Exscribe EHR All EHI Export Simplified Instructions?

These instructions are provided to the public on how to complete a single patient or patient population EHI Export using Exscribe EHR.

Who should read these release notes?

If you are an EXSCRIBE EHR user ...

Read this document to familiarize yourself with performing an EHI export. For more complete instructions on how to set All EHI Export privileges or to view the audit log for EHI Export events, please refer to the Exscribe EHR 7.4 Release Notes available on ExscribeOnline.

If you are the technical contact ...

You will need to review these simplified instructions along with the data dictionary provided with the export files. The data dictionary provides information on the CSV data files and the PDF document files included with the export. If not available, the data dictionary document will be available on the exscribe.com website under the Resources > ONC 2015 Edition Certification webpage.

The EHI Export functionality is provided with Exscribe EHR 7.4 to customers with a current paid maintenance agreement. If technical help or customization of the EHI Export is needed, payment may be required before assistance or customization are completed.

EHI Export Privileges

We have extended the current Export Chart functionality of Exscribe EHR to include doing single or patient population EHI exports. Two new privileges have been created for each type of export to allow administrators to control who is able to perform each of these types of exports. These new privileges have not been granted to any users with the release of Exscribe EHR, administrators will need to manually grant this privilege to a role or individual user.

The current Export Chart privilege will not be changed with the Exscribe EHR 7.4 release, users will still be able to export a chart for single patient as an Adobe PDF document. The EHI export options on the Export Chart dialog will be disabled if the user has not been granted an EHI Export privilege.

If you are unfamiliar with Exscribe EHR privileges, refer to the Exscribe EHR 7.4 Release Notes available on ExscribeOnline on the steps to activate these privileges for users.

Single Patient Export

If a user has the single patient EHI Export privilege, they will have an additional option when performing a patient chart export to export all of the patient's electronic health information (EHI) stored in the EHR.

To complete a single patient EHI export, when either viewing a patient's account or appointment, go to the File menu and select Export Chart.
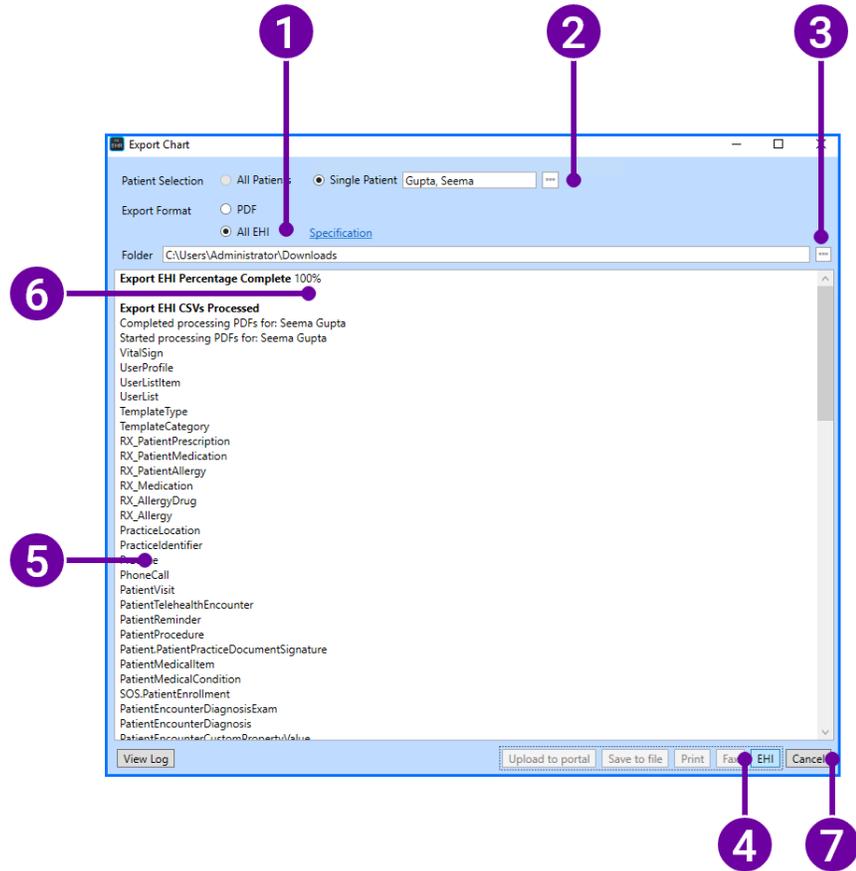
1. The selected patient from the account or appointment will be displayed next to Single Patient field; you may use the […] button to select a different patient.
2. Change the default Export Format from PDF to All EHI.
3. Select a folder to store the exported data and document files. Be sure to check that the workstation has enough disk space to store the export.
4. Click the EHI button.
5. Watch the progress of the export in the text window. The export of the patient data will be done first and be shown as the list of tables being exported. Next, the patient's attachments, notes, and orders will be converted from their native formats into PDF files and exported in separate subfolders.
6. When the export is complete, the bold top line "Export EHI Percentage Complete" in the text window will show "100% Complete".
7. Click Cancel to close the window.

Patient Population Export

If a user has the patient population EHI Export privilege, they will have the option to switch from Single Patient to All Patients Patient Selection.
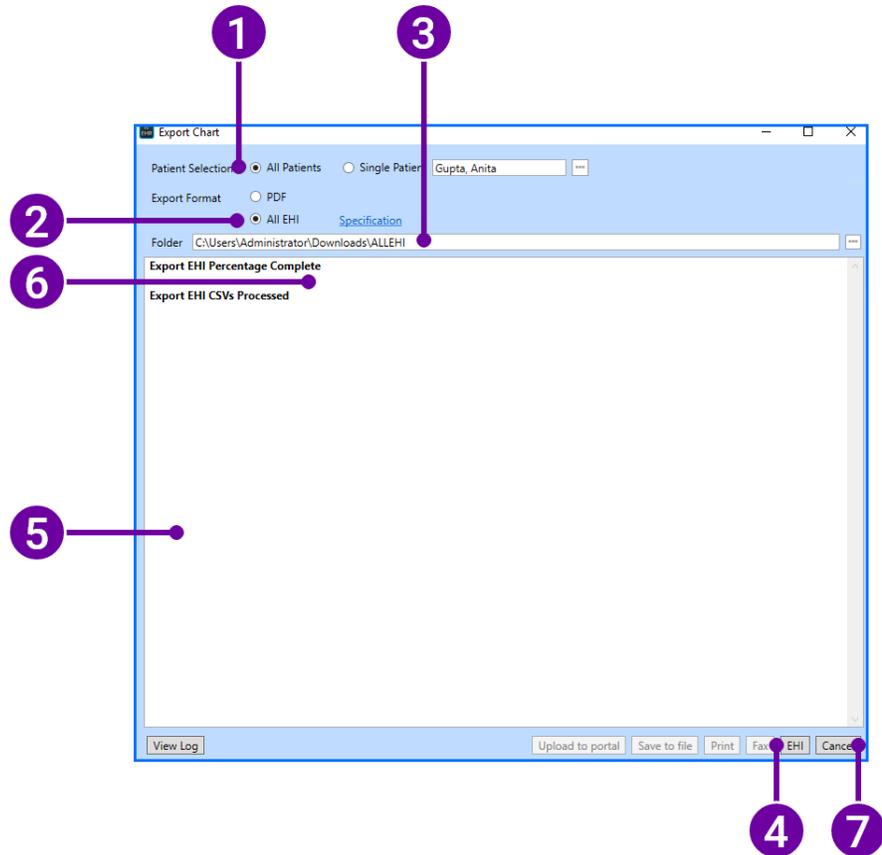
1. Switch the Patient Selection from Single Patient option to All Patients.
2. Ensure you have Export Format set to All EHI
3. Select a folder to store the exported date and document files.
4. Click the EHI button.
5. Watch the progress of the export in the text window. The application will first go through each of the data tables and export all the data. It will then loop through each patient to convert and export their attachments, notes, and orders as PDF files. Each patient's documents will be exported into a separate patient folder with subfolders for each document type.
6. When the export is complete, the bold top line "Export EHI Percentage Complete" in the text window will show "100% Complete".
7. Click Cancel to close the window.

Two Cautions for Population Exports

A population export may take several hours or days depending on the volume of patients and their documents to be exported. Do not close the Export Chart dialog during an export; if you do, you will have to start the export over from the beginning if the export is interrupted.

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Secondarily, be sure to check that the workstation has enough disk space to store the export for possibly hundreds of gigabytes of data that may be exported. If you run out of disk space and the export is interrupted, you will have to start the export over from the beginning.

How do I contact Support?

During regular business hours, 8:00 am to 8:00 pm Eastern Time. If you need help with your Exscribe EHR, please call our Technical Support department at Toll-Free (866) 870-1521 Option 1. You may also send support requests via email to techservices@exscribe.com. Our ExscribeOnline support website also offers resources to help answer basic questions about the software.