



PROFESSIONAL
SERVICES REVIEW

Instructions to export
Medical Director files
for review by
Professional Services Review

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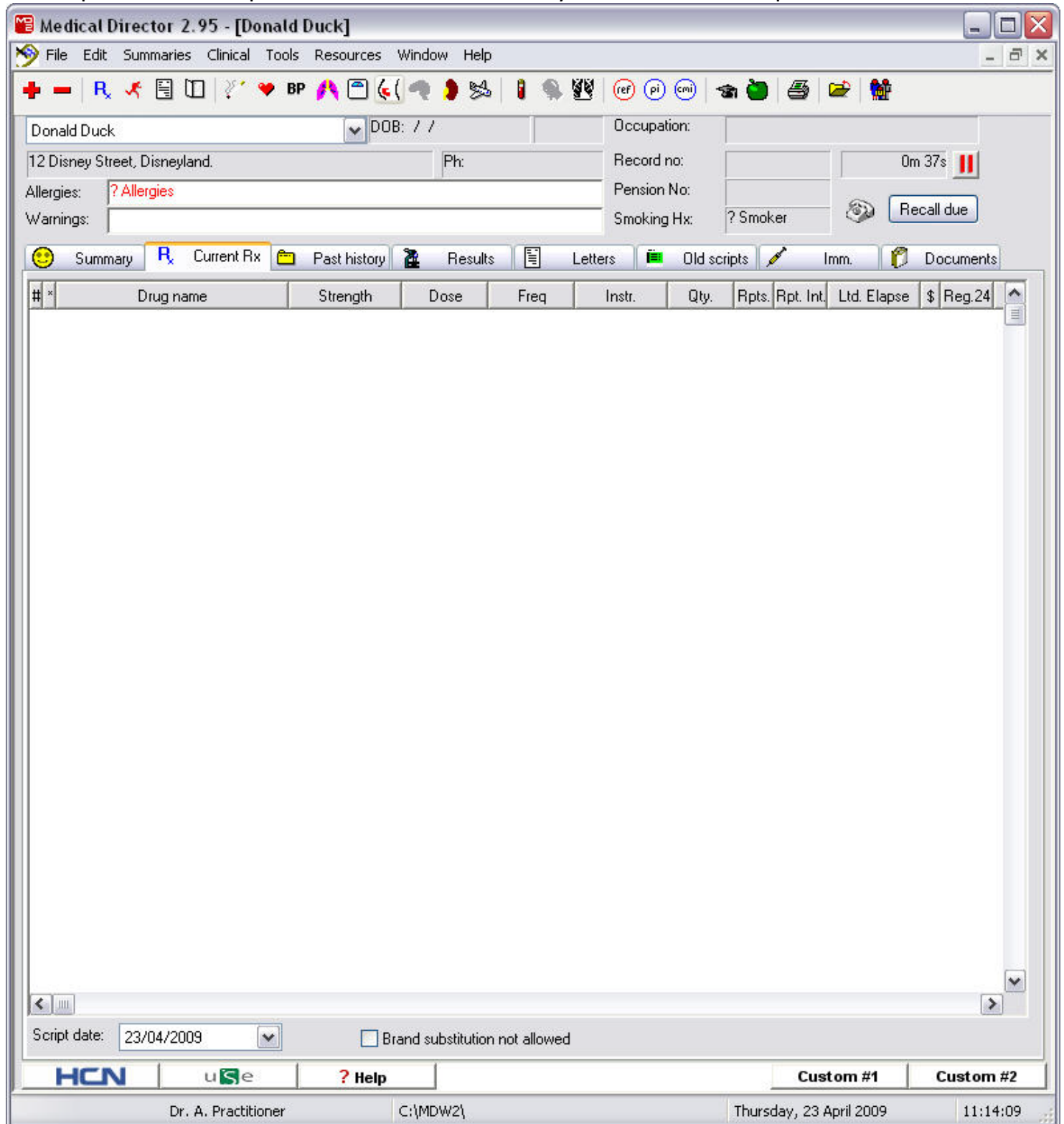
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Purpose

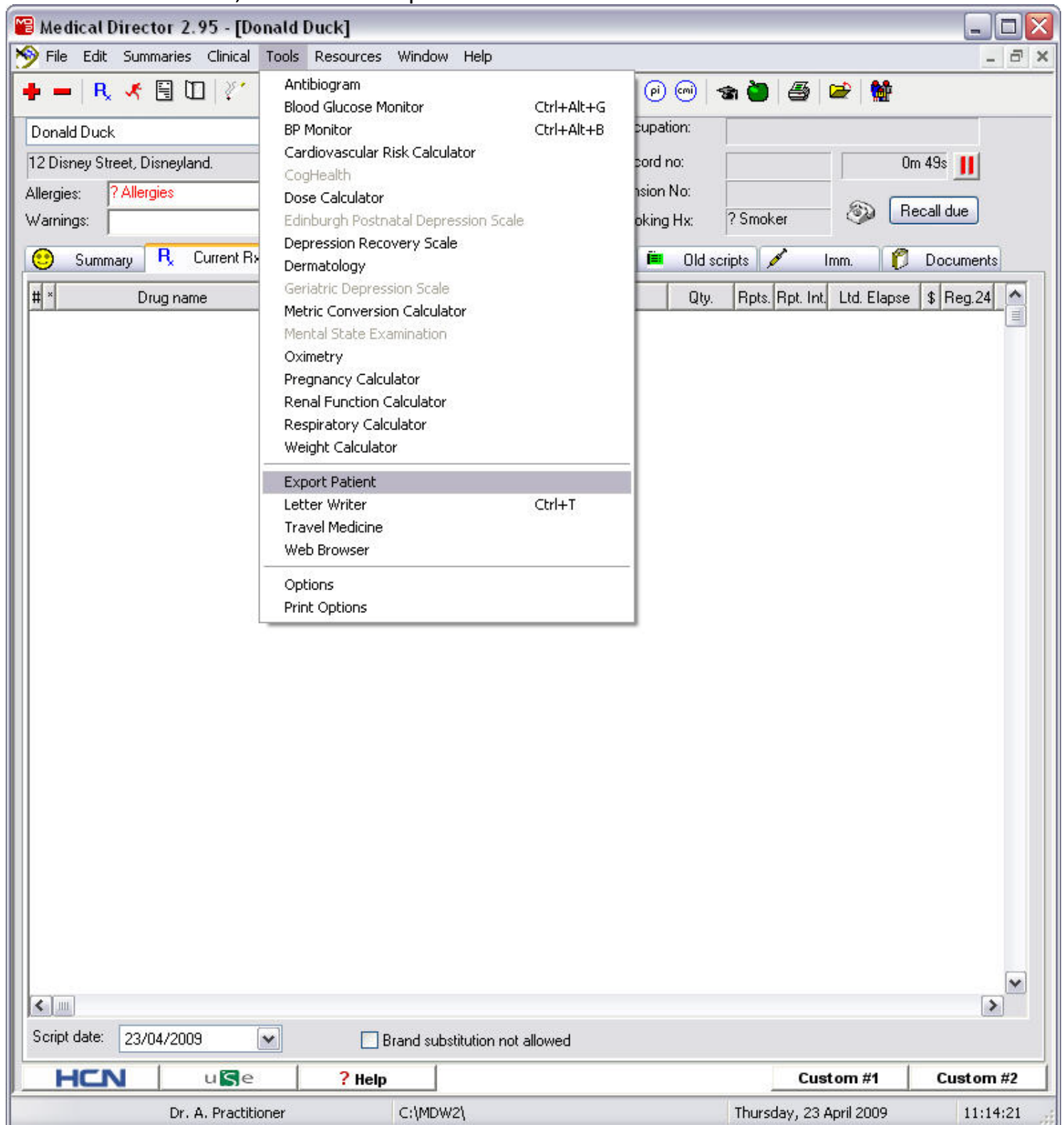
These instructions have been developed to assist persons under review to save Medical Director files in a readable format for Professional Services Review (PSR).

Saving MD2 files

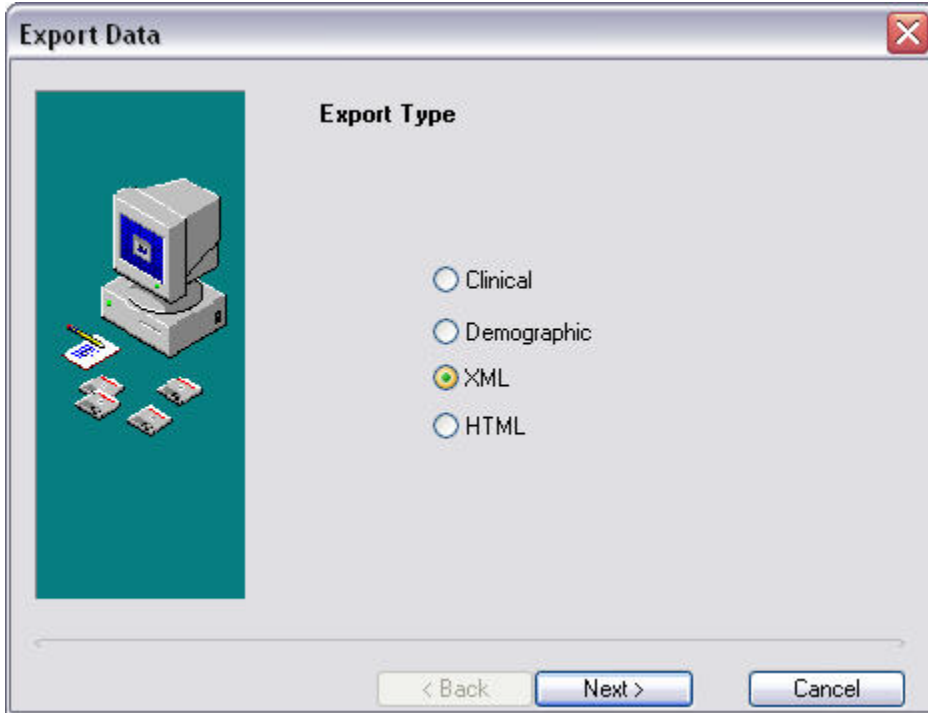
First make a new folder where you plan to put the medical records, ready to be sent to PSR. Then open MD2 and open the first medical record you would like to export.



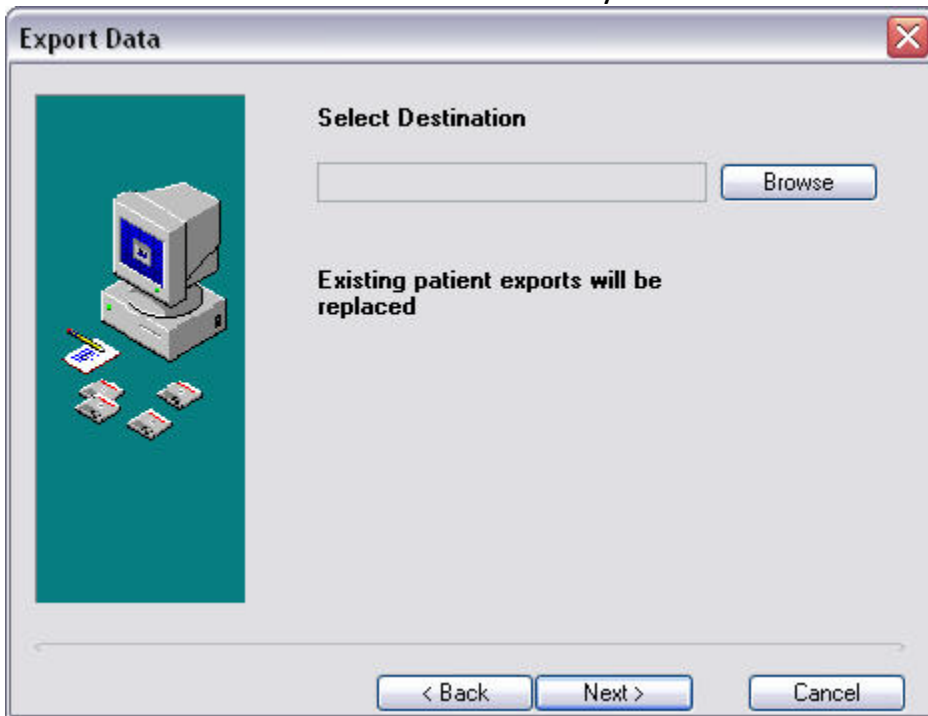
Go to the tools menu, then select “Export Patient”



Choose XML then click “Next”.



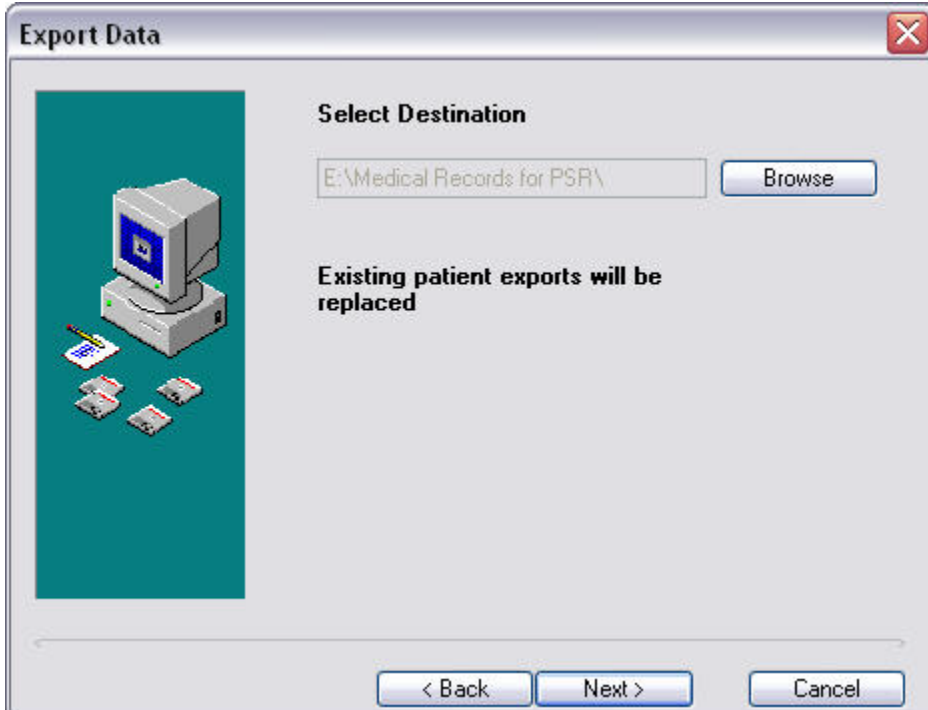
Click on “Browse” to choose the folder you created earlier.



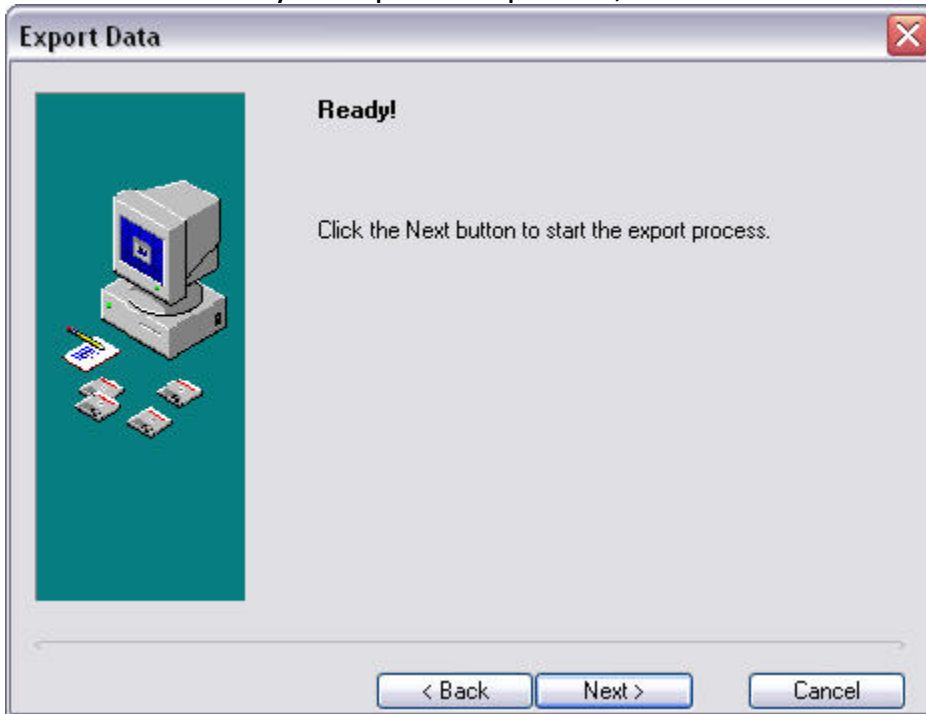
Locate the folder you created, highlight it and press “OK”.



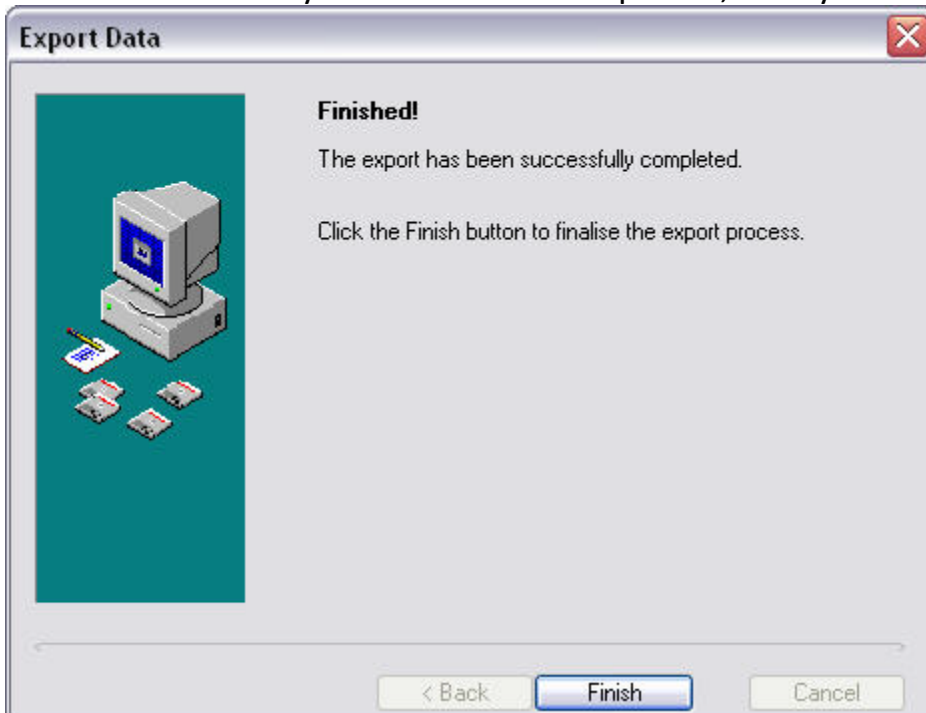
You will now see the destination you chose listed. Click on “Next”.



You are now ready to export the patient, click on “Next”.



There will be a delay while the data is exported, then you will see this, click on “Finish”

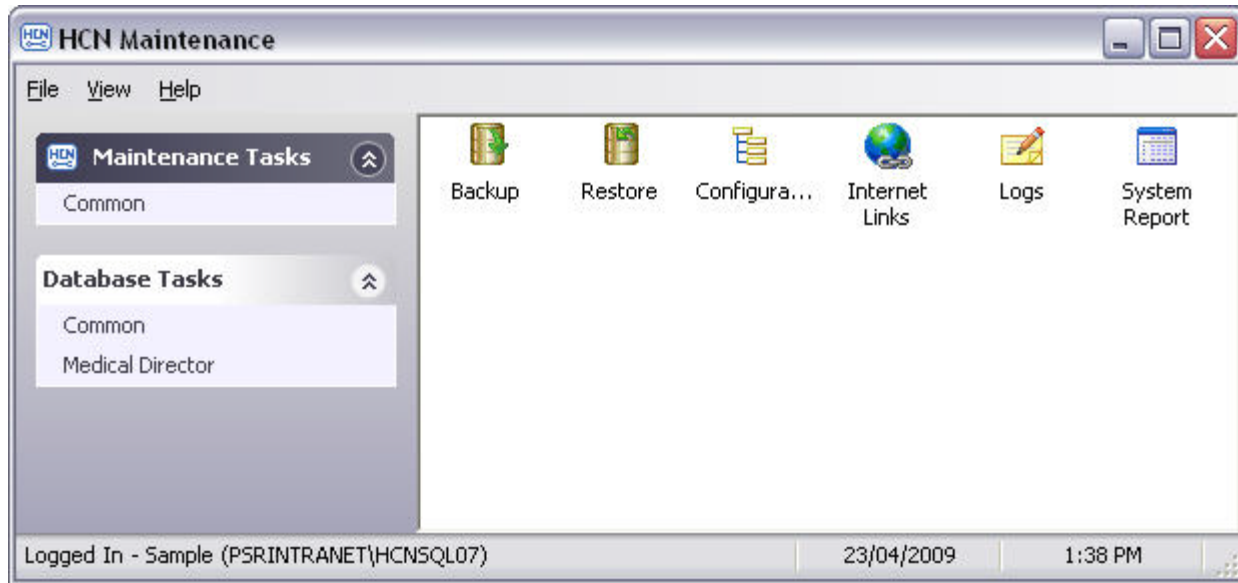


You can now continue on to the next record you need to export, look up the next patient, and repeat these steps. The computer should retain the “XML” setting and the location of the folder for all future patients you export.

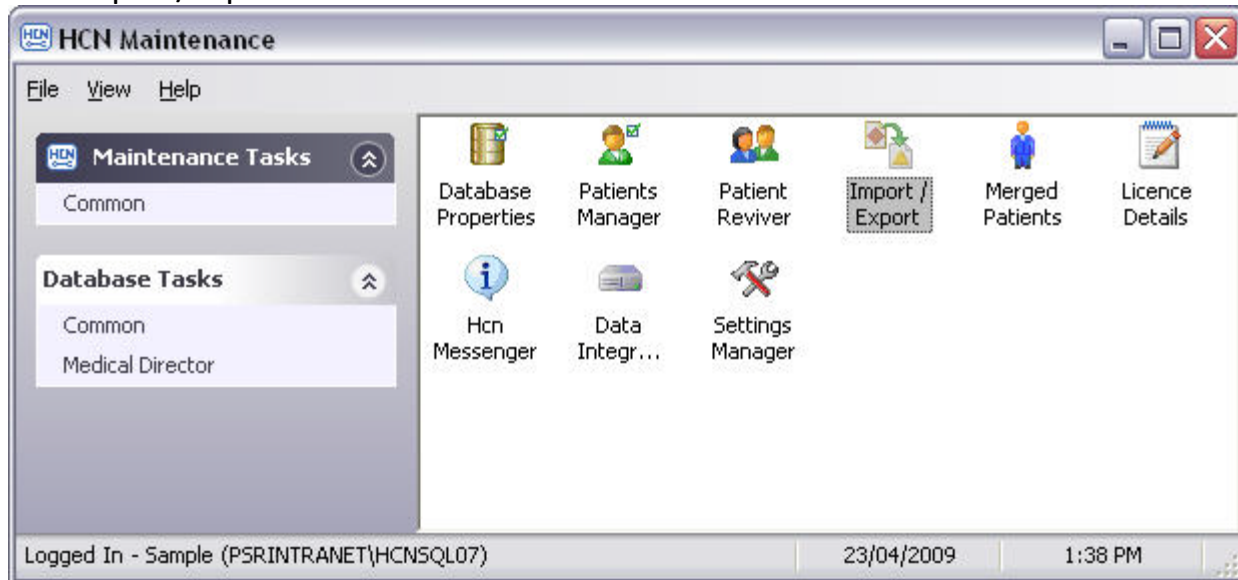
Saving MD3 files

First make a new folder where you plan to put the medical records, ready to be sent to PSR. Load HCN Maintenance which is under the “Start” button, then “All Programs”, then “Health Communication Network”.

It will load this screen.



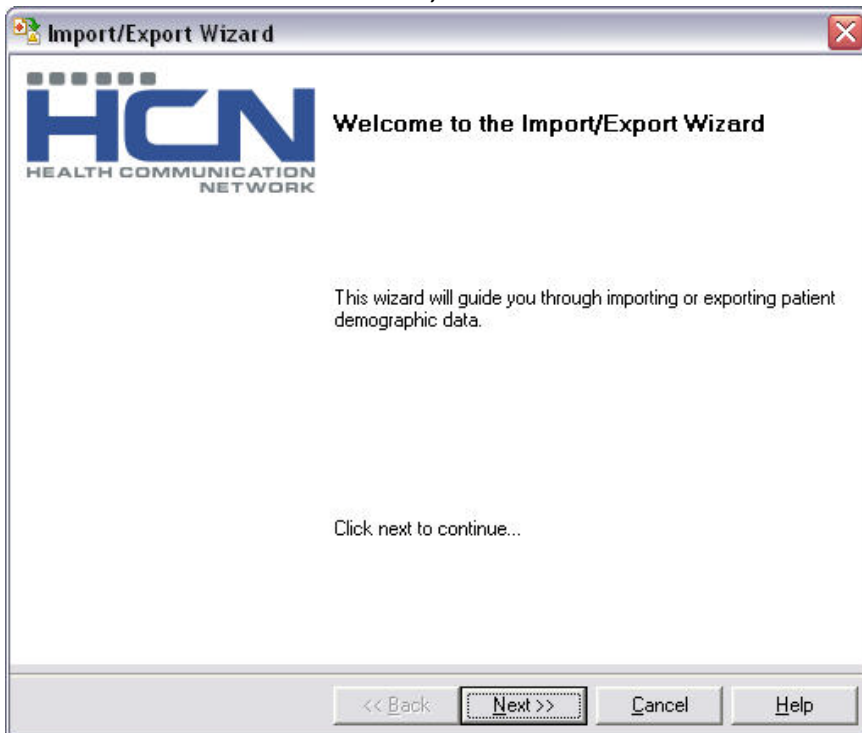
On the left side under “Database Tasks” choose “Common”. You will see this screen, double click on “Import/Export”.



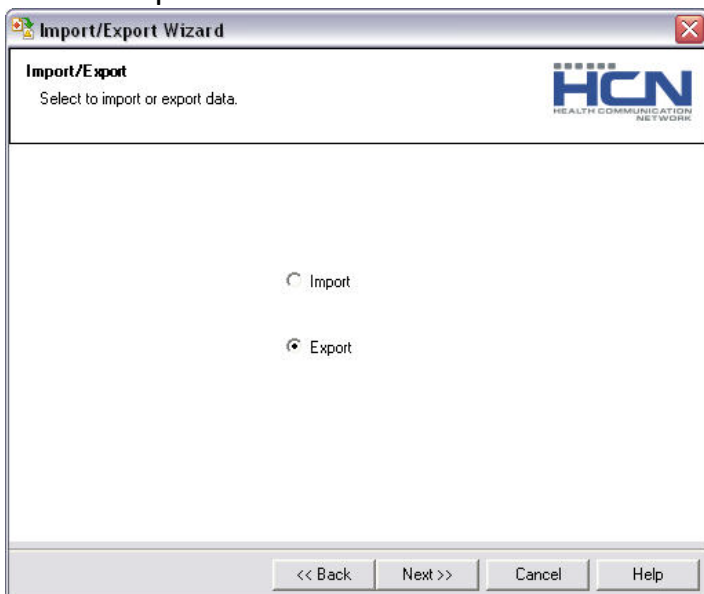
It will ask you to log in.



You will now see this screen, click on "Next".



Select "Export" and click on "Next".



For this screen first select “Clinical” then select “XML” and click “Next”.

The screenshot shows the 'Import/Export Wizard' dialog box with the 'Data Type' section selected. The title bar reads 'Import/Export Wizard'. The main area contains the text 'Data Type' and 'Select the type of data to import/export.' Below this, there are three radio button options: 'Address Book', 'Demographic', and 'Clinical'. The 'Clinical' option is selected. Under 'Clinical', there are two sub-options: 'XML' (selected) and 'HTML'. At the bottom, there are four buttons: '<< Back', 'Next >>', 'Cancel', and 'Help'. The HCN logo is visible in the top right corner.

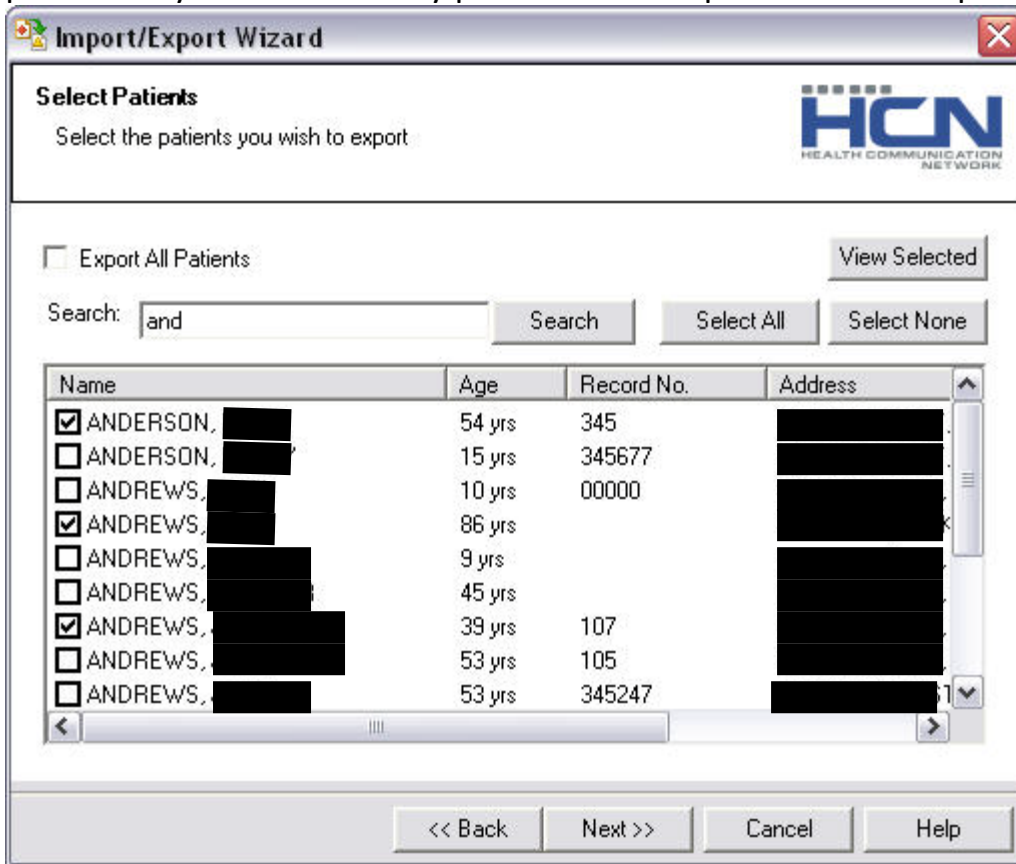
This is the screen where you select which patients to export. By typing in the “Search” field and clicking on the “Search” button the patients will show up in the list. Simply tick which patients need to be exported.

The screenshot shows the 'Import/Export Wizard' dialog box with the 'Select Patients' section selected. The title bar reads 'Import/Export Wizard'. The main area contains the text 'Select Patients' and 'Select the patients you wish to export.' Below this, there is a checkbox for 'Export All Patients' and a 'View Selected' button. A search field contains the text 'duck', with 'Search', 'Select All', and 'Select None' buttons to its right. Below the search field is a table with the following data:

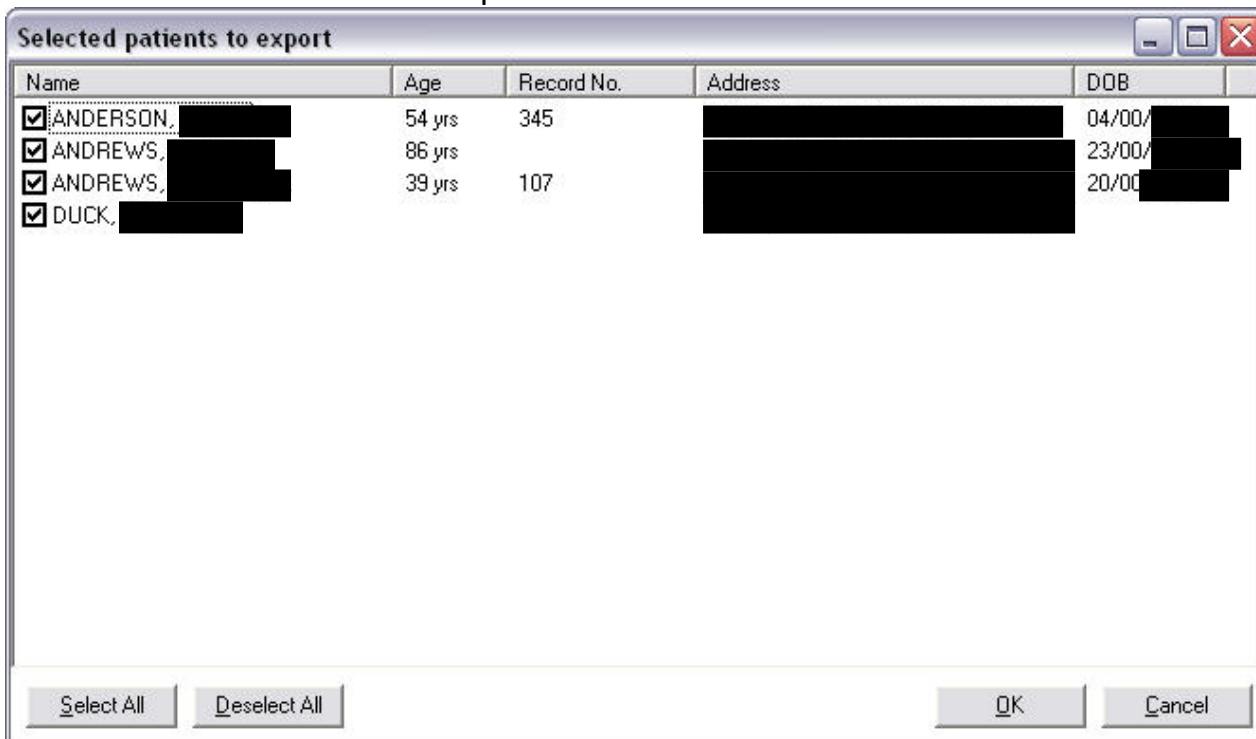
Name	Age	Record No.	Address
<input checked="" type="checkbox"/> DUCK, DONALD			12 DISNEY STREET

At the bottom, there are four buttons: '<< Back', 'Next >>', 'Cancel', and 'Help'. The HCN logo is visible in the top right corner.

You can also tick several patients from the one search result, as shown below. Anytime you tick a patient they are immediately put in the list of patients to be exported.



If you need to check which patients will be exported, simply click on the “View Selected” button and you will get a screen as shown below that lists all patients to be exported. You can untick any patients selected by mistake. Clicking on “OK” will take you back to the previous screen where you can search for and select more patients.



Once you have selected all the patients you need to export, click on “Next”.

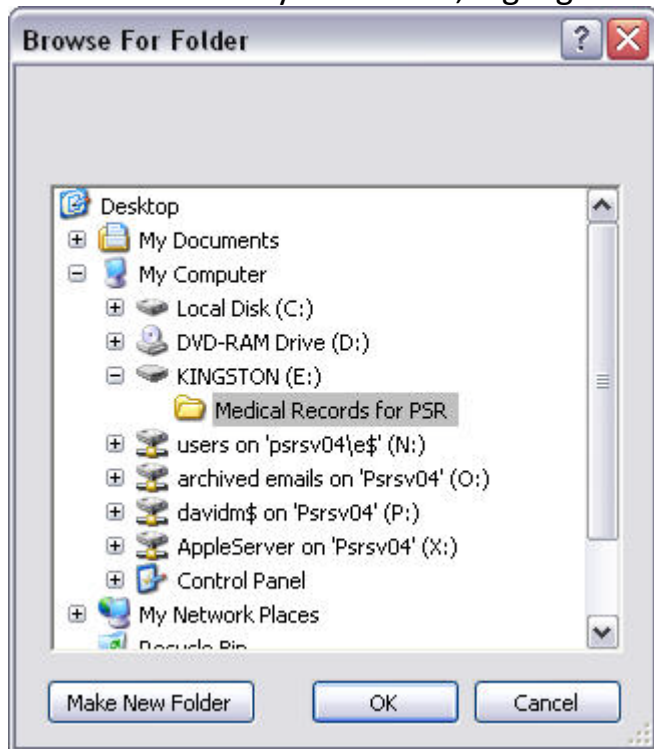
The screenshot shows the 'Import/Export Wizard' window with the 'Select Patients' step. The window title is 'Import/Export Wizard'. The main heading is 'Select Patients' with the instruction 'Select the patients you wish to export'. The HCN logo (Health Communication Network) is in the top right. There is a checkbox for 'Export All Patients' which is unchecked. A 'View Selected' button is to its right. Below is a search bar containing the text 'duck', with 'Search', 'Select All', and 'Select None' buttons. A table lists patient records with columns for Name, Age, Record No., and Address. One record is visible: 'DUCK, DONALD' with address '12 DISNEY STREET', and its checkbox is checked. At the bottom are navigation buttons: '<< Back', 'Next >>', 'Cancel', and 'Help'.

Name	Age	Record No.	Address
<input checked="" type="checkbox"/> DUCK, DONALD			12 DISNEY STREET

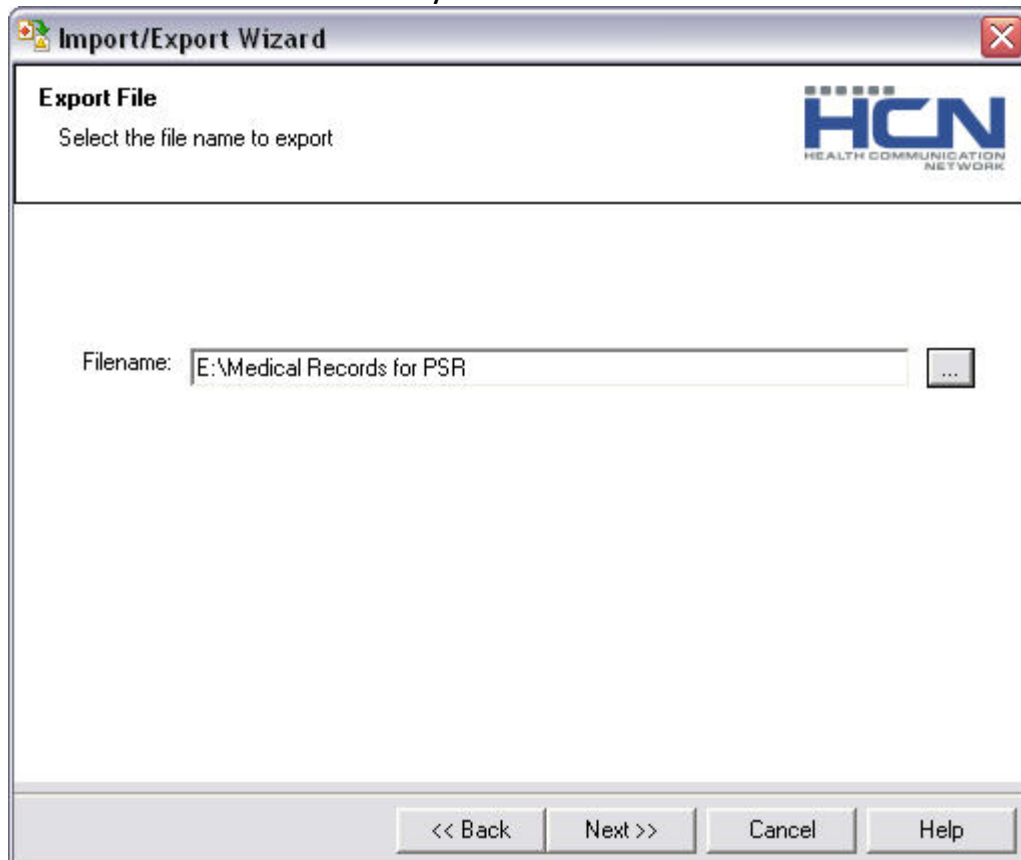
Click on the “...” button to choose the folder you created earlier.

The screenshot shows the 'Import/Export Wizard' window with the 'Export File' step. The window title is 'Import/Export Wizard'. The main heading is 'Export File' with the instruction 'Select the file name to export'. The HCN logo is in the top right. Below is a 'Filename:' label followed by a text input field and a button with three dots (...). At the bottom are navigation buttons: '<< Back', 'Next >>', 'Cancel', and 'Help'.

Locate the folder you created, highlight it and press “OK”.



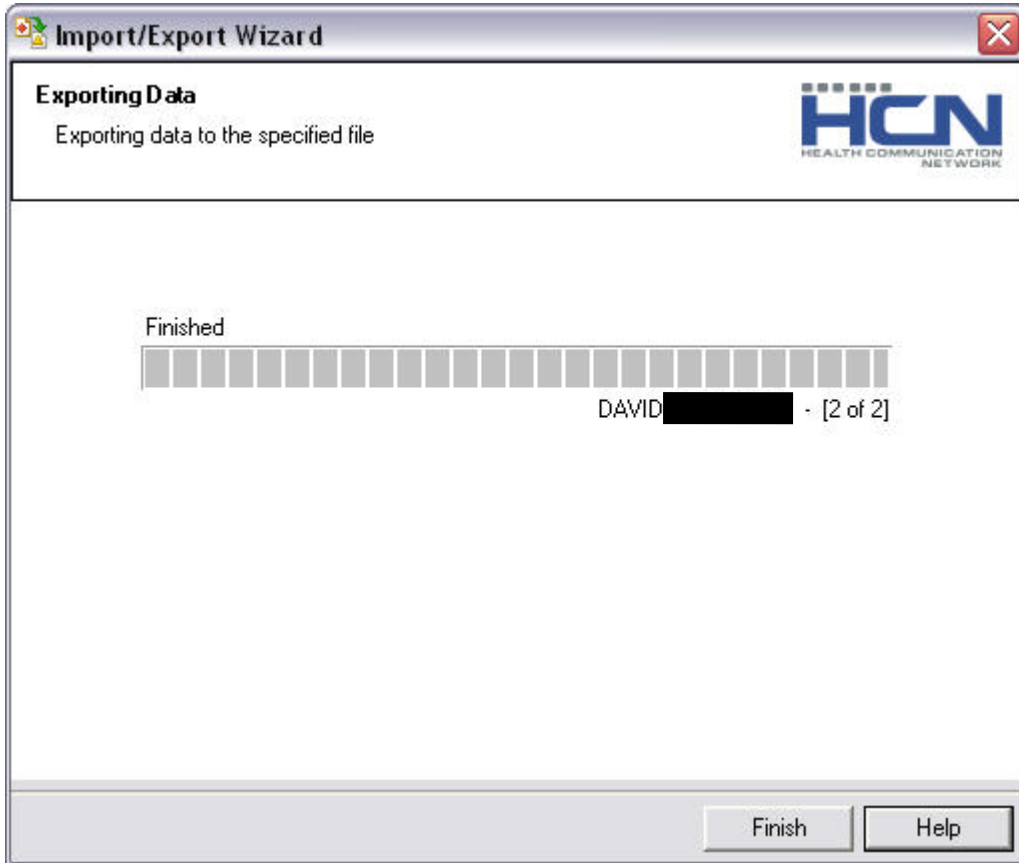
You will now see the folder you chose listed. Click on “Next”.



There will be a delay while the data is exported, then you will see this, click on “OK”.



Click on “Finish”.



The data will now be in the folder you selected ready to send to PSR.