

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.

Windows

1. When the CD is inserted, an AutoPlay window displays with five Blank CD options. Do not select any. Close the window.
2. Log 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.

1. Log 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.