
Instructions for Downloading to Portable Media -- CD

The steps to download data to a CD are dependent on the type of operating system used. This document lists the steps to successfully download data to a CD for Windows XP, Vista and Windows 7 operating systems.

Windows XP

1. Prior to locking on to the account, create a folder on the CD. There is not a specified name for the folder. It is facility defined.
2. Minimize the window.
3. Lock on to the account: **Hospital Base Menu > enter account number > Medical Records > Print Electronic Record > Account number > Select the document(s) > Print > Portable Media.**
4. Select **CD Drive** > select the newly created folder > **Ok**.
5. Enter the encryption key.
6. The system now prompts for Release of Information. Select **Yes** to enter a request, or select **No** to return to the Medical Records System screen.
7. Open the **CD Drive** window.
8. Select **Write Files to CD**.
9. Follow the steps to the CD Writing Wizard.

To retrieve the documents from the CD

1. Load the CD.
2. Copy the folder containing the documents to the desktop.
3. Go to the desktop, open the folder containing the documents.
4. Double click on **DecryptIt.exe** file.
5. Enter the encryption key.
6. At this point, the files will then be unencrypted. An adobe file will be created on the desktop allowing the patient to view or print the documents.

NOTE: *If the Patient Summary is downloaded to Portable Media, it will automatically load and display once the encryption code is entered.*

Vista

1. When the CD is inserted, an AutoPlay window displays with three Blank CD options. Select **Burn files to disc**.
2. Burn a Disc window displays. The Disc title defaults to the current date and may be overkeyed.
3. Select **Next** to format the disc.
4. Close the window once formatting is complete.
5. Lock on to the account: **Hospital Base Menu > enter account number > Medical Records > Print Electronic Record > Account number > Select the document(s) > Print > Portable Media**.
6. Select **CD Drive > OK**.
7. Enter the encryption key.
8. The system now prompts for Release of Information. Select **Yes** to enter a request, or select **No** to return to the Medical Records System screen.

Windows 7

1. When the CD is inserted, an AutoPlay window displays with five Blank CD options. Do not select any. Close the window.
2. Lock on to the account: **Hospital Base Menu > enter account number > Medical Records > Print Electronic Record > Account Number > Select the document(s) > Print > Portable Media**.
3. Select **CD Drive**.
4. Burn a Disc window displays. The Disc title defaults to the current date and may be overkeyed.
5. System prompts: "How do you want to use this disc?" Select **Like a flash drive**.
6. Formatting window displays.
7. Select **Ok** from the Browse for Folder window.
8. Enter the encryption key.
9. The system now prompts for Release of Information. Select **Yes** to enter a request or select **No** to return to the Medical Records System screen.

Instructions for Downloading to Portable Media -- Flash Drive

Instructions for burning to a flash drive.

1. Log on to the account: **Hospital Base Menu > enter account number > Medical Records > Print Electronic Record > Account Number >** Select the document(s) > **Print > Portable Media.**
2. Browse the system for the appropriate drive.
3. Select **Removable Drive.**
4. Select **Ok** from the Browse for Folder window.
5. Enter the encryption key.
6. The system now prompts for Release of Information. Select **Yes** to enter a request or select **No** to return to the Medical Records System screen.