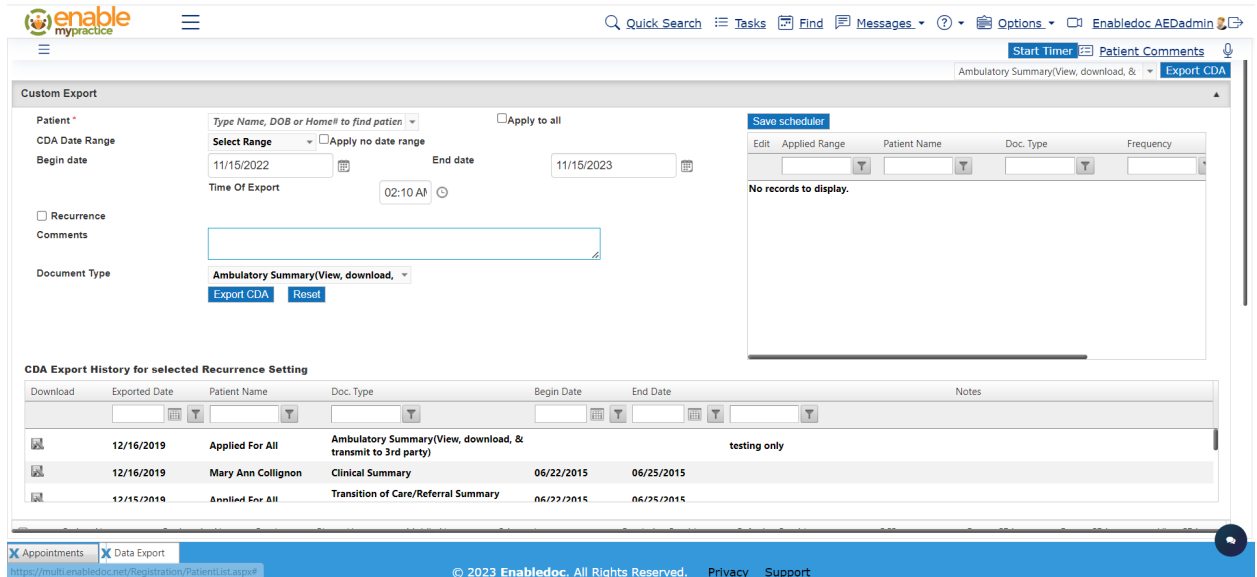


Exporting Data

To export data, the permission to access the Data Export screen must be provided, then perform these steps:

1. Click Registration.
2. Click Data Export and this screen appears:



Download	Exported Date	Patient Name	Doc. Type	Begin Date	End Date	Notes
	12/16/2019	Applied For All	Ambulatory Summary(View, download, & transmit to 3rd party)			testing only
	12/16/2019	Mary Ann Collignon	Clinical Summary	06/22/2015	06/25/2015	
	12/16/2019	Applied For All	Transition of Care/Referral Summary	06/22/2015	06/25/2015	

3. Click Custom Export.
4. Select a specific patient or check all.
5. Select a begin and end date or select all.
6. Set a time to run the data export.
7. Click if you want the export to recur by day, days of the week, monthly or annually.
8. Select the type of CDA file or Excel file to export.
9. Type a Comment.
10. Click Export.
11. When the Export is complete, the file information appears in the table at the bottom.
12. Click Download to download the file.