

MEDITECH

6.0 ENTERPRISE CONTENT MANAGER (ECM) INTERFACE

FILE NAMING SPECIFICATION (R1457 SPEC.)

The below 10 data values must be correctly formatted and situated in the names of .BMP, .JPG, .PDF, .PNG, &.TIFF files imported via this interface.

Ordered from left to right in the file name, the values are as follows:

- **Value 1 “Application ID”** - Required 30 characters. Space fill from right if necessary to reach 30 characters. Used to uniquely identify a document in MEDITECH; should be unique for each file.
- **Value 2 “MEDITECH Account #”** - Required 12 characters. Space fill from right if necessary to reach 12 characters.
- **Value 3 “MEDITECH Unit #”** - Optional 10 characters. Space fill from right if necessary to reach 10 characters.
- **Value 4 “Form ID”** - Required 15 characters. Space fill from right if necessary to reach 15 characters. This field is case-sensitive.
- **Value 5 “Delete Flag”** – Required 1 character. The letter “N” or a blank space, unless the file is to be used to delete an existing document in MEDITECH. Supply the letter “Y” to delete an existing document.
- **Value 6 “Page Count”** – Required 5 integers. Can be either the actual number of pages in the file (zero fill from left to reach 5 integers) or 5 zeros (a generic value that is acceptable regardless of the actual number of pages in the file).
- **Value 7 “Patient's Date of Birth”** (yyyymmdd format) - Optional 8 integers.
- **Value 8 “Patient's Sex”** (either “M” “F” or “U”) - Optional 1 character.

- **Value 9 “Date” (yyyymmdd format) - Optional 8 integers. A date to display with the Medical Record Document in MEDITECH.**
- **Value 10 Time (hhmm format) - Optional 4 integers. A time to display with the Medical Record Document in MEDITECH.**

EXAMPLE OF A CORRECTLY FORMATTED FILE NAME

This is an example of what a valid file name might look like. This file name includes the 5 required fields (Application ID, Account Number, Form ID, Delete Flag, and Page Count) and omits the 5 optional fields (Unit Number, Patient's D.O.B., Patient's Sex, Date, and Time).

**201205040228
N00001.pdf**

V00000123456

ECMFORM

Application ID [30 Characters]: "201205040228" - The Application ID can be any combination of alphanumeric characters. This value must be 30 characters long. 201205040228 is only 12 characters, so the remaining 12 spaces are accounted for by space filling from the right. Thus, an Application ID does not need to contain 30 alphanumeric characters. It should be unique for every file, except for files intended to overwrite/replace previously imported files in MEDITECH; these should have the same application ID values as the files they are intended to overwrite/replace.

Account Number [12 Characters]: "V00000123456" - The Account Number must be the full MEDITECH account number that the file is to be indexed to. Also, any Account Number that is used must have originated during a registration process within MEDITECH. Account Numbers from an MPI conversion are not valid.

Unit Number [10 Characters]: This is an optional piece of information and is not included in this example. However, if it is not included, the 10 characters must be accounted for by supplying 10 blank spaces, beginning immediately after the Account Number. (A patient's Unit Number is their Medical Record Number).

Form ID [15 Characters]: "ECMFORM" - The Form ID must be the mnemonic of the Medical Record Document that the file is to be indexed as in MEDITECH. If the mnemonic is shorter than 15 characters, space fill from the right.

Delete Flag [1 Character "Y" or "N"]: "N" - This value should be "N," unless the file is intended to counteract a previously imported file (delete the document it created from MEDITECH). Only then should it be "Y." To counteract a previously imported file, send an identically named file, except set this value to "Y."

Page Count [5 digits]: "00001" - This value corresponds to the number of pages in the file. Zero fill from the left to reach 5 digits. In release 6.07 pp1 and greater, this value can be five zeros (00000), regardless of whether a file is multiple pages.

Date of Birth, Sex, Date, & Time are all optional values. If these values are not included in a file name, there is no need to space fill; the file extension can simply follow the page count. If some (but not all) of these values are included in a file name, space fill to account for those values that are not included that fall before (to the left) of those values that are included.

If a date and time are included in a file's name, it will display as the Date/Time value associated to the Medical Record Document in MEDITECH. If it is not included, the Date/Time value displayed will be either the Admission/Service Date of the account or the time the file is processed by the interface, depending on the Folder Order value set in the Medical Record Document Dictionary.