

## EMR Export

PowerSoftMD has a built in EMR Export for your patient data that will create a folder containing all your patient charts that can be opened with Windows without using PowerSoftMD.

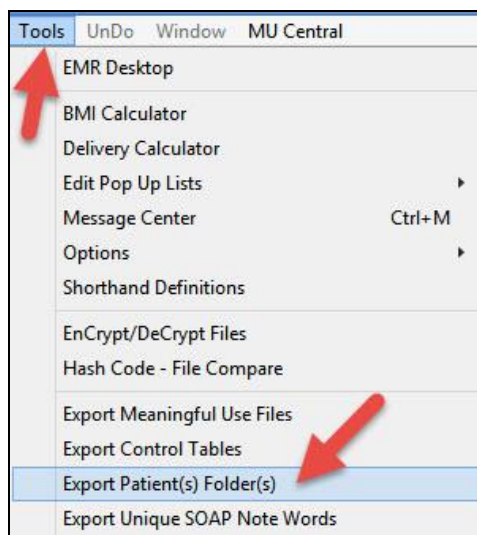
**Warning:** Be careful and protect the exported data just the same as you protect all your patient information.

1) Connect an External Drive such as a USB Hard Drive and note its Drive Letter. A folder will be created on the External Drive's Root Directory of the name of your Practice. After this process is complete you could copy that entire folder back over to any office computer you want.

2) Open the EMR Desktop (**do not** select a patient)



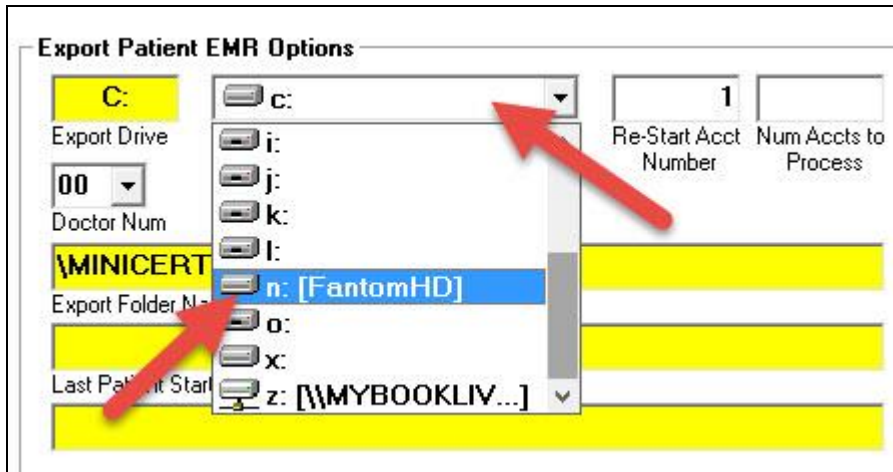
3) Select the top toolbar "Tools" option then "Export Patient(s) Folders(s)"



4) Reply "Yes" when prompted

**Warning:** Be careful and protect the exported data just the same as you protect all your patient information.

5) Select your External Drive Letter using the drop down list



**Export Patient EMR Options**

Export Drive: **C:**

Doctor Num: **00**

Export Folder Name: **n: [FantomHD]**

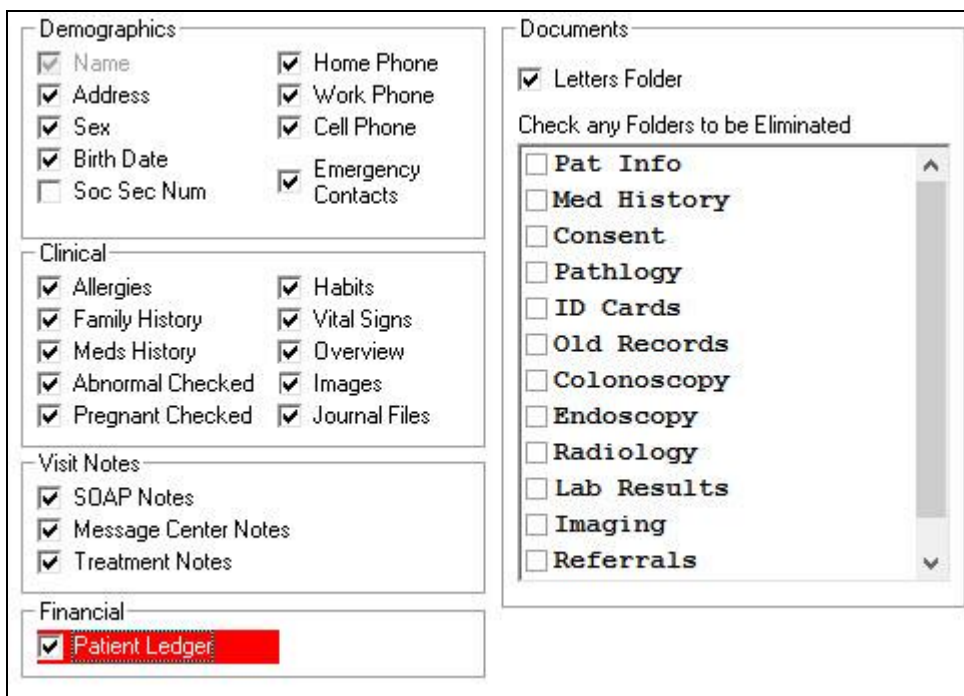
Last Patient Start: [ ]

Re-Start Acct Number: **1**

Num Accts to Process: [ ]

6) Review and **check all the options** carefully.

If you want the patient's ledger History be sure to check **"Patient Ledger"** under Financial. The Documents folder List allows you to check Folders you **DON'T** want exported



**Demographics**

Name  Home Phone  
 Address  Work Phone  
 Sex  Cell Phone  
 Birth Date  Emergency Contacts  
 Soc Sec Num

**Clinical**

Allergies  Habits  
 Family History  Vital Signs  
 Meds History  Overview  
 Abnormal Checked  Images  
 Pregnant Checked  Journal Files

**Visit Notes**

SOAP Notes  
 Message Center Notes  
 Treatment Notes

**Financial**

**Patient Ledger**

**Documents**

Letters Folder

Check any Folders to be Eliminated

Pat Info  
 Med History  
 Consent  
 Pathlogy  
 ID Cards  
 Old Records  
 Colonoscopy  
 Endoscopy  
 Radiology  
 Lab Results  
 Imaging  
 Referrals

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8) Be sure to set the Doctor Number to “00”.

9) If you don’t fill in the “Num of Accts to Process” field, it will default to All patients. We highly recommend exporting them in groups of 1000 patients at a time. For example if your highest account number was 3434, you could export with field values of:

Re-Start Acct Number: 1 Num Accts to Process: 1000  
Re-Start Acct Number: 1001 Num Accts to Process: 1000  
Re-Start Acct Number: 2001 Num Accts to Process: 1000  
Re-Start Acct Number: 3001 Num Accts to Process: 1000



Export Patient EMR Options

N: Export Drive    n: [FantomHD] Export Drive Selection List    1 Re-Start Acct Number    1000 Num Accts to Process

00 Doctor Num

10) Click the Red “Export” button, and repeat this step for each range of account numbers you specify in step 9 above.

11) Remember, once you are 100% done with all patients you could copy the folder named with your practice name back to any office computer you wish.

12) All the files created should be able to be opened using Windows, PowerSoftMD will not be needed to access them.