PLEASE SEE NEXT PAGE

WE CAN GET THIS DATA FOR YOU, if you do not mind giving us access to your data. We first send you a HIPAA Business Associate's agreement for privacy reasons.

If you'd rather get the data yourself, see the following ... In order to get the data from the fields mentioned above, you must log into Sycle using an Administration Level Password.

1. Click the Administration Button
2. Select Database Backup from the Left Menu
3. Mark all Fields with a check mark
4. Click the Download Button
5. Save the download to your desktop
6. Click on the following link to upload the file to

HearForm for Data Conversion...

<https://dropbox.yousendit.com/transfer.php?action=dropbox&dropbox=hearform&secure=1>

In order to download data from the Appointment Scheduler...

- Appointment Date/Time
- Status
- Referral Source
- Referral Subcategory
- Notes
- Outcome Notes

You'll need to do the following...

1. (From the Sycle Administration Screen) click the appointment backup button above the download button you clicked for the previous download.

2. On the next screen, make sure you have selected
 - All Clinics
 - Date Range (as seen below)
 - All Checkboxes checked

Download this file as before and upload it to our Drop box...

<https://dropbox.yousendit.com/transfer.php?action=dropbox&dropbox=hearform&secure=1>

Additional Data can be saved form Sycle.net

From the Sycle Administration Screen, simply click on the desired category and then download that data as an Excel File to your desktop.

We can import data from these categories.

1. Appointment Types
2. Appointment Cancellation Types
3. Referral Sources
4. Referral Subcategories
5. Accessory Types
6. Battery Prices
7. Earmold Types
8. Hearing Aid Prices
9. Remote Types
10. Repair Types
11. Service Types
12. Warranty/Service Plans
13. Custom Patient Groups
14. Referring Physicians
15. Insurance Companies

Please call **888-453-8806** if you need any help or have any questions.