

# Connect - Patient Exports Documentation

## 170.315(b)(10) Electronic Health Information Export

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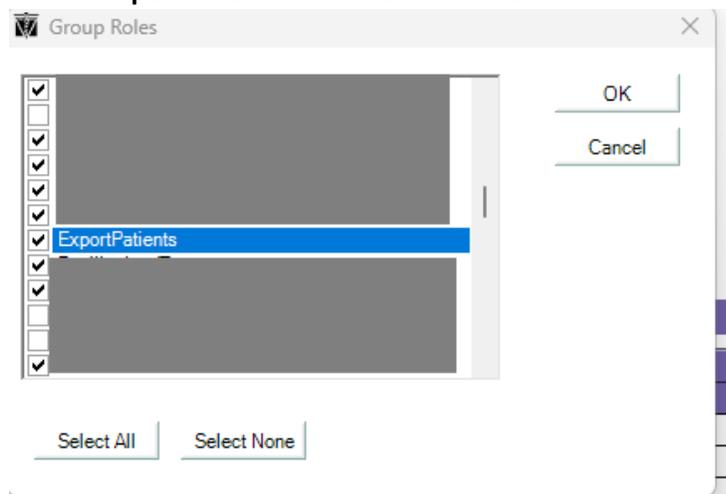
### Summary

Connect is now capable of exporting patient EHI following the §170.315(b)(10) Electronic Health Information Export requirements. This document will show you how a user with the appropriate permission may utilize Connect’s Export Patient feature. The feature will enable you to export patient’s EHI data in CSV format. The data can be exported either for a single patient or for all patients in the organization.

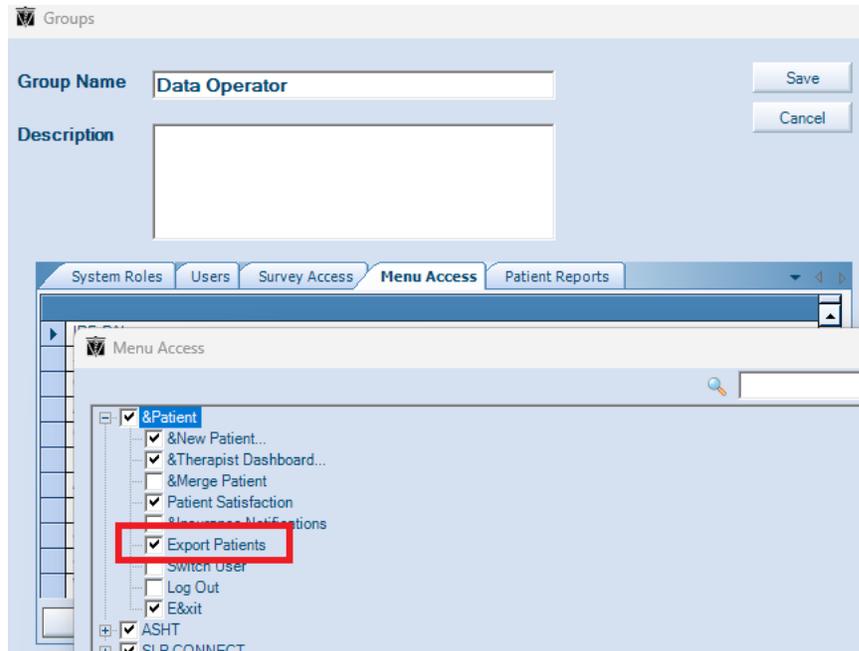
### Accessing the Export Patients feature

In order to access this feature, the user must have the appropriate role and feature enabled. An admin may enable this role to a specific group or user by:

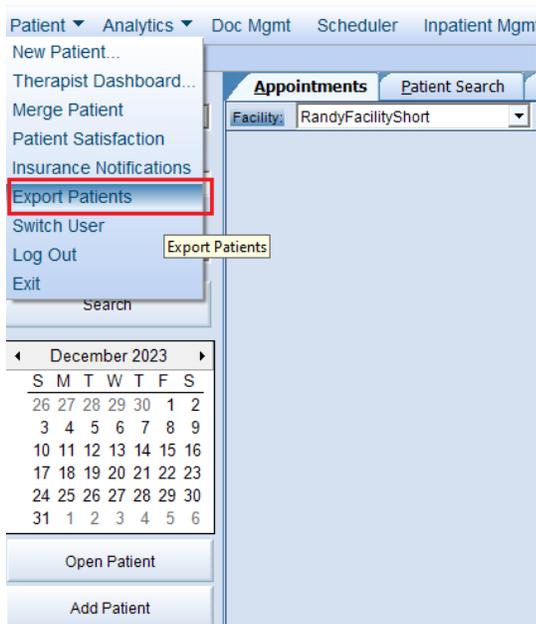
1. Providing User or Group the System Role:
  - a. Go to Utilities > Group Manager (or User Manager). Once you select the Group or User, switch to **System Roles** tab and click the **Modify System Role** button. Check the **ExportPatients** and hit OK and save.



2. Enabling the Export Patients option in Patient Menu:
  - a. Go to Utilities > Group Manager (or User Manager). Once you select the Group or User, switch to Menu Access. Enable **Export Patients**.



Users with access will now be able to access this feature in Connect via the Patient menu in the top menu bar and selecting **Export Patients**.



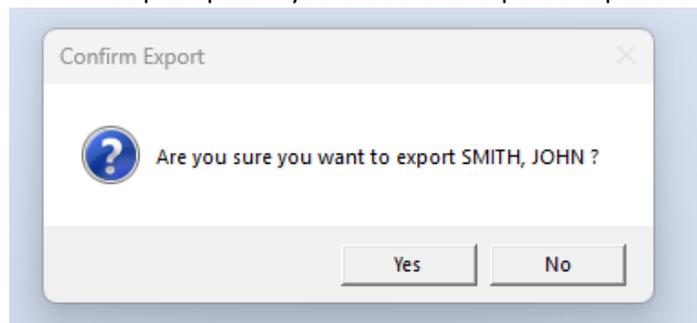
The Exports Patient window will open

LastName	FirstName	MiddleName	DayPhoneNum	EvePhoneNum	DOB	Gender	MRN
SMITH	JOHN			7075551212	01/01/1960	Male	654321

## Exporting EHI of a Single Patient

To export a single patient:

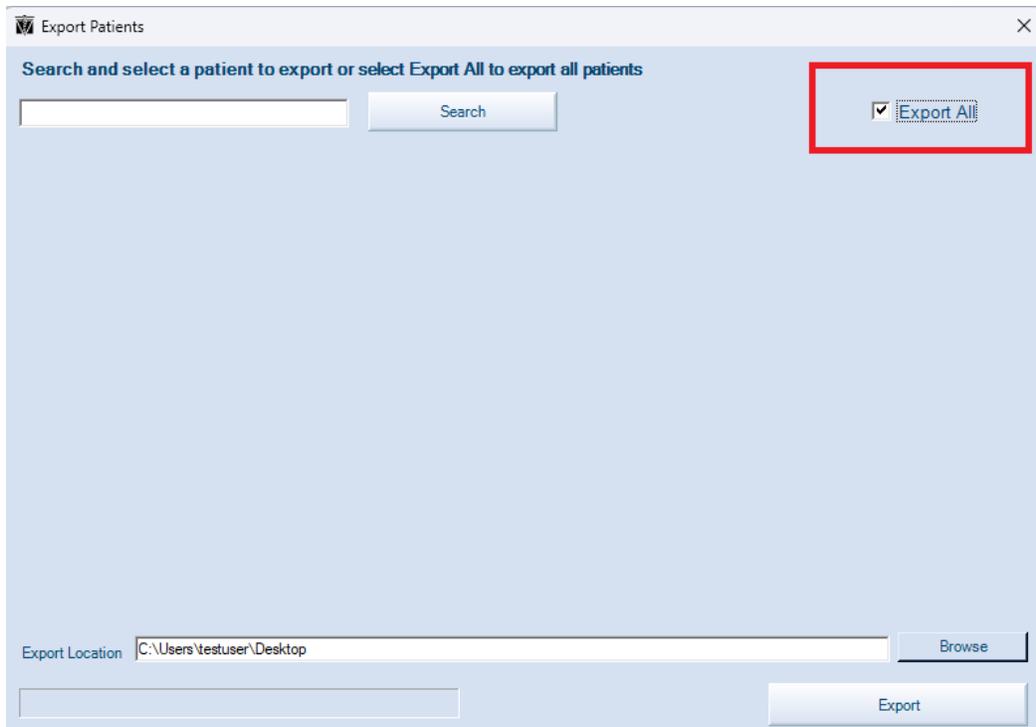
1. Utilize the search bar to search a patient. You may search by any of the fields shown in the grid.
2. Set the Export Location.
3. Hit Export.
  - a. You will be prompted if you are sure to export the patient. Hit Yes.



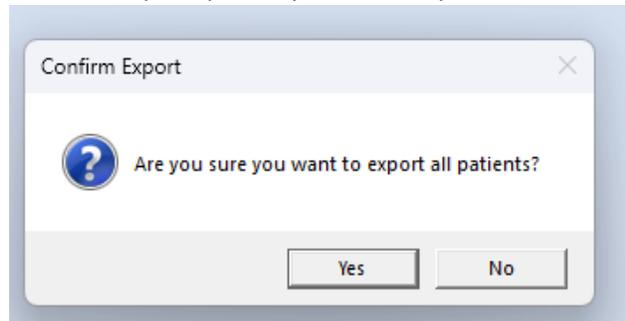
## Exporting EHI of the Patient Population of the Organization

To export the patient population of the organization:

1. Check **Export All**

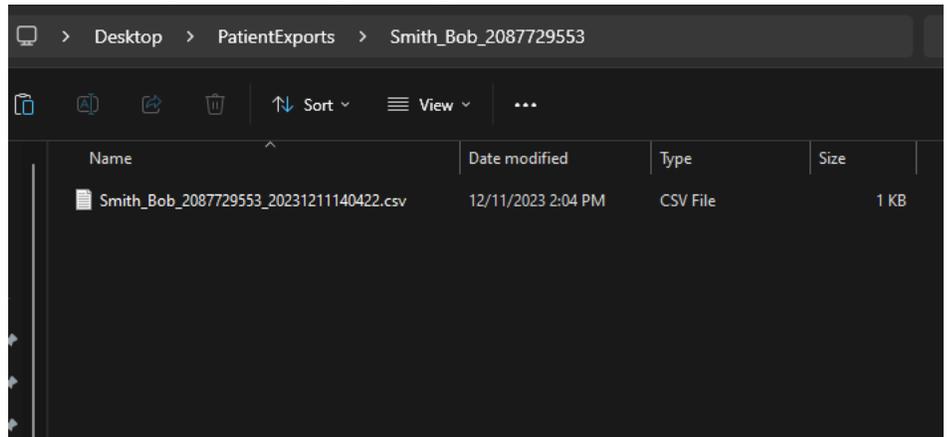


2. Set the Export Location
3. Hit Export
  - a. You will be prompted if you want to proceed. Hit Yes.



## File Format

- The file format of the patient export files is in a form of CSV files (comma delimited)
- When the user hits Export, a folder named **Patient Exports** will be created in the specified Export Location.
  - If a single patient is exported:
    - A folder in the following name structure will be created
      - <Last Name>\_<First Name>\_<MRN>
    - Within the patient's folder, a CSV file will contain the EHI of the patient. The CSV file name structure is:
      - <Last Name>\_<First Name>\_<MRN>\_<DateTime>.csv



- If all patients were exported, a CSV file containing EHI of all patients will be generated in a file with the following name structure:
  - EHIExport\_<ORGCODE>\_<DateTime>.csv
    - The ORGCODE is your organization code

