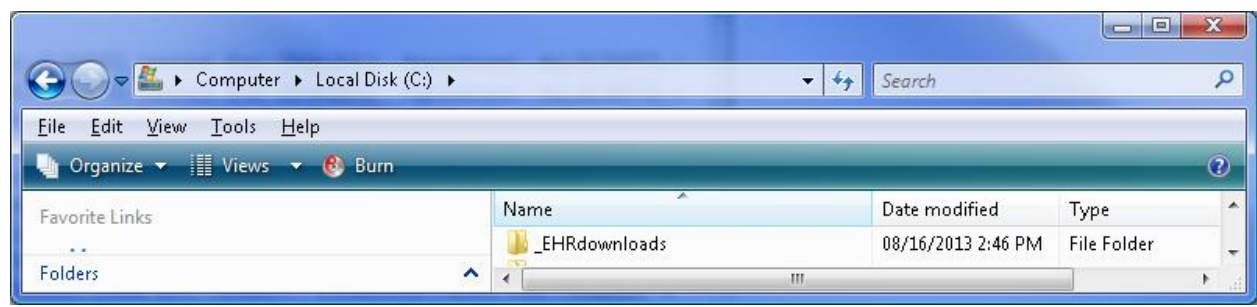
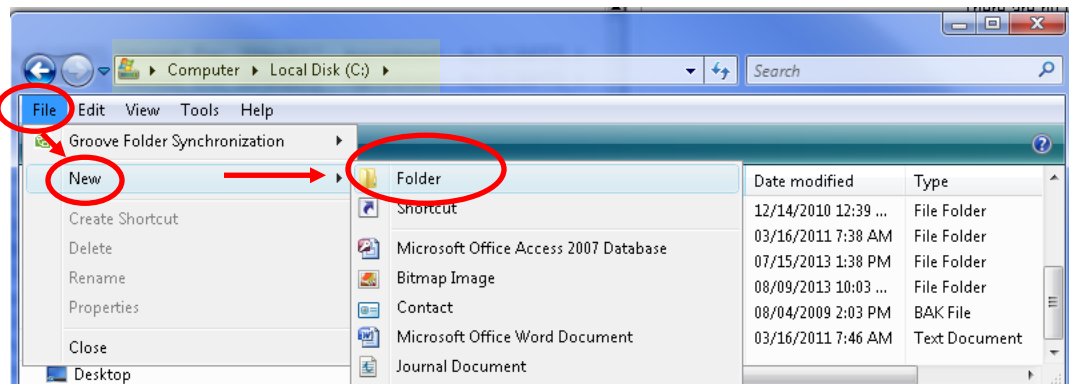


Step 1: Computer Setup for Allscripts Download Chart

1. Create a new folder the computer's **C Drive** called “_EHRdownloads”.



If this has already been completed on your computer, move on to **Step 2**.

Step 2: Create a PDF of a Patient's Clinical Information (New Citrix)

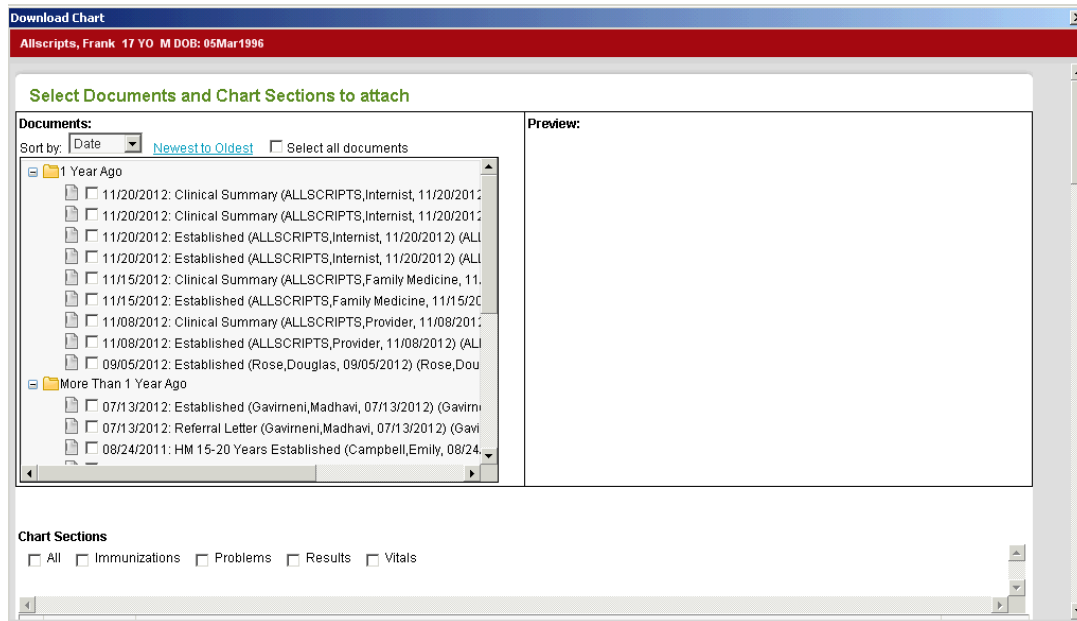
1. With the correct patient name displaying in the patient banner, access the **Chart Viewer** on the **Clinical Desktop** tab
2. Select **Download Chart** by either of the following:
 - a. Select **Print > Download Chart** from the toolbar at the bottom of the page, or
 - b. Right-click and select **Print > Download Chart**

The **Download Chart** window displays.

The screenshot shows the 'Download Chart' window in the Allscripts EHR system. The window title is 'Allscripts, Frank 17 YO M DOB: 05Mar1996'. The 'Disclosure Reason' section has radio buttons for 'Patient Request' (selected), 'Legal Request', 'Insurance Request', 'Provider Request', and 'Other (please specify below)'. The 'Comment' field is empty. The 'Request Date' is set to August 2013. The left sidebar shows a list of chart items, including 'Office Notes' and 'Health Maintenance'. The bottom toolbar contains 'View', 'New', 'Edit', 'Print', and 'Personalize' buttons.

3. Select the appropriate radio button in the **Disclosure Reason** section. The default is **Patient Request**. If you select **Other**, enter explanatory text in the text field.
4. The **Comment** field is optional. Enter any additional information about the request.
5. Select the date the record was requested from the **Request Date** calendar. You may only select a previous date or the current date. Future dates are not allowed.
6. Click **Next**.

The **Select Documents and Chart Sections to Attach** window displays.

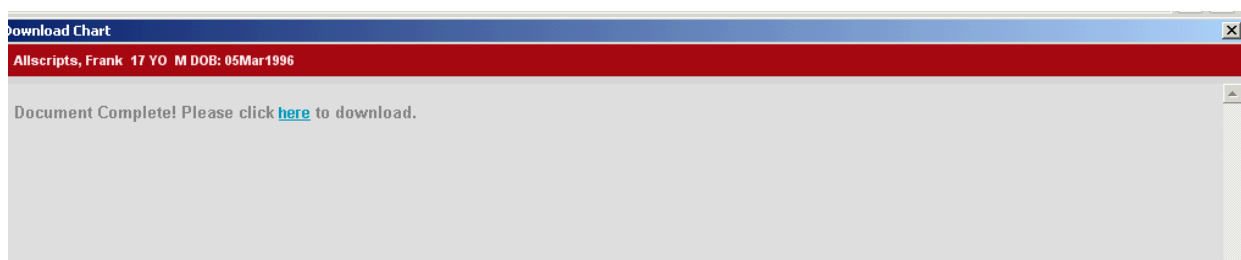


7. In the **Documents** section, select the check-box beside each clinical note or document you want included in the PDF file. Click the check-box for **Select All Documents** to select all available documents at once.
8. In the **Chart Section**, select the check-box beside any additional chart sections you also want included in the PDF. Select **All** to include all of the chart sections in the PDF file. You can also use the list below the section check-boxes to select only individual items within the chart section without checking the entire section.

Note: The system will time-out if you select too many items at one time. You may have to create separate PDF files for some chart sections.

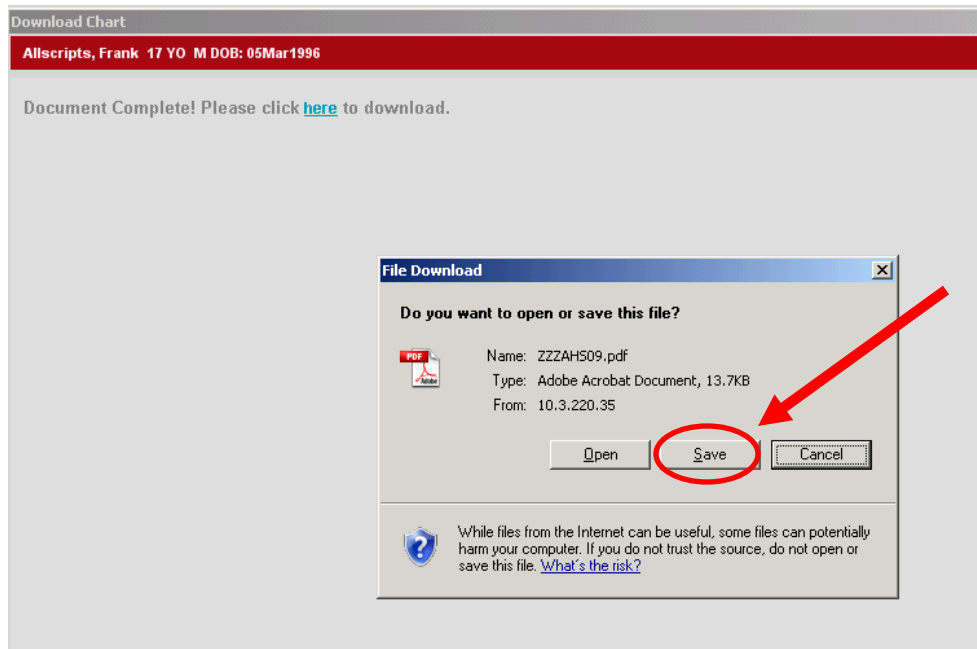
9. Click **Next**.

The screen will display as follows when the file is ready for download:

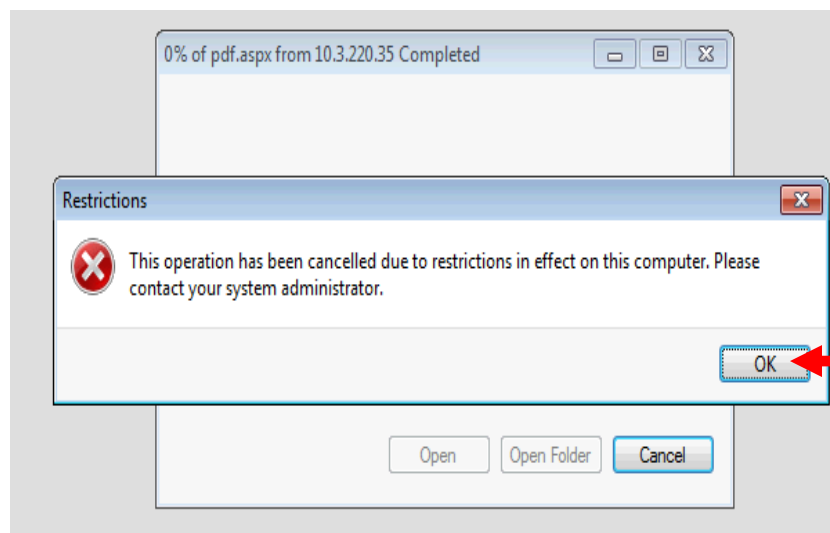


10. Click **here** to download the PDF file.

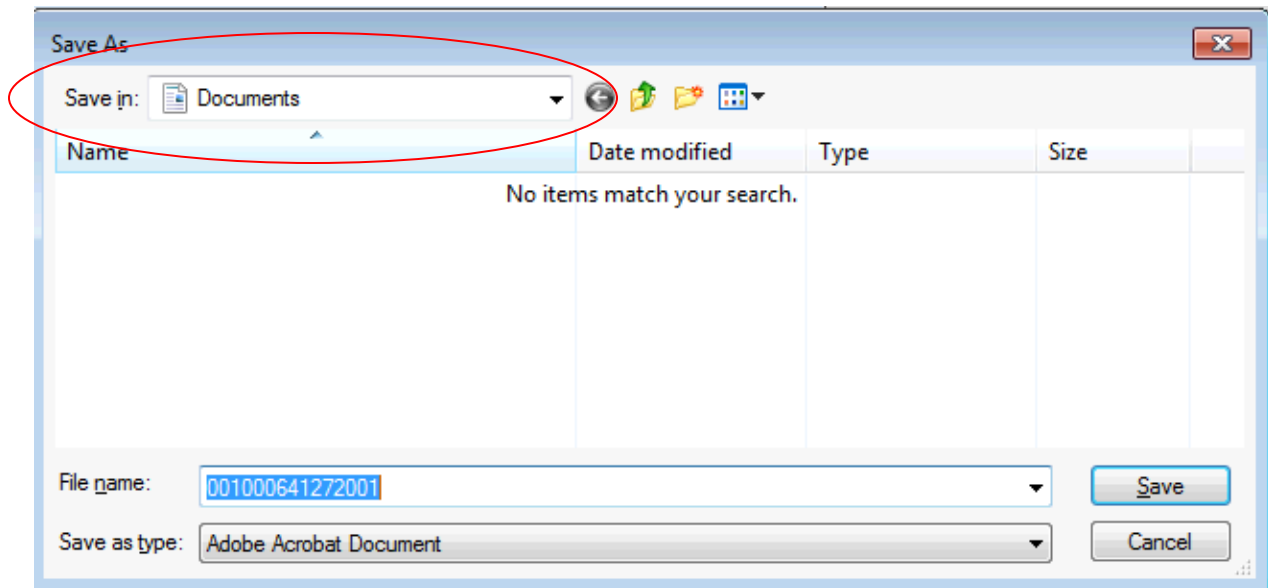
11. Click **Save** to place the file on your computer's hard drive.



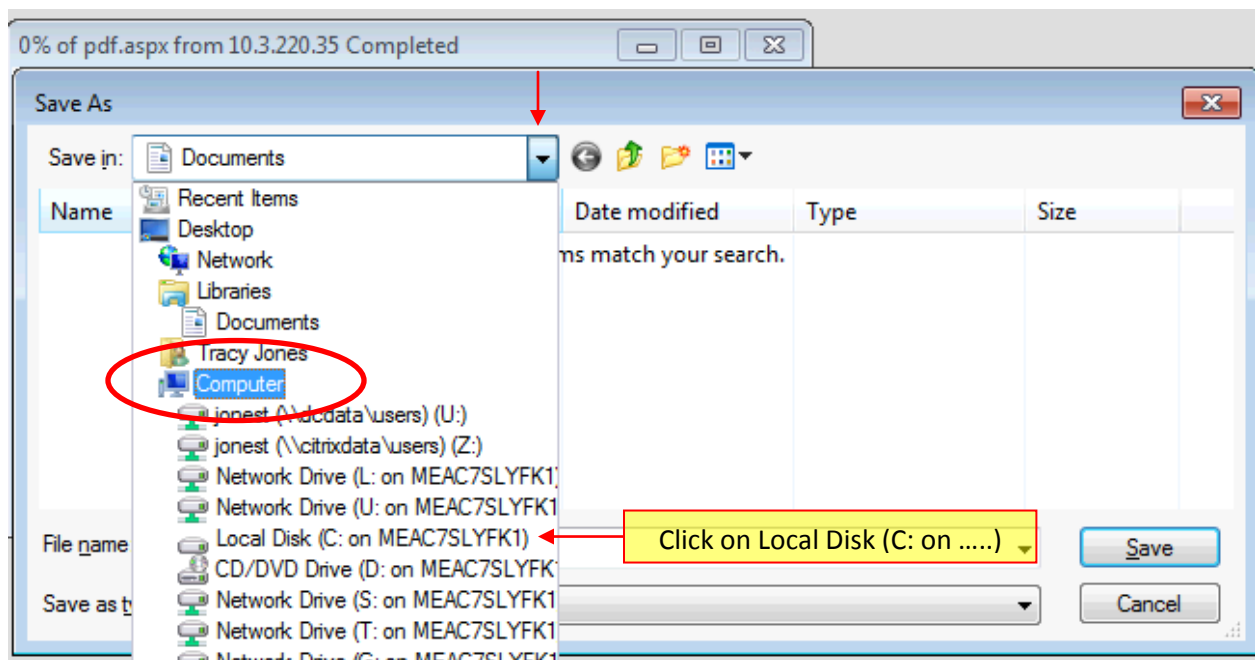
12. A **Restrictions** window will pop up. **Ignore** this message by clicking **OK**.



13. The **Save As** window will open—looking something like this:

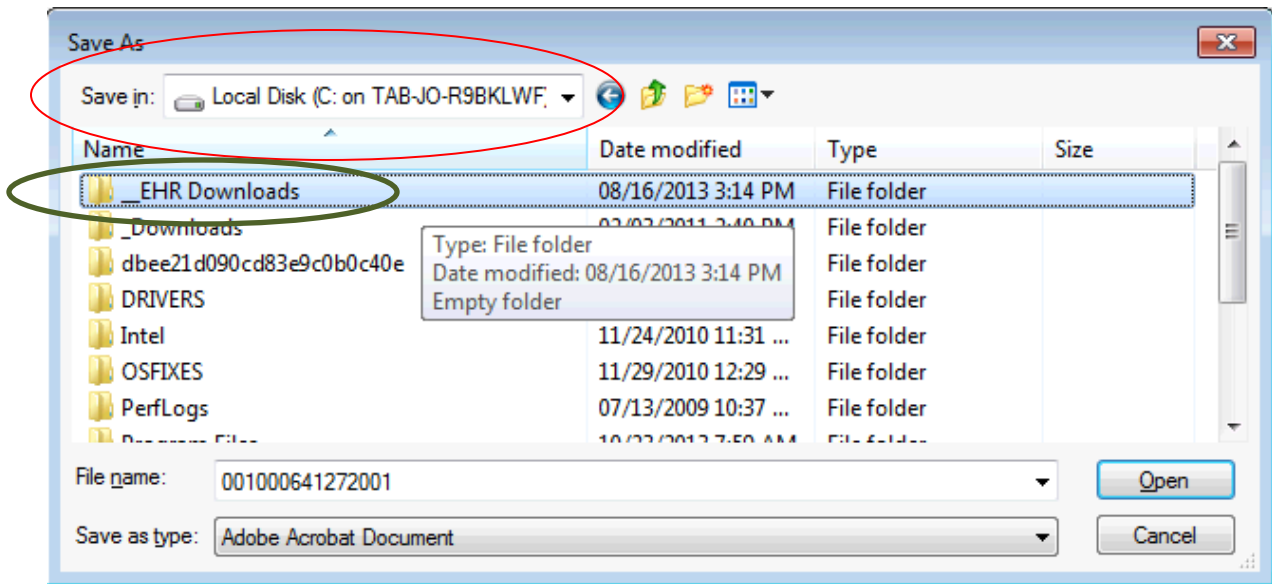


14. Click the **Save in:** dropdown arrow. Locate and click on **Local Disk C.**



15. **Save in:** will now display “**Local Disk (C: on)**”

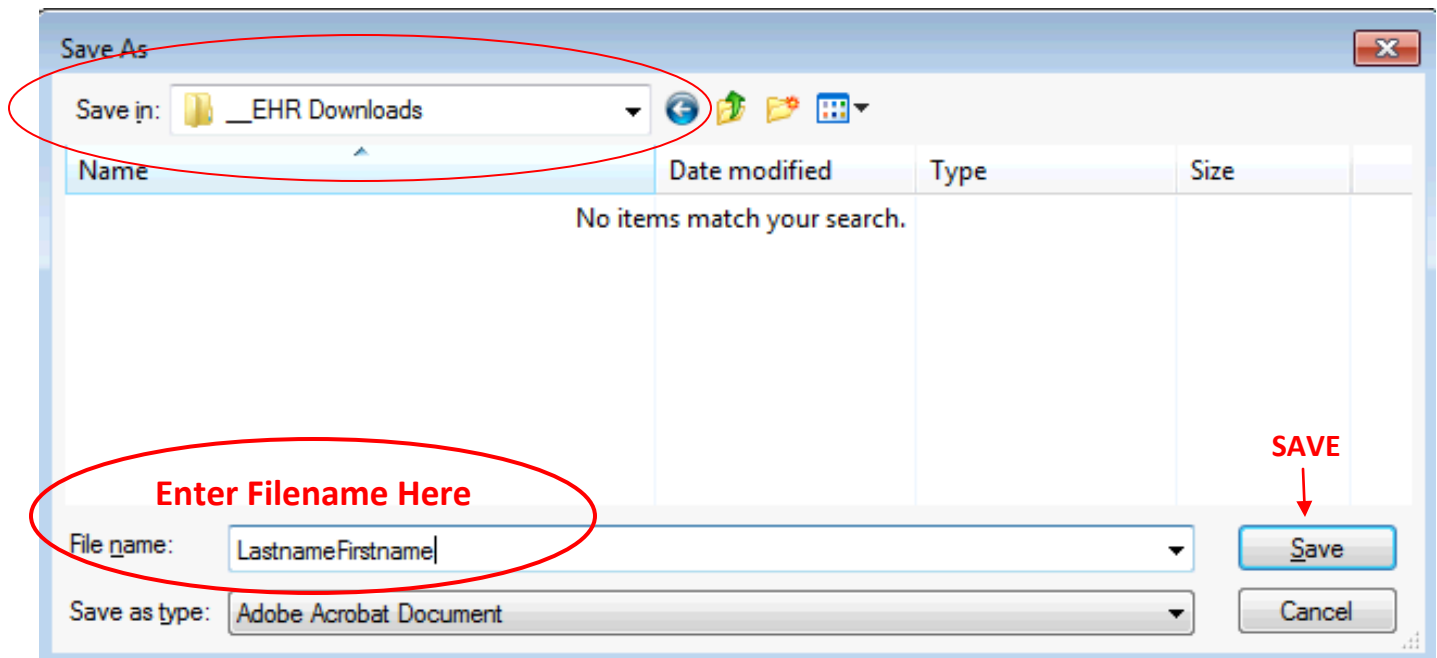
16. Locate and click on the **_EHRdownloads** folder



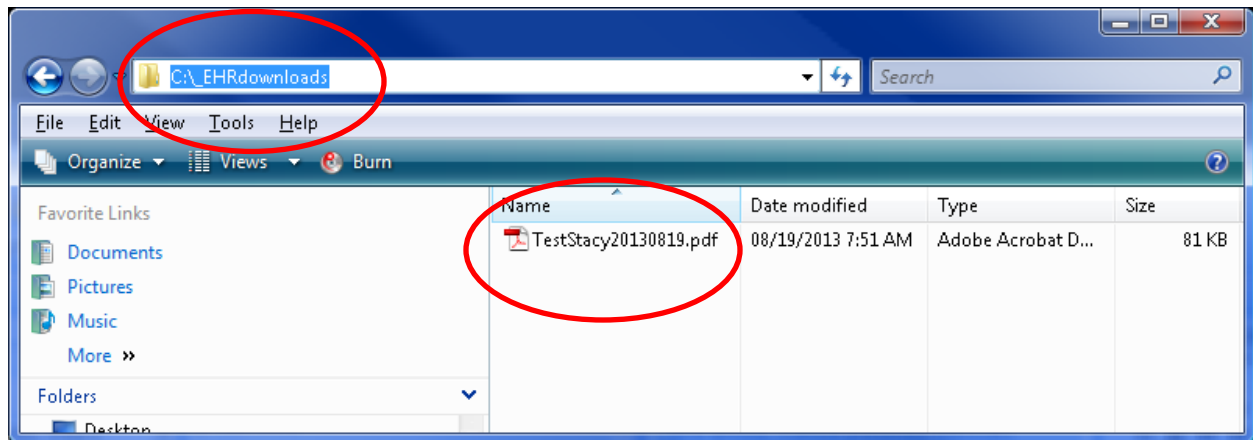
17. The **Save in:** section will display as follows.

18. Enter the **File name** you are giving your download (for example “**LastnameFirstname**”).

19. Click **Save**



20. Go to the **C Drive** on your computer, and open the **_EHRdownloads** and locate your file.

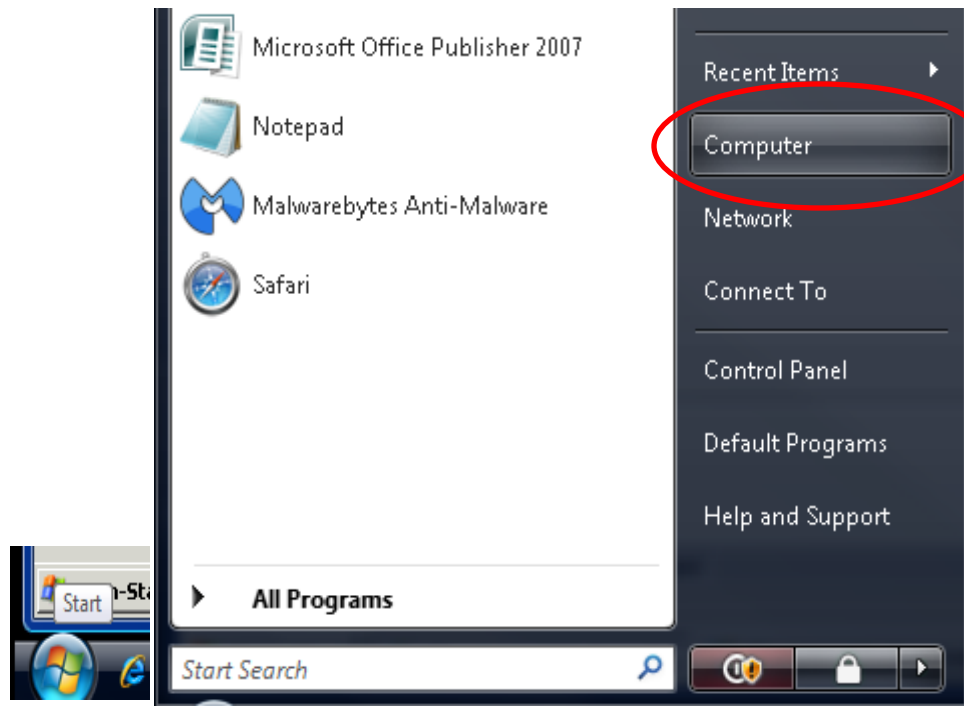


****Note****

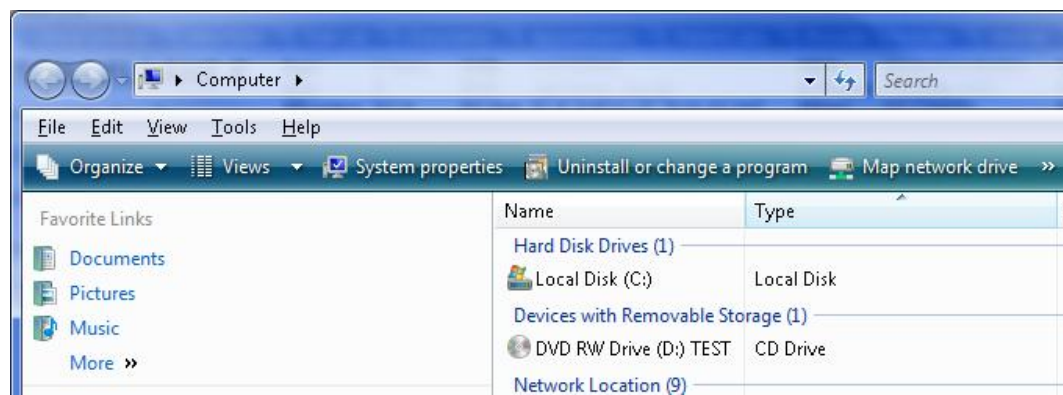
Your computer should remember this filepath, and you should only have to enter the filename for future downloads.

Step 3: Burning Files to a CD

1. Insert a CD into the drive you use for burning on your computer
2. Click the "Start" menu in Windows and click "Computer."

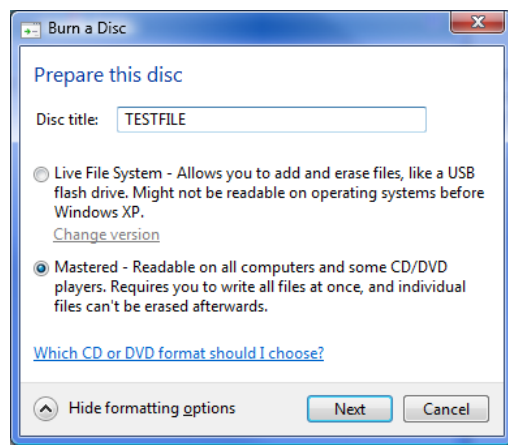
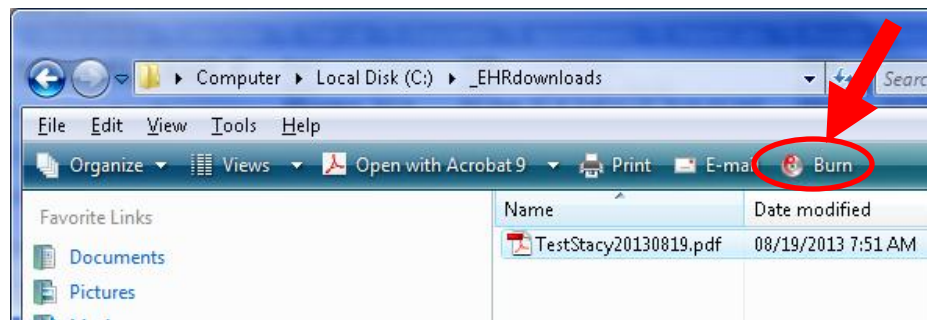


3. This displays the disk drives for your computer



4. Locate your file (C:_EHRdownloads)
5. Single-click your file to highlight it.

6. Click Burn on the Menu Bar

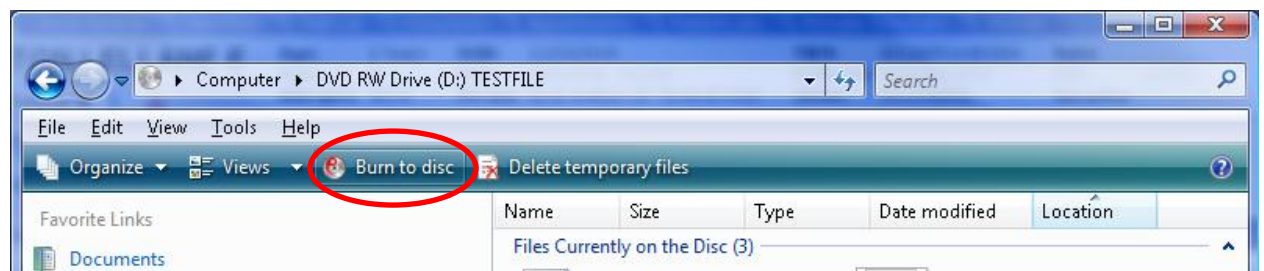


7. Give the Disc a title (such as the Patient Name and Date-of-Birth)

8. Click Next

9. Go to Drive D on the computer.

10. Click Burn to disc to write selected files to the disc.



11. Click Next.

12. Click Finish.