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 operating systems.

<u>Windows</u>

- 1. When the CD is inserted, an AutoPlay window displays with five Blank CD options. Do not select any. Close the window.
- Lock on to the account: Web Client > System Menu > 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.

- Lock on to the account: Web Client > System Menu > 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.