

INTERNAL: Importing Custom Procedures

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This article includes instructions on how to import custom procedures with the [internal tool](#).

Instructions:

You can use a basic CSV (comma separated value) file with custom procedures information. There must be a header row that defines what data is in each column. The required field is Code

Example (your file can have different columns):

| | Code | Quantity | Description | Note | Sales Tax Applicable | Price | Price With Tax | Cost | Duration | Type of Product |
|---|-------|----------|-------------|------|----------------------|-------|----------------|------|----------|-----------------|
| 1 | 12345 | 1 | foo | bar | FALSE | 10 | 0 | 0 | 15 | service |
| 2 | 66666 | 1.2 | | | TRUE | 12 | 13 | | | product |
| 3 | 00001 | | | | | | | | | |

Upload File:

Select Doctor

Bulk upload file No file chosen

The code column header is required. Codes must meet the following requirements:

- cannot use **lowercase** letters
- Must have unique values
- Can only contain letters, numbers and periods
- Cannot have the same value of a CPT or HCPCS code
- must be 16 characters or fewer (including spaces)

Descriptions:

- Must be 127 character or fewer (including spaces)

Troubleshooting for \ufeff in BOM:

1. Open file with VIM
2. `:.set nobomb`
3. `:.wq`

How to use the vim in MAC

1. open the terminal(Press `cmd + space`, search "terminal")
2. open the file with vim(vim `file_directory`)
 - for example, my file is under Documents/HLImport.csv

```
4$ vim Documents/procedures/HLImport.csv
```

3. press ESC

4. Input :set nobomb, then double press Enter

```
Code,Description,Price,Cost,Quantity,sales tax applicable,type of product
DFHAAS120,Amino Acid Synergy,32.25,16.13,1,FALSE,product
DFHAASPDR,Amino Acid Supreme,50.75,25.38,1,FALSE,product
DFHACN180,Acnutrol capsules,44.25,22.13,1,FALSE,product
DFHADC120,Adrenal Complex,35.45,17.73,1,FALSE,product
DFHADC240,Adrenal Complex,63.95,31.98,1,FALSE,product
DFHADP090,Adrenotone,25.45,12.73,1,FALSE,product
DFHADP180,Adrenotone,47.75,23.88,1,FALSE,product
DFHAGZ060,AllerGzyme,34.95,17.48,1,FALSE,product
DFHALC090,Acetyl LCarnitine,35.45,17.73,1,FALSE,product
DFHALLS60,Allicillin,31.25,15.63,1,FALSE,product
DFHALO060,Aloe/200x,38.45,19.23,1,FALSE,product
DFHANT090,AminoDTox,33.45,16.73,1,FALSE,product
DFHANT180,AminoDTox,61.75,30.88,1,FALSE,product
DFHANT150,AnnattoE 150 30 softgels,18.95,9.48,1,FALSE,product
DFHANT15L,AnnattoE 150 60 softgels,35.95,17.98,1,FALSE,product
DFHANT300,AnnattoE 300 30 softgels,35.95,17.98,1,FALSE,product
DFHANT30L,AnnattoE 300 60 softgels,68.25,34.13,1,FALSE,product
DFHANTS60,AnnattoE Synergy 60 softgels,46.25,23.13,1,FALSE,product
DFHANTG60,AnnattoGG 150,35.95,17.98,1,FALSE,product
DFHARG120,LArginine,26.75,13.38,1,FALSE,product
DFHARS120,ArthroSoothe capsules,42.75,21.36,1,FALSE,product
DFHARSSUP,ArthroSoothe Supreme,62.25,31.13,1,FALSE,product
:set nobomb
```

5. Press Esc

6. Input :wq, then press Enter

```
DFHANT300,AnnattoE 300 30 softgels,35.95,17.98,1,FALSE,product
DFHANT30L,AnnattoE 300 60 softgels,68.25,34.13,1,FALSE,product
DFHANTS60,AnnattoE Synergy 60 softgels,46.25,23.13,1,FALSE,product
DFHANTG60,AnnattoGG 150,35.95,17.98,1,FALSE,product
DFHARG120,LArginine,26.75,13.38,1,FALSE,product
DFHARS120,ArthroSoothe capsules,42.75,21.36,1,FALSE,product
DFHARSSUP,ArthroSoothe Supreme,62.25,31.13,1,FALSE,product
:wq
```