EHI Export Guidelines - On-Prem

Thank you for contacting us about the Electronic Health Information (EHI) Export feature. This is a feature that all certified EHR systems support and was independently certified to meet the criteria published by the Office of the National Coordinator for Health Information Technology, part of the federal government's Health and Human Services.

This option is intended for practices that are moving to another EHR and want to move their data from Clinical and import into the new EHR.

Please read through the following guidelines and responsibilities for using this feature to ensure it works successfully.

1. Your office must be on the current version of ChartMaker Medical Suite before running this feature to ensure you have the latest updates.
2. In most cases, the duration of this data export will take days to complete, and in some cases longer than a week. If there is an interruption, such as a power outage or server reboot, the export will pick up automatically and continue from where it left off. The process that performs the export runs on the Data Sever (aka STIAPPSERVER), but places the exported data in a location that you specify when initiating the export.
3. **The data will be exported in the JPG format.**
4. Once your office starts this process, users should not be logged into ChartMaker Medical Suite. If they do log in, you may notice a significant performance impact to the system in addition to a slow down in the data export process.
5. Once the EHI Export process has started, any new data added to a patient's chart will not be exported if the patient's data has already been exported. A listing of the missing data will not be available for reference.
6. 6. The data that is exported by this process can require a large amount of additional data storage. **A general rule is to make sure you have about 1.5x the total size of the ChartMaker Clinical document storage folders**. You will need to know where the storage folder to your patients documents are located in order to confirm how much space is available and this can be found in **ChartMaker** > **Clinical** > **Edit** > **Preference** > **Root Directory** and you will see the storage location you need to browse to. Here is an example of what you may see (\\stiappserver\StiSuite\rootdir) or (D:\StiSuite\rootdir) for an external drive with built-in encryption. Please consult with your Information Technology (IT) or STI's Managed Services Department if you need help with this aspect.
7. We encourage you to run a test export for a single patient to your intended storage location, before running the export for the entire patient population. This recommendation is to ensure that you have the correct location defined.
8. Never run the export of the full patient population to an operating system partition (aka Drive C:). This risks using up all free disk capacity and locking up the system.
9. Your office will need to monitor the free storage capacity at regular intervals to ensure there continues to be enough room for the exported data.
10. To turn on this feature, see **On-Prem EHI Export How to Enable Configure and Run**.