

Introducing the EHI export feature in compliance with the 21st Century Cures Act

In compliance with the 21st Century Cures Act, which requires free and immediate access to patients' Electronic Health Information (EHI), we are introducing a new feature in iKnowMed. This feature aligns with the 170.315(b)(10) Electronic Health Information export regulation outlined in the act, allowing your practice to export an individual patient and/or a patient population's complete EHI stored within iKnowMed, thereby ensuring that you can readily fulfill the mandated requirements at your convenience through a user-friendly solution.

How to use the EHI feature for single patient export

NOTE: Before you can use the EHI feature, you must have the proper permissions. Please review the November 2023 release notes if you need assistance.

1. From the top navigation, select **Admin > EHI Export**.
2. On the Patient EHI Export page, you can begin by searching for a patient by their name or MRN (callout 1).
3. Choose a patient from the results.
4. This will place the patient in the results table at the top as it will be considered the newest request (callout 2).
 - Change the sorting of the table by clicking the **Requested Date** header (callout 3) to sort the table in ascending order.
5. To initiate the EHI export for your patient, click the **Generate Export** button in the **Action** column (callout 4).

Ashley's Dashboard EHI Export x

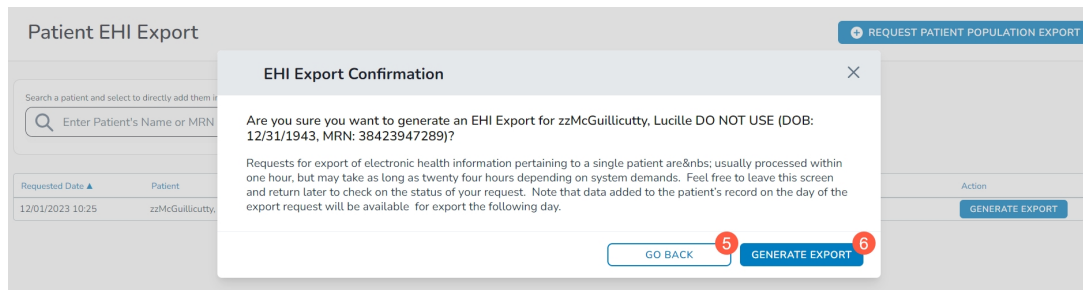
Patient EHI Export 4 REQUEST PATIENT POPULATION EXPORT

Search a patient and select to directly add them into the table below. 1

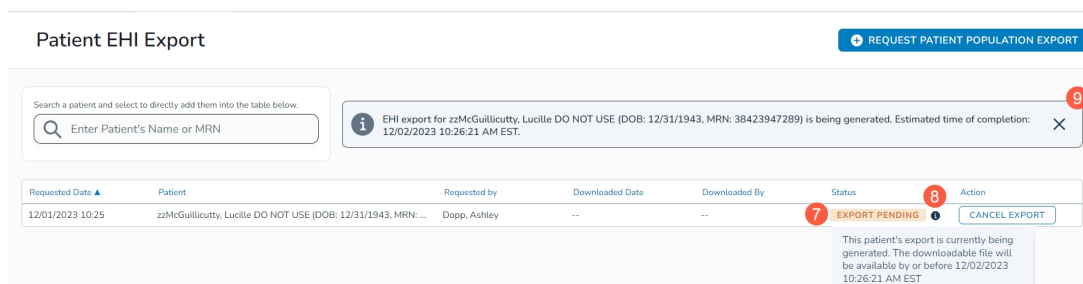
Q Enter Patient's Name or MRN

Requested Date ▲ 3	Patient	Requested by	Downloaded Date	Downloaded By	Status	Action
2 12/01/2023 10:25	22McGullicutty, Lucille DO NOT USE (DOB: 12/31/1943, MRN: ...)	Dopp, Ashley	--	--	--	GENERATE EXPORT

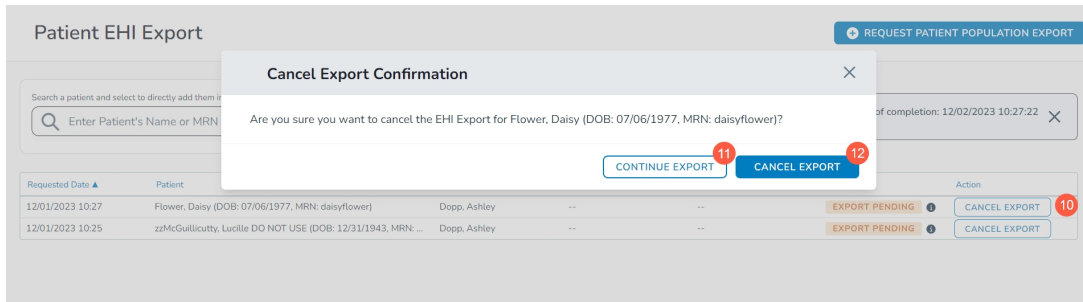
6. This will open a confirmation window noting that the export process is typically completed in 1 hour but may take up to 24 hours depending on system demand.
7. To cancel the export, click **Go Back** (callout 5). To continue the export, click **Generate Report** (callout 6).



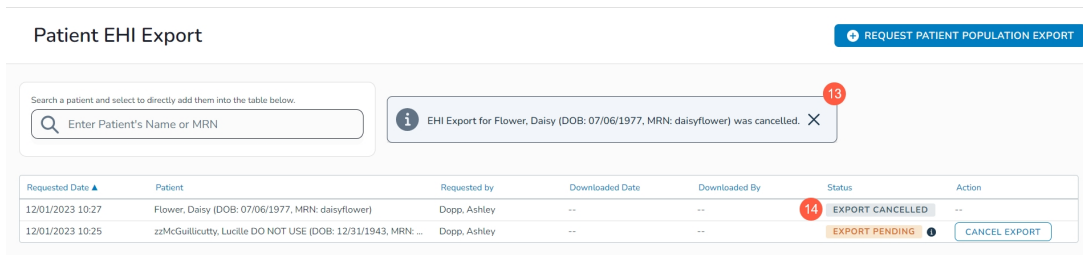
8. After choosing to generate the report, you will be returned to the table where you will see **Export Pending** in the **Status** column (callout 7). Hover over the “i” icon next to the status to see an estimated time of completion (callout 8).
9. You will also see a confirmation message with an estimated time of completion above the table (callout 9).
10. You can dismiss this message by clicking the “x” in the upper right corner of the message box.



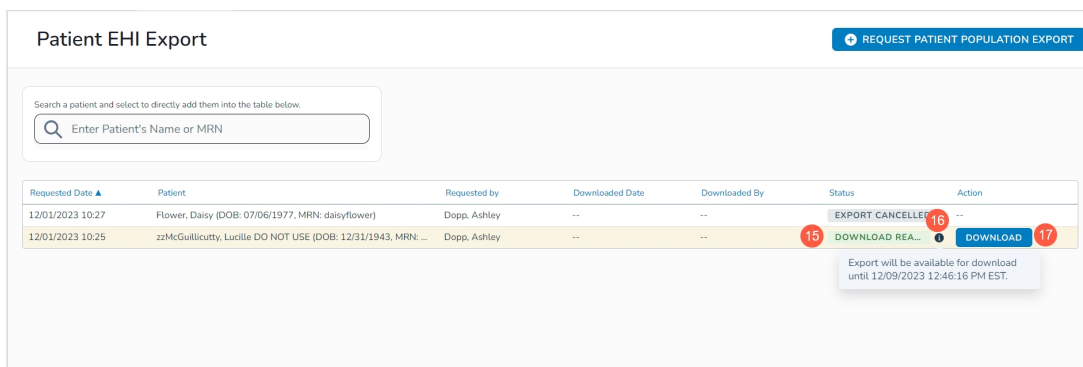
11. If you wish to cancel the pending export, click the **Cancel Export** button now displayed in the **Action** column (callout 10).
12. This will open a confirmation window.
13. To keep the export, click **Continue Export** (callout 11). To continue the cancellation, click **Cancel Export** (callout 12).



- 14. A confirmation message will appear above the table that can be dismissed by clicking the “x” in the upper right corner of the message box (callout 13).
- 15. You will also see **Export Canceled** in the **Status** column (callout 14).



- 16. If you allow the export process to proceed, **Download Ready** will appear in the status column once the export has been completed and is ready for download (callout 15).
- 17. Hover over the “i” icon next to the status to see how long you can access the export (callout 16). The standard availability is 7 days.
- 18. Click the **Download** button that appears in the **Action** column to download the export (callout 17).



- 19. The file will be downloaded locally to your machine so that you may save it for your records as needed.
- 20. A confirmation message will appear above the table that can be dismissed by clicking the “x” in the upper right corner of the message box (callout 18).

21. You will see when the export was downloaded in the **Downloaded Date** column (callout 19) and who downloaded the export in the **Downloaded By** column (callout 20).
22. You will also see **Downloaded** in the **Status** column (callout 21).
23. While the export remains in the table, you can click the **Download** button (callout 22) as needed to re-download the export.

Patient EHI Export REQUEST PATIENT POPULATION EXPORT

Search a patient and select to directly add them into the table below.

Enter Patient's Name or MRN

EHI Export for zzMcGullicutty, Lucille DO NOT USE (DOB: 12/31/1943, MRN: 38423947289) was downloaded. X

Requested Date	Patient	Requested by	Downloaded Date	Downloaded By	Status	Action
12/01/2023 10:27	Flower, Daisy (DOB: 07/06/1977, MRN: daisyflower)	Dopp, Ashley	--	--	EXPORT CANCELLED	--
12/01/2023 10:25	zzMcGullicutty, Lucille DO NOT USE (DOB: 12/31/1943, MRN: ...)	Dopp, Ashley	12/04/2023 07:53	Dopp, Ashley	DOWNLOADED	DOWNLOAD

24. The **Downloaded Date** and **Downloaded By** columns will update with the latest information each time the export is downloaded.
25. Seven (7) days after transitioning to a Completed, Expired, or Canceled status, the export will be removed from the table.

How to use the EHI Export feature to request a patient population export

NOTE: Before you can use the EHI feature, you must have the proper permissions. Please review the November 2023 release notes if you need assistance.

1. From the top navigation, select **Admin > EHI Export**.
2. On the Patient EHI Export page, begin by clicking the **Request Patient Population Export** button (callout 1).

Patient EHI Export REQUEST PATIENT POPULATION EXPORT

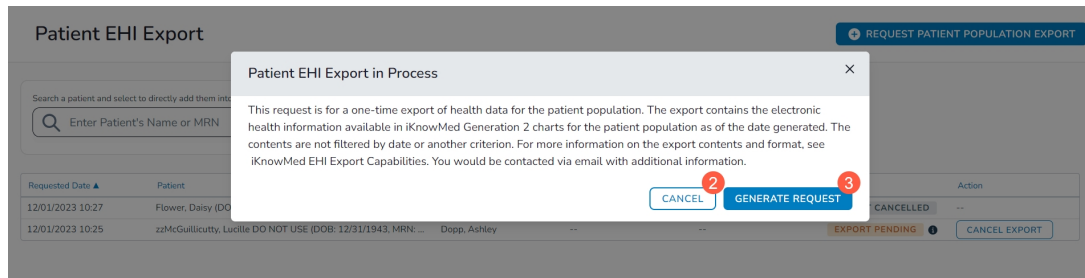
Search a patient and select to directly add them into the table below.

Enter Patient's Name or MRN

Requested Date	Patient	Requested by	Downloaded Date	Downloaded By	Status	Action
12/01/2023 10:27	Flower, Daisy (DOB: 07/06/1977, MRN: daisyflower)	Dopp, Ashley	--	--	EXPORT CANCELLED	--
12/01/2023 10:25	zzMcGullicutty, Lucille DO NOT USE (DOB: 12/31/1943, MRN: ...)	Dopp, Ashley	--	--	EXPORT PENDING	CANCEL EXPORT

3. This will open a confirmation window noting that this is a one-time export of health data for your patient population.

- To cancel the export, click **Cancel** (callout 2). To continue the export, click **Generate Request** (callout 3).



- After choosing to generate the report, you will see a message on the Patient EHI Export page stating you will be contacted via email about next steps (callout 4).
- We will receive your bulk export request and your Account Manager will reach out to complete the process.

