Converting Your Data from Sycle.net to HearForm Software

DATA CONVERSION FEE: $399

With your permission and under an appropriate HIPAA Business Associate Agreement, we take care of the entire process from start to finish.

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

We save as much of your information as possible, but Sycle does limit the full amount of data that we can receive. We are not able to import Financial Information with the exception of limited open balance report/balance forward receivables data.

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

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

45. Right HA Mfr
46. Right HA Type
47. Right HA Tech
48. Right HA Model
49. Right HA Price
50. Right HA Purchase Date
51. Right HA Serial Number
52. Right Warranty Date
53. Right Ext Warranty Date
54. Right LD Warranty Date
55. Right Repair Warranty Date
56. Right Battery Type
57. Custom Group 1-24
58. Primary Insurance Company
59. Primary Payment Source
60. Primary Policy Insurance ID Number
61. Primary Policy, Group or FECA #
62. Primary Plan or Program Name
63. Primary Estimated Benefit
64. Primary Co-pay
65. Primary Deductible

66. Primary Ins. Patients Rel. to Insured
67. Secondary Insurance Company
68. Secondary Payment Source
69. Secondary Policy Insurance ID Number
70. Secondary Policy, Group or FECA #
71. Secondary Plan or Program Name
72. Secondary Estimated Benefit
73. Secondary Co-pay
74. Secondary Deductible
75. Secondary Ins. Patients Rel. to Insured
76. Left Test Date
77. Left Hearing Levels in DBs – 500
78. Left Hearing Levels in DBs - 1KH
79. Left Hearing Levels in DBs - 2KH
80. Left Hearing Levels in DBs - 4KH
81. Right Hearing Test Date
82. R. Hearing Levels in DBs – 500
83. R. Hearing Levels in DBs - 1KH
84. R. Hearing Levels in DBs - 2KH
85. R. Hearing Levels in DBs - 4KH

Appointment/Scheduler information…

86. Appointment Date/Time
87. appointment type
88. Status
89. Referral Source
90. Referral Subcategory
91. Notes/Description
92. Outcome Notes
93. assigned office
94. patient name

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.)

WE CAN EXPORT YOUR 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 and security 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 <u>Database Backup</u> from the Left Menu
3. Mark all Fields with a check mark
4. Click the Download Button

Download this file from Sycle's website and then upload that file to our secure FTP site …

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

In order to download data from the Appointment Scheduler, 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 (from the earliest date possible until the latest date possible)
   - All Checkboxes checked

Download this file from Sycle's website and then upload that file to our secure FTP site …

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.