

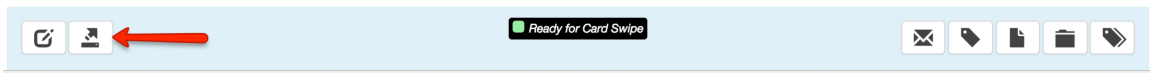
Demographic Export process

Demographics can be exported individually or in bulk patient sets.

1.0 Exporting a demographic individually

1.1 Once you know which patient you want to export, go into that patient's master record.

1.2 Inside the master demographic record you would see the demographic export button.



1.3 From here you can select which categories you would like to export for the patient by checking off the checkboxes.

Export Demographic(s)

Exporting Demographic No. 1

Export Categories:

<input type="checkbox"/> Personal History	<input type="checkbox"/> Immunizations
<input type="checkbox"/> Family History	<input type="checkbox"/> Laboratory Results
<input type="checkbox"/> Past Health	<input type="checkbox"/> Appointments
<input type="checkbox"/> Problem List	<input type="checkbox"/> Clinical Notes
<input type="checkbox"/> Risk Factors	<input type="checkbox"/> Reports Received
<input type="checkbox"/> Allergies & Adverse Reactions	<input type="checkbox"/> Care Elements
<input type="checkbox"/> Medications & Treatments	<input type="checkbox"/> Alerts And Special Needs

Check All
Check None

Passphrase:

Export (CMS spec 4.2)

1.4 When you are ready to export, type in a passphrase to encrypt the export.
Ensure that you have this written down somewhere, since whoever is opening the export would need this passphrase to open it.

1.5 Once you type in the passphrase you would be able to click on the export button.

1.6 When you click on export button it would download the export file onto your computer.

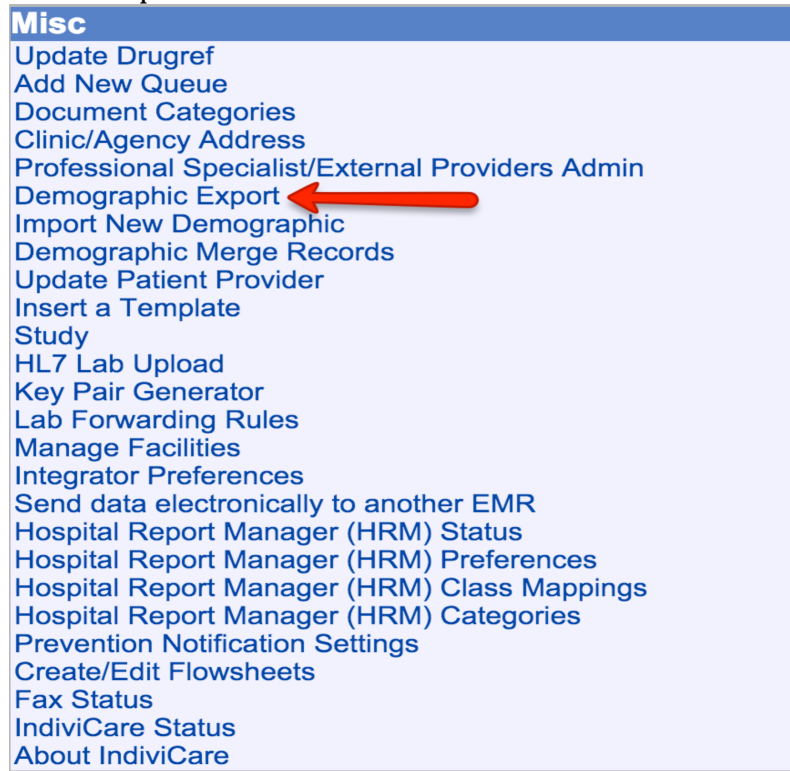


2.0 Exporting demographics in bulk

2.1 The other way to export demographics is by accessing the demographic export screen from the admin menu.

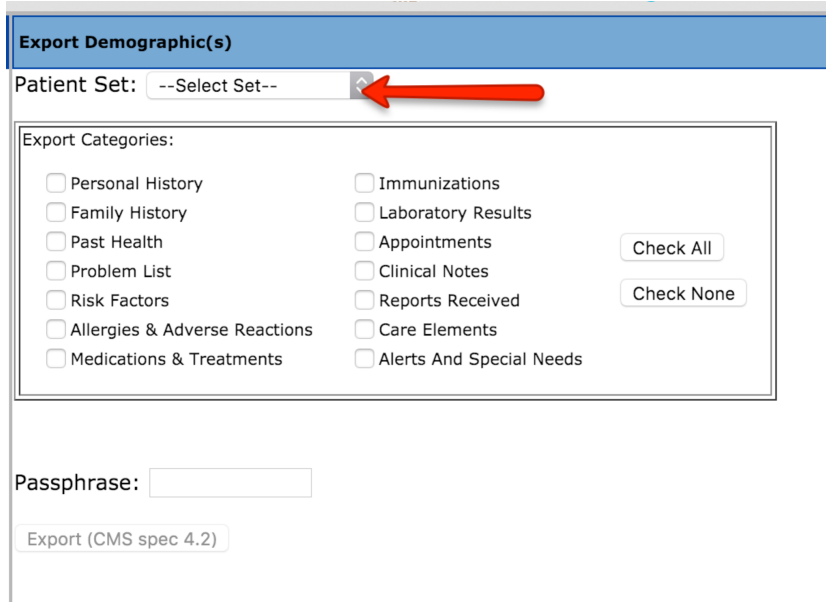
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2.2 Browse down to where it says Demographic export and click on the link to open the export screen.



2.3 From here you will need to first select a patient set to export. By default there would be patient sets created automatically for each of the providers' who has patients assigned to them. If you would like to create a custom patient set please refer to section 3.0: How to create patient sets.





Export Demographic(s)

Patient Set: --Select Set--

Export Categories:

<input type="checkbox"/> Personal History	<input type="checkbox"/> Immunizations
<input type="checkbox"/> Family History	<input type="checkbox"/> Laboratory Results
<input type="checkbox"/> Past Health	<input type="checkbox"/> Appointments
<input type="checkbox"/> Problem List	<input type="checkbox"/> Clinical Notes
<input type="checkbox"/> Risk Factors	<input type="checkbox"/> Reports Received
<input type="checkbox"/> Allergies & Adverse Reactions	<input type="checkbox"/> Care Elements
<input type="checkbox"/> Medications & Treatments	<input type="checkbox"/> Alerts And Special Needs

Check All

Check None

Passphrase:

Export (CMS spec 4.2)

2.4 After you select the patient set, the rest of the process is similar to what you do for exporting an individual patient. You select the categories you would like to export and type in the passphrase and click on the export button to export.

Note: the downloaded files are encrypted using gpg. You would need to download the appropriate gpg client for your operating system from <https://www.gnupg.org/download/index.html> in order to be able to open this. Once you successfully decrypt the encrypted files then you would be presented with a zip file that contains the patient xml files, readme file and the export log file.

3.0 How to create patient sets

3.1 From the main screen click on Report at the top



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3.2 From the report screen select number 11 Demographic Report Tool.

REPORT LIST			
1	EDB List	From 2016-1-11	To 2016-1-11
2	AR2005+ONAREnhanced		
3	Active Patient List		
3	Day Sheet	z_indivica, ithream	
	* All appointments		
	Non Rostered Only <input type="checkbox"/>	From 2016-1-11	To 2016-1-11
	* Print Day Sheet for only new appointments	2016-1-11	
	* Lab Day Sheet	2016-1-11	
	* Billing Day Sheet	2016-1-11	
4	Tabular-style Daysheet	2016-1-11	
5	Bad Appt Sheet	z_indivica, ithream	2016-1-11
6	Patient Chart List	z_indivica, ithream	
7	Old Patient List	z_indivica, ithream	
8	No Show Appointment List	z_indivica, ithream	
9	Consultation Report		
10	Laboratory Requisition Report		
11	Demographic Report Tool		
12	Demographic Set Edit		
13	Prevention Report		
14	Demographic Study List		
15	Chronic Disease Management		
16	Waiting List		
17	Clinical Report		
18	Injection Report		
<input type="button" value="Cancel"/>			

3.3 In the demographic report tool page create a filter for the report using the checkboxes and then click on the Run Query button at the bottom left to get the results for this filter.

<input type="checkbox"/> Filter	Limit Results to: ---NO LIMIT---
<input type="checkbox"/> Version Code	
<input type="checkbox"/> MOH Roster Status	
<input type="checkbox"/> Patient Label	
<input type="checkbox"/> Patient Status	
<input type="checkbox"/> Date Joined	
<input type="checkbox"/> Chart #	
<input type="checkbox"/> Provider #	
<input type="checkbox"/> Provider Name	
<input type="checkbox"/> Sex	
<input type="checkbox"/> End Date	
<input type="checkbox"/> Eff. Date	
<input type="checkbox"/> Pcn indicator	
<input type="checkbox"/> Health Card Type	
<input type="checkbox"/> HC Renew Date	
<input type="checkbox"/> Family Doctor	
<input type="checkbox"/> Newsletter	
<input type="button" value="Save Query"/>	
<input type="button" value="Run Query"/>	



- 3.4 After the query runs, the result set will show up at the bottom below the Run Query button. Type a name for the set and click on Save Patient Set to save the patient list. After this this, the patient set would be available in the demographic export screen.

Search Returned : 3 Results

Set Name:

Demographic #
1
89
90

