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)
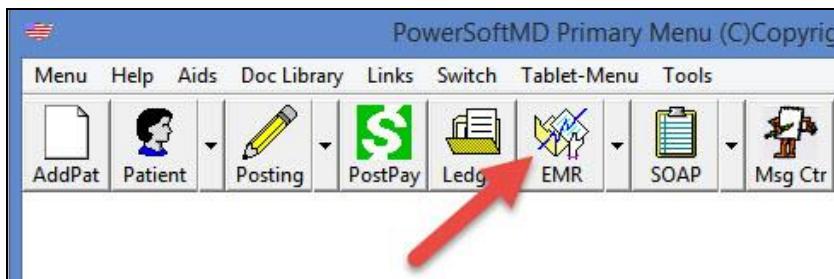
3) Select the top toolbar "Tools" option then "Export Patient(s) Folders(s)"
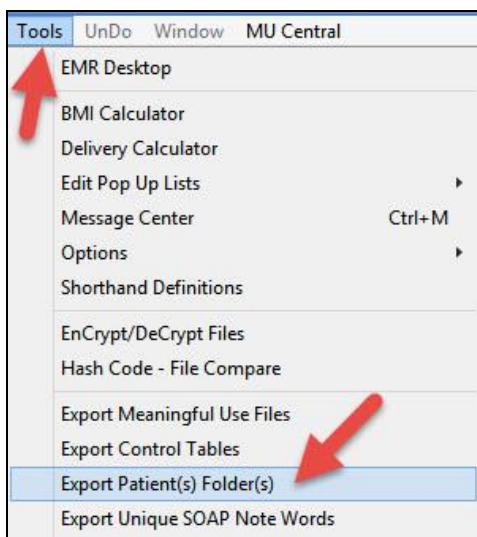
4) Reply "Yes" when prompted

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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
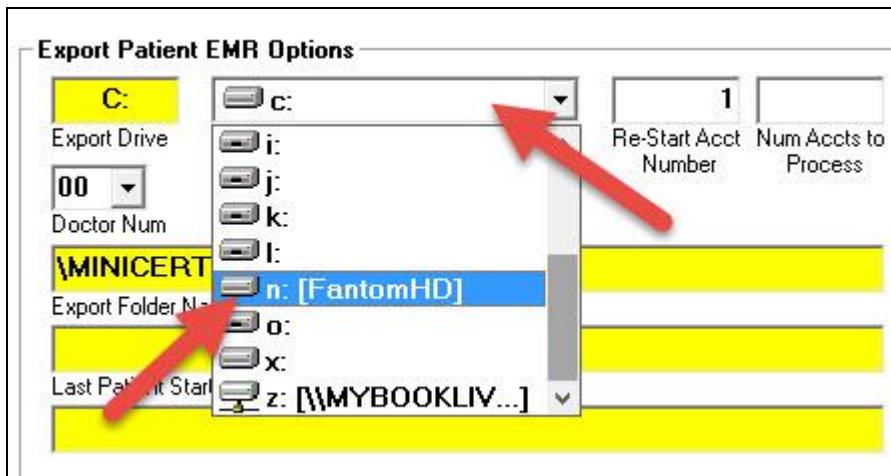
6) Review and **check all the options** carefully.
If you want the patient's ledger History be sure to check "**Patient Ledger**" under Financial.
The Documents folder List allows you to check Folders you **DON'T** want exported
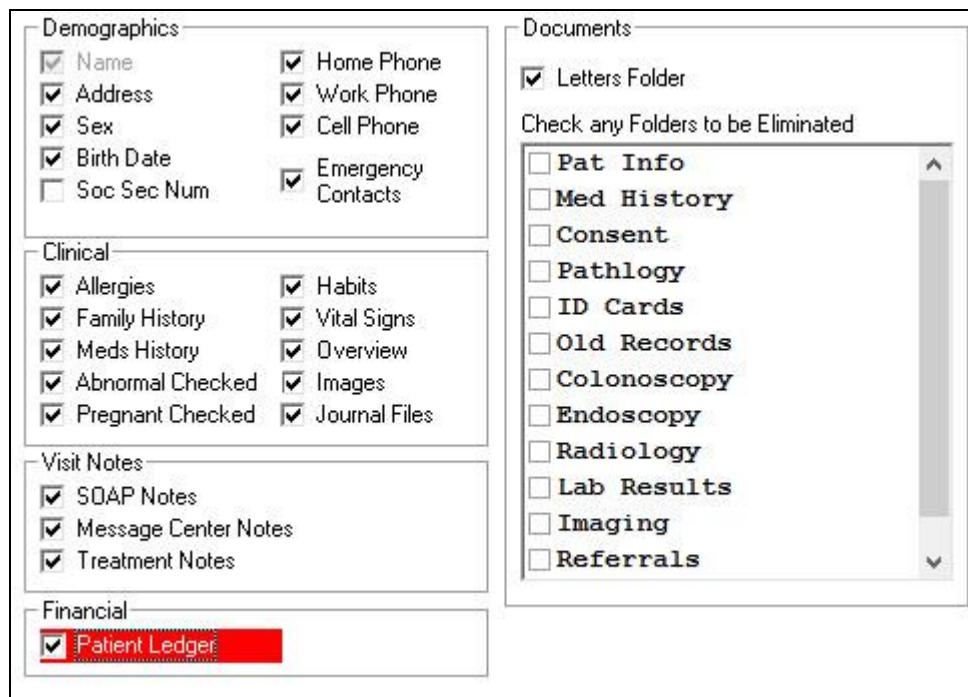
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8) Be sure to set the Doctor Number to "00".

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

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.