SUB-ACCOUNTS IMPORT

Sub-accounts can be imported into ScheduleInterpreter using CSV file. Use Microsoft Excel or any other table editor to prepare data for import. Columns can be entered in any order. All bold fields are mandatory.

Names of the columns must be exact.

Column	Description	Type
Main account name	Name of the main account the sub-account belongs to	string
Name	Name of the sub-account	string
Street	Street address of the sub-account	string
City	City of the sub-account	string
State	State or province of the sub-account	string
Time zone	Time zone of the sub-account; using the attached template, enter the ID number associated with the account time zone; for example: Eastern time zone=1	string
Zip code	Zip or postal code of the sub-account	string
Country	Country of the sub-account	string
Epic ID	Epic ID corresponding to your sub-account (hospital, clinic, department etc.). Mandatory for Epic Integration.	string
Import ID	Sub-account ID you would like imported into ScheduleInterpreter.	string
Account type	Type of the sub-account (example: medical, legal, education etc.)	string
Phone	Phone number of the sub-account	string
Fax	Fax number of the sub-account.	string
Notes	Notes for the sub-account	text

Use attached sub-accounts.xlsx and timezones.xlsx templates to prepare your data for import.

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