



Australian Government

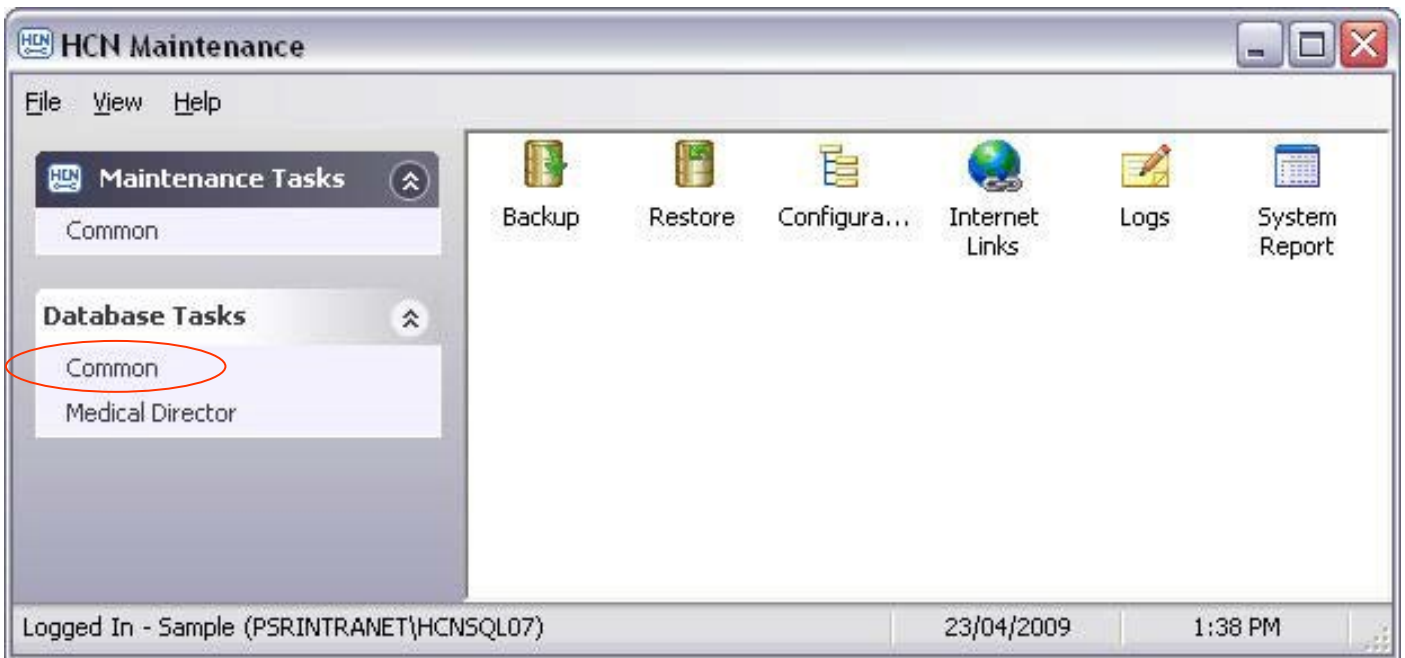
Professional Services Review

How to Export
Clinical Patient Records
from Medical Director

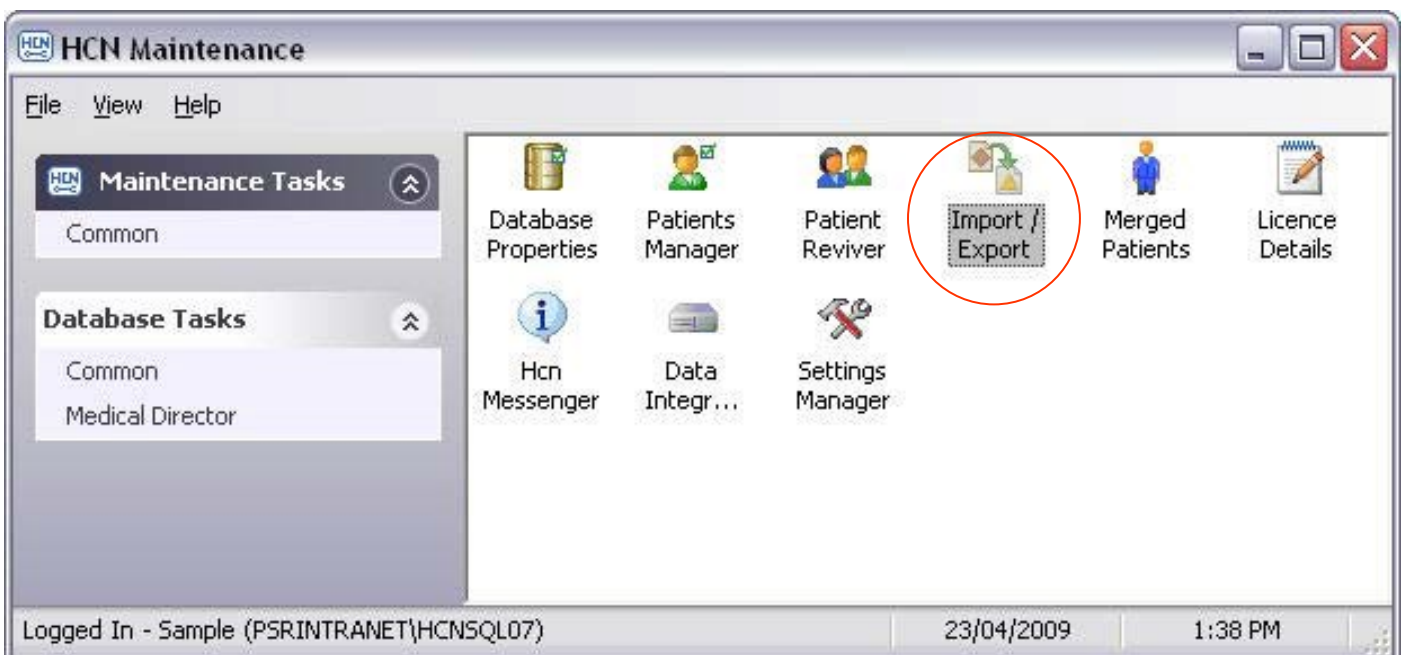
Exporting Medical Director patient records

First make a new folder on the drive where you plan to export the patient records to. If you plan to send the files to PSR on a USB drive you may create the folder on this drive and export directly to it. If you require help or directions for this please contact a Case Officer or Manager at Professional Services Review.

Then start the HCN Maintenance which is under the “Start” button, then “All Programs”, then “Health Communication Network”, there may also be an icon on your desktop.



On the left side under “Database Tasks” choose “Common” the double click on “Import/Export”.





Log On to HCN Maintenance

User: Dr. A. Practitioner

Password: [Redacted]

Configuration: Sample

OK Cancel

Log On to Medical Director using your User Name and Password then Click "Next" in the following box.



Import/Export Wizard

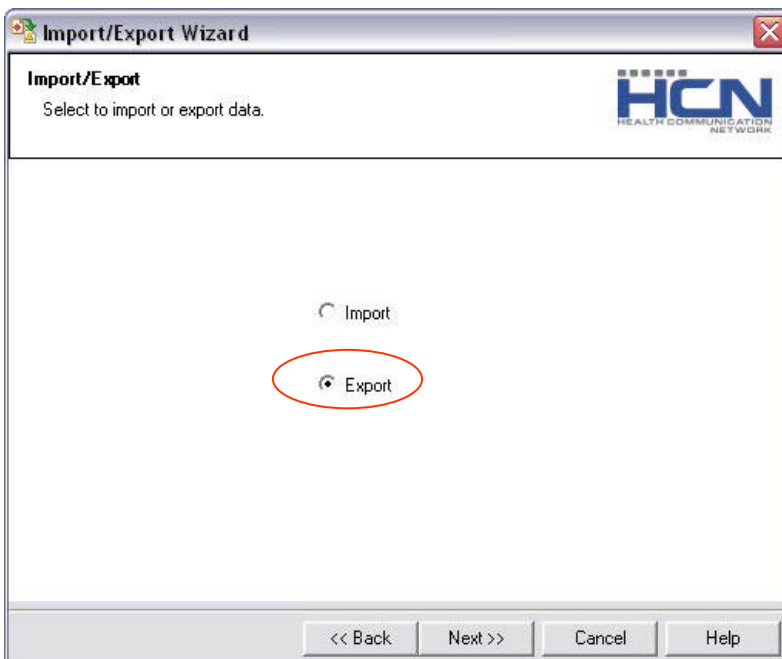
HCN
HEALTH COMMUNICATION NETWORK

Welcome to the Import/Export Wizard

This wizard will guide you through importing or exporting patient demographic data.

Click next to continue...

<< Back Next >> Cancel Help



Import/Export Wizard

Import/Export
Select to import or export data.

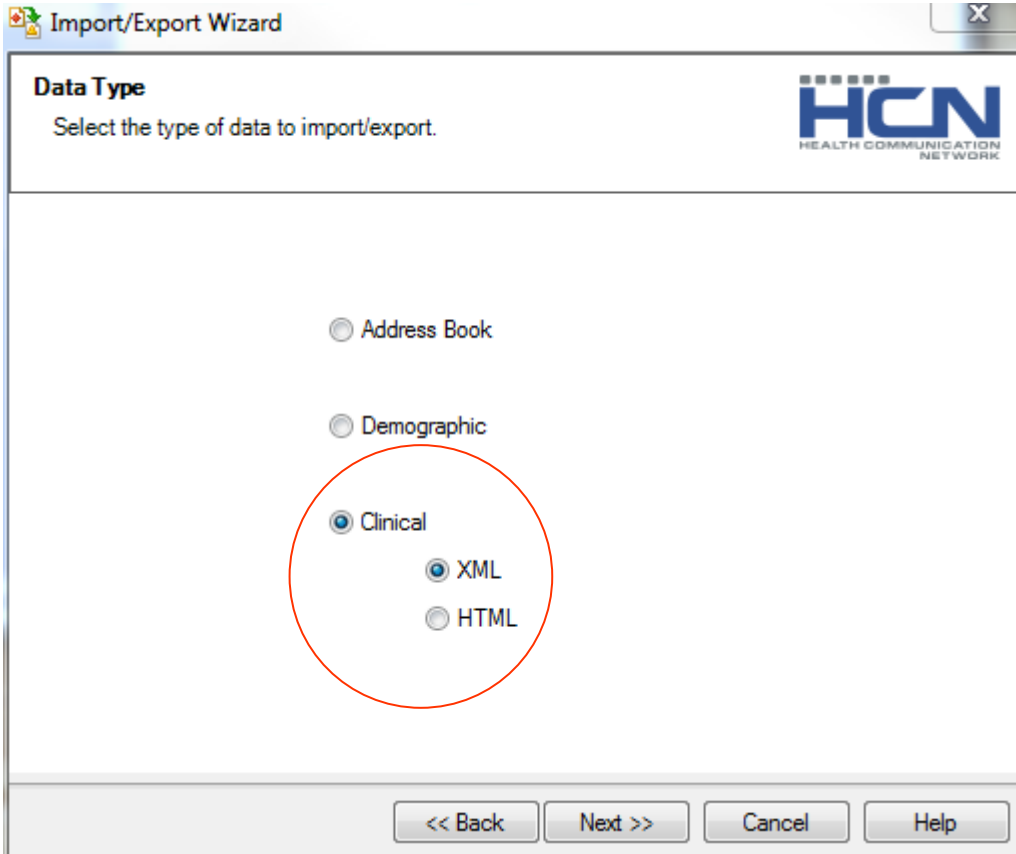
Import

Export

<< Back Next >> Cancel Help

Select "Export" then click "Next" to continue.

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



Import/Export Wizard

Data Type
Select the type of data to import/export.

Address Book

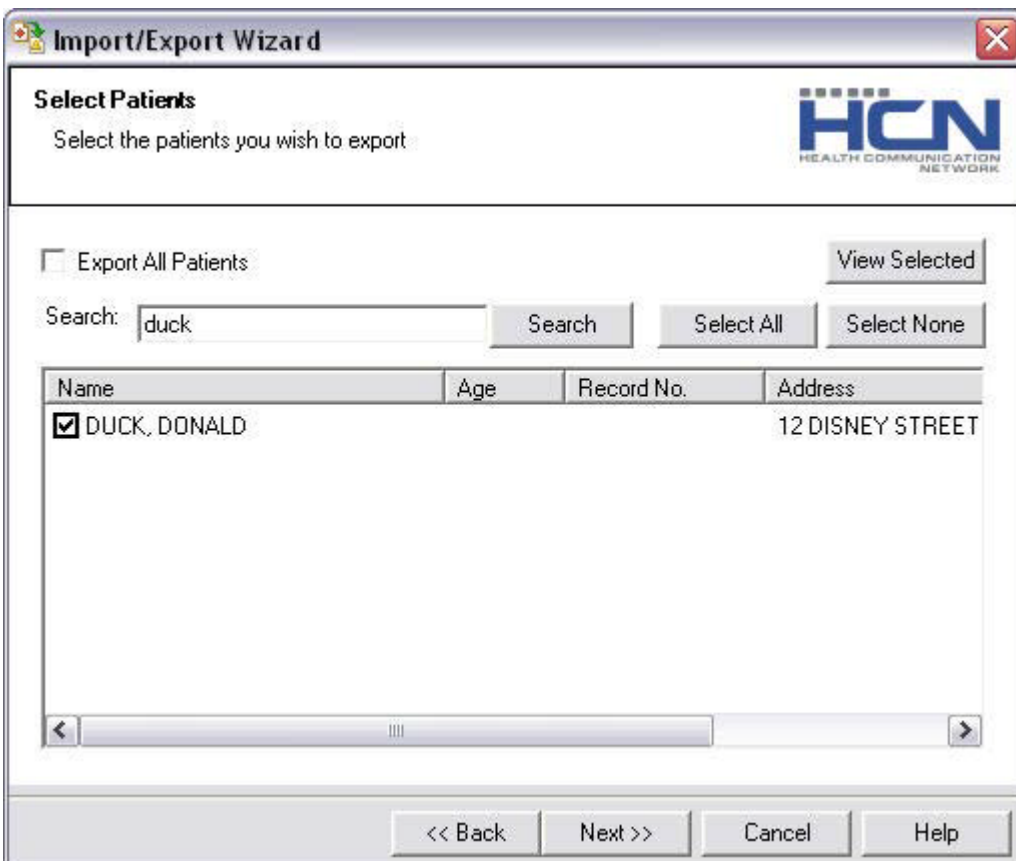
Demographic

Clinical

- XML
- HTML

<< Back Next >> Cancel Help

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.



Import/Export Wizard

Select Patients
Select the patients you wish to export

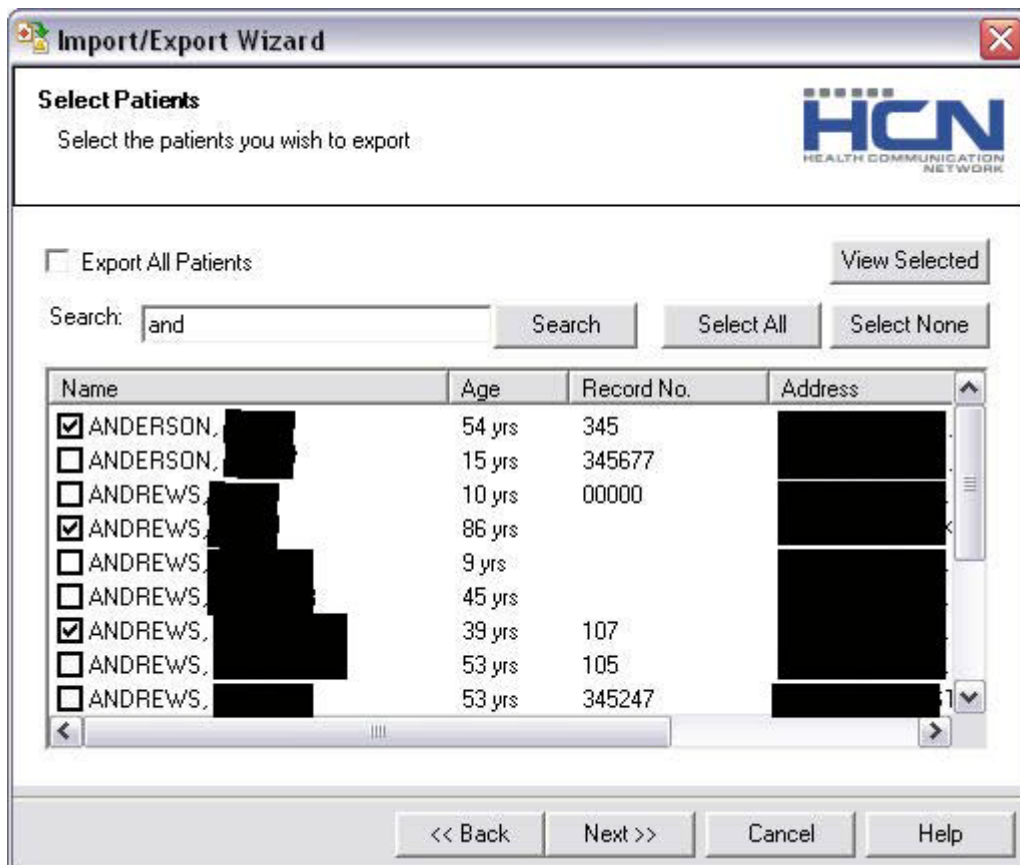
Export All Patients View Selected

Search: Search Select All Select None

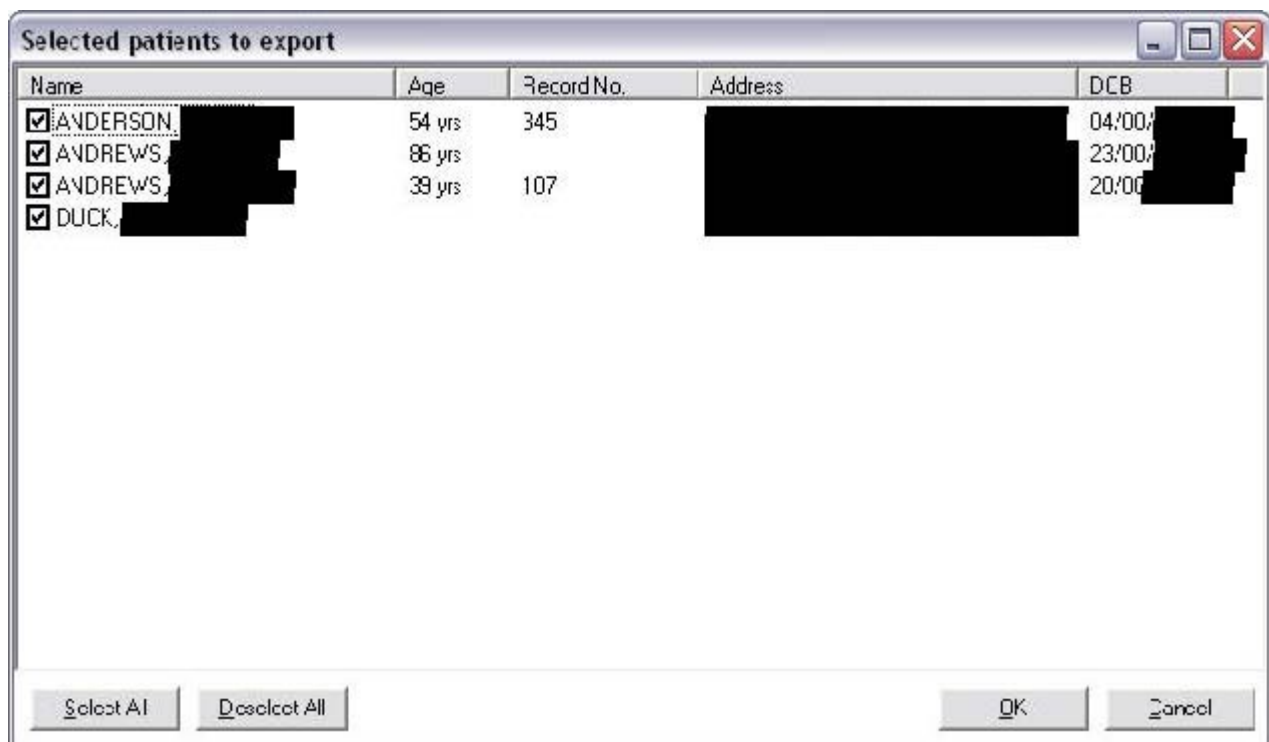
Name	Age	Record No.	Address
<input checked="" type="checkbox"/> DUCK, DONALD			12 DISNEY STREET

< |||| >

<< Back Next >> Cancel Help

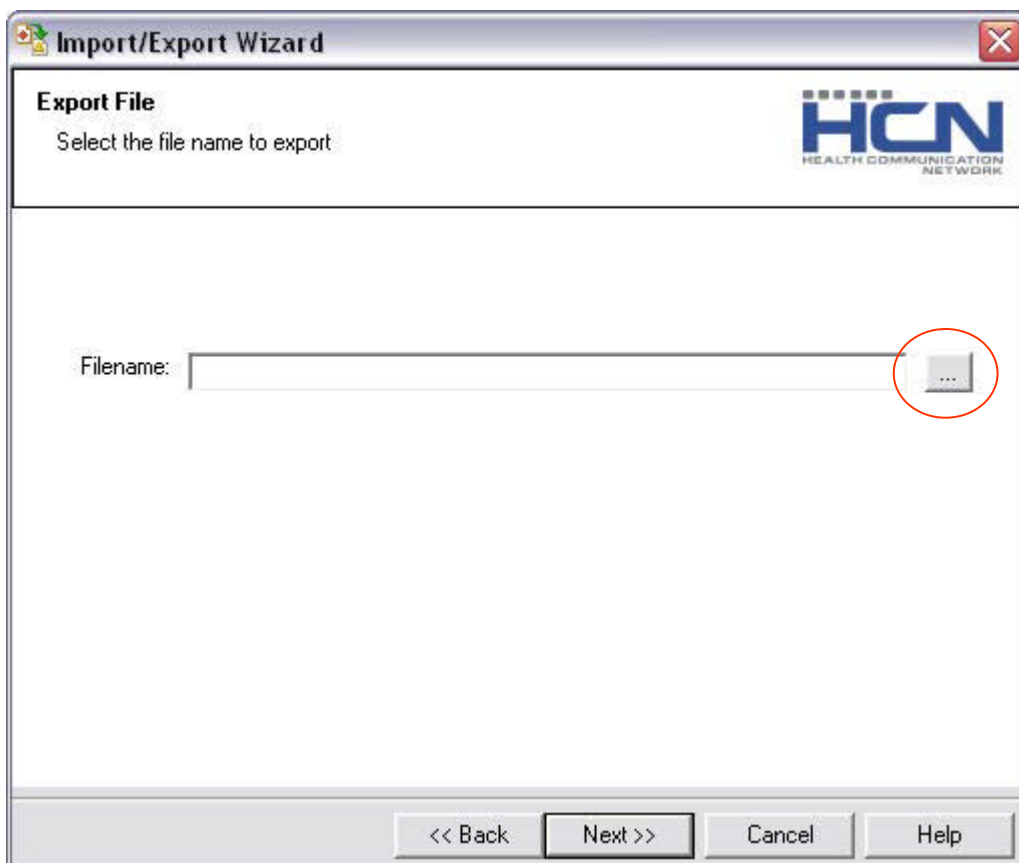


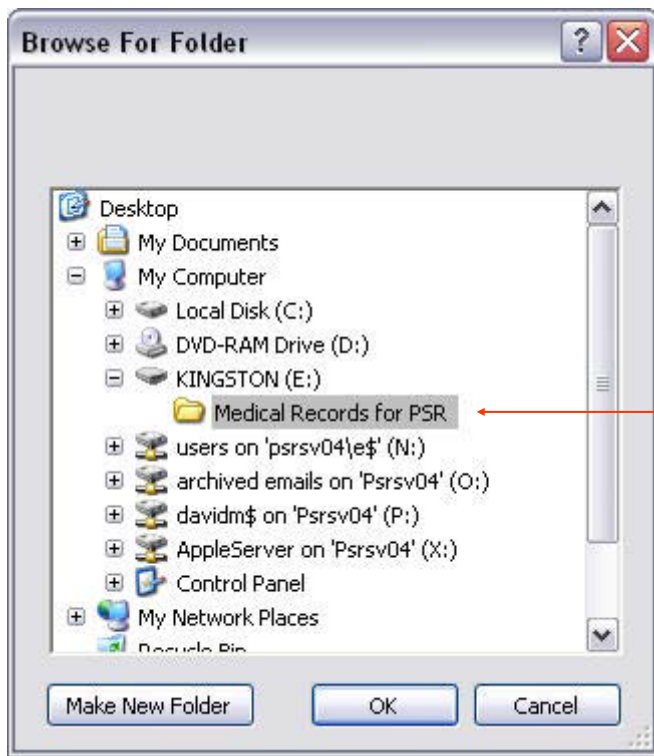
If you need to check which patients will be exported, simply click on the “View Selected” button and you will get a screen as shown below that lists all patients to be exported. You can untick any patients selected by mistake. Clicking on “OK” will take you back to the previous screen where you can search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



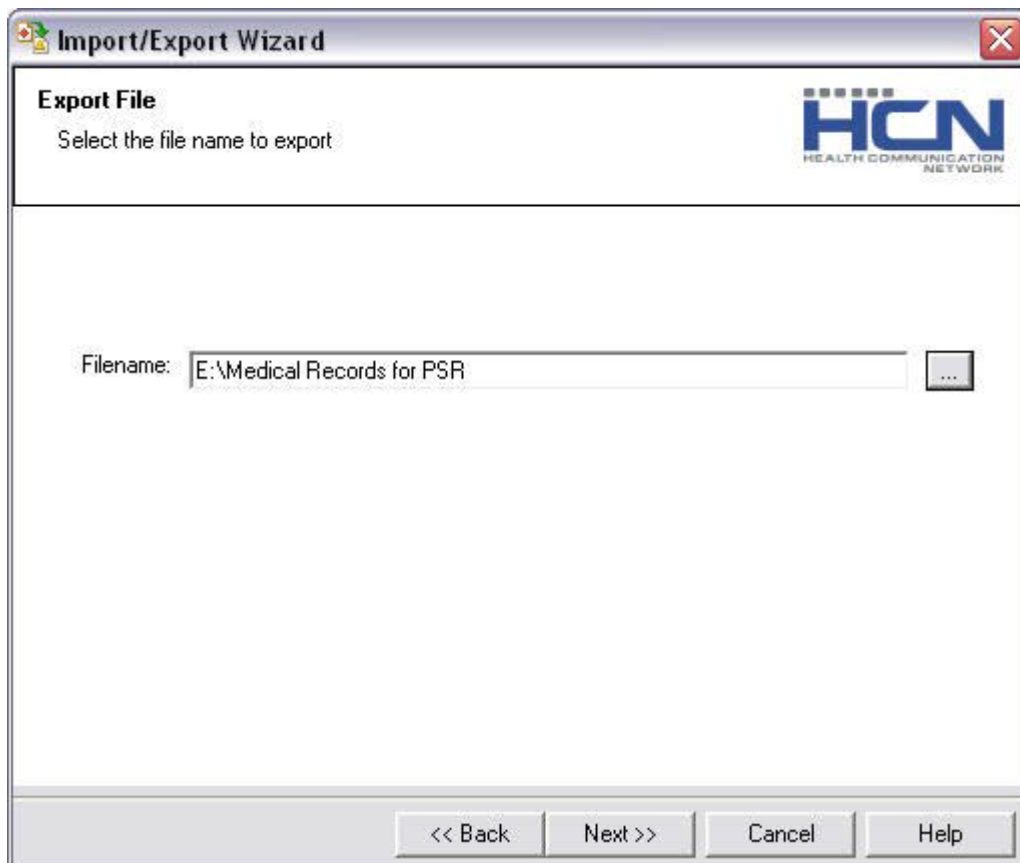


Click on the “...” button to choose the folder you created earlier.





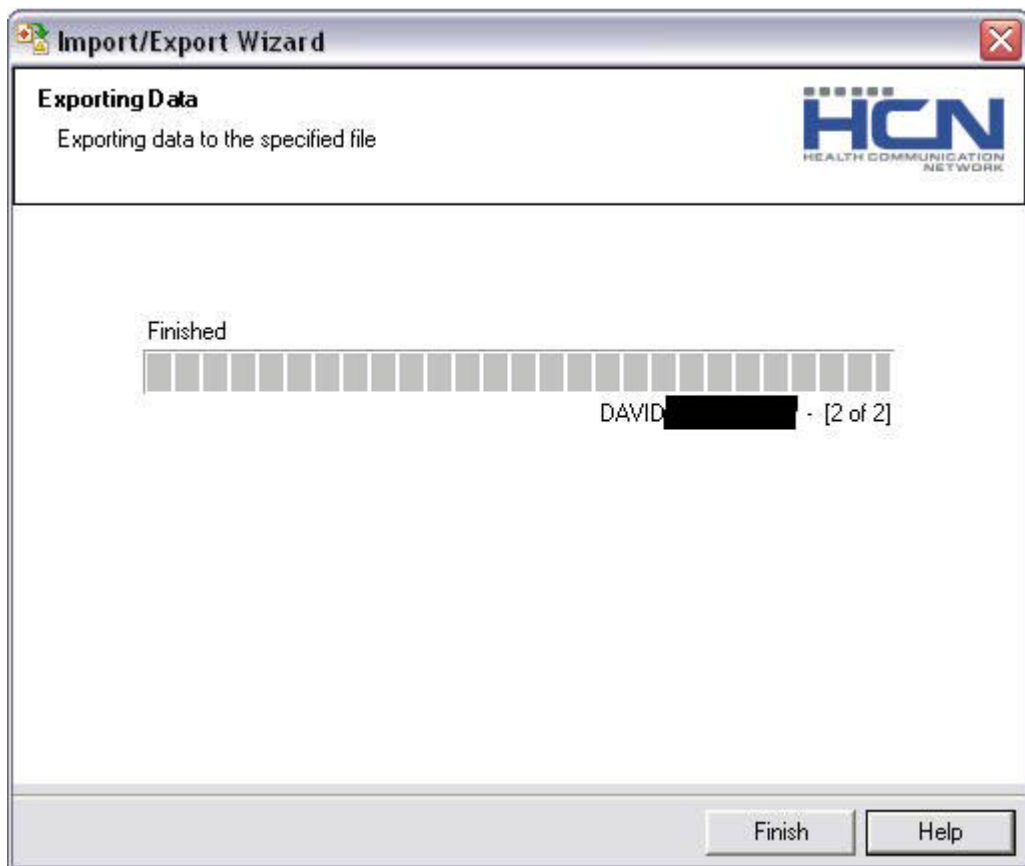
You will now see the folder you chose listed. Click on "Next".



Click "Next" to continue.



Click "OK" to continue followed by "Finish" in the next box.



The export has now completed for the selected patients. If there are any patients not yet exported please repeat the procedure until all requested records have been exported. If you exported the files directly to a USB drive then your records are ready to send to PSR. If you exported them to your computer's hard disk drive then you will first need to copy them to a USB drive or burn them to an optical disk before sending.

If you require any help with this or any part of these instructions please do not hesitate to call PSR for assistance (02) 6120 9100.