

Import Locations using CSV file

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Import Locations using CSV File

Locations in CareRight are managed via the Locations tab. Patients are assigned to a location (facility) when they are first created in CareRight. Locations are also used for admission and billing purposes. Locations can be added manually in CareRight system or also can import in bulk via CSV file.

1. From **Administration**
2. Select **Locations** from menu.
3. Can see the **CSV Import Button**.
4. Click on the CSV Import button.
5. Choose the respective CSV file and click Import button.
6. Check for the imported Location once the import is completed successfully.

