

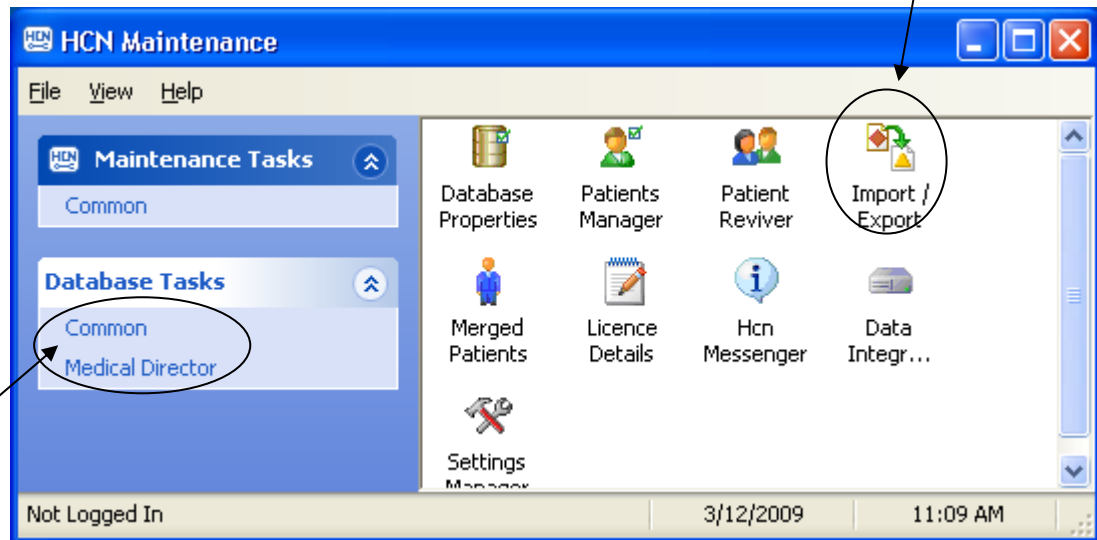


## Exporting Patient Files in MD3

Sometimes you need to transfer a patient electronic record to another Medical Director practice. There is no need to close Medical Director to complete this process.

### What to do

1. Open the **HCN Maintenance** program.
2. From **Database Tasks** select **Common**.



3. Double click on **Import / Export** and type in your Medical Director password when prompted. Then click **Next**.  
(Only a User with Data Export access is allowed to do this).
  4. Select **Export** then click **Next**.
  5. Choose **Clinical** and XML. Click **Next**.
  6. In the **Search** box type the first few letters of the patient you wish to export and click on the **Search** button.
  7. Select the appropriate patients(s) from the displayed list by clicking in the square box next to each patient (This will place a tick in the box).
  8. Repeat step 7 for additional patients. Once all patients are selected click **Next**.
  9. For **File name** click on the button with 3 dots (...). Click on **Desktop** and click **OK**.
  10. Once the Export process is complete click **OK** and then **Finish**.
  11. Close HCN maintenance.
  12. Return to the desktop and you will see a new folder with a filename similar to:  
MD3\_XML\_Export\_2\_Patients\_20091203\_1143
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## Transferring the patient file to a writable CD

1. Insert a blank writable CD into the CD drive – a message should come on the screen asking you what you want to do.
  2. Click on **Open Writable CD using Windows Explorer**.
  3. Drag the “MD3\_XML\_Export\_2\_Patients\_date\_1143” folder from the desktop to the open CD window – you may have to resize and/or reposition the CD window to see the MD folder on the desktop,
  4. Click on **Write these files to CD**.
  5. Once the files have been written the CD will be ejected.
  6. Re-insert the CD and check the files have been copied to the CD.
  7. Delete the “MD3\_XML\_Export\_2\_Patients\_date\_1143” folder from the desktop and then empty the recycle bin.
  8. Either hand deliver the CD to the destination practice or send by registered mail..
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