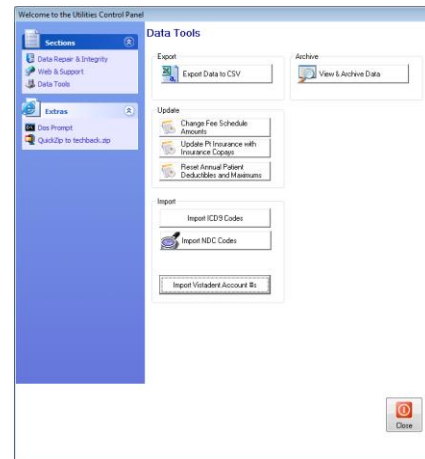


Using the export features of your Practice Management Software

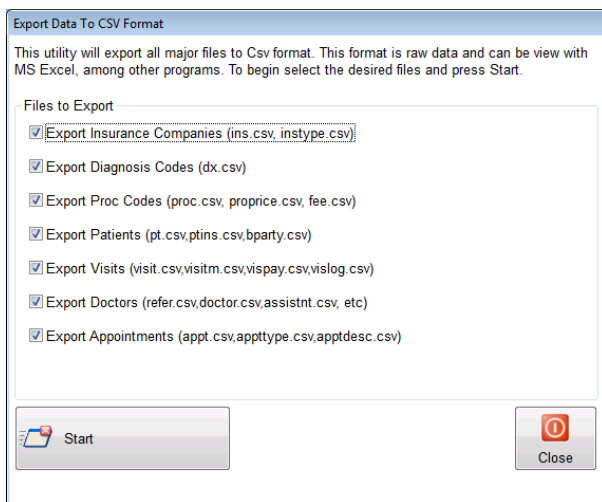
We want you to have access to your data anytime you want it. Therefore, we have created multiple options for retrieving your data from your software.

Using the built in Export inside Utilities

You can export the entire database to Excel readable files called CSV Files. It is raw text separated by commas. To access this utility, click on **File** from the main menu. Then click on the **Utilities** link on the menu. You will see a window as shown here. From here, click on the **Data Tools** option from the menu pane on the left. Then click on the buttons that says **Export Data to CSV**.



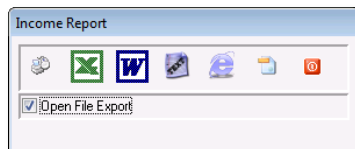
Once you do this you will see a



window as shown here. From here, you can choose what you would like to export. Everything is selected by default. Next to the selection box, you will see the name the files will be exported to. Simply click on start and the program will export the data. This process can be done as often as you like.

Using the Export option for Specific Reports

Almost all reports in your practice management software have built in export options on the report preview. To view this, simply run a report. For this example we will use the Income Report. Once you see the report preview, you will see an option on the menu called **Export**. Once you click on Export you will see a menu option as shown below. From here,



you can export the report to Excel, Word, ASCII (which is

raw text) an html file, or even an xml file. Once you click on of these buttons the report will create the file and open it for you.

Report Preview

File View Zoom Export

Page: 1 Across: 1 Down: 1 Zgom: PageWidth

Income Report By DOS
For Dates: 1/01/1995 through: 6/23/2009 Report Date: 1/15/2010 Page 1

Name	Code	Resp	Entered	DO S	Method	Total	Patient	Insurance	Adj Amount
BLACK JR LUKE R	PAYMENT	AETNA	3/01/2007	3/01/2007	CHEC	76.00	0.00	76.00	0.00
BLACK JR LUKE R	PAYMENT	PATIENT	3/01/2007	3/01/2007	VISA	19.00	19.00	0.00	0.00
Subtotal						2	95.00	19.00	76.00 0.00
EVERSOLE KATHY	PAYMENT	CIGNA	3/02/2007	3/02/2007	CASH	145.20	0.00	145.20	0.00
Subtotal						1	145.20	0.00	145.20 0.00
BLACK JR LUKE R	PAYMENT	AETNA	3/06/2007	3/06/2007	CHEC	50.00	0.00	50.00	0.00
Subtotal						1	50.00	0.00	50.00 0.00
BLACK JR LUKE R	PAYMENT	PATIENT	8/05/2008	8/05/2008	DEBIT	0.01	0.01	0.00	0.00
BLACK JR LUKE R	PAYMENT	PATIENT	8/05/2008	8/05/2008	MC	0.01	0.01	0.00	0.00

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