

# Exporting Documents

## Using the C62 File Format

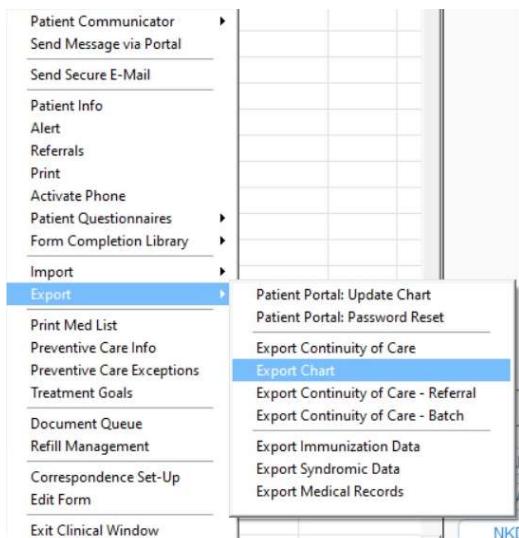
There are multiple ways to export a document from a patient's chart. This can be done for a single document of a single patient, for selected documents in a patient's chart or as a batch process to export the documents from multiple patients' charts at the same time.

### Exporting a Single Document

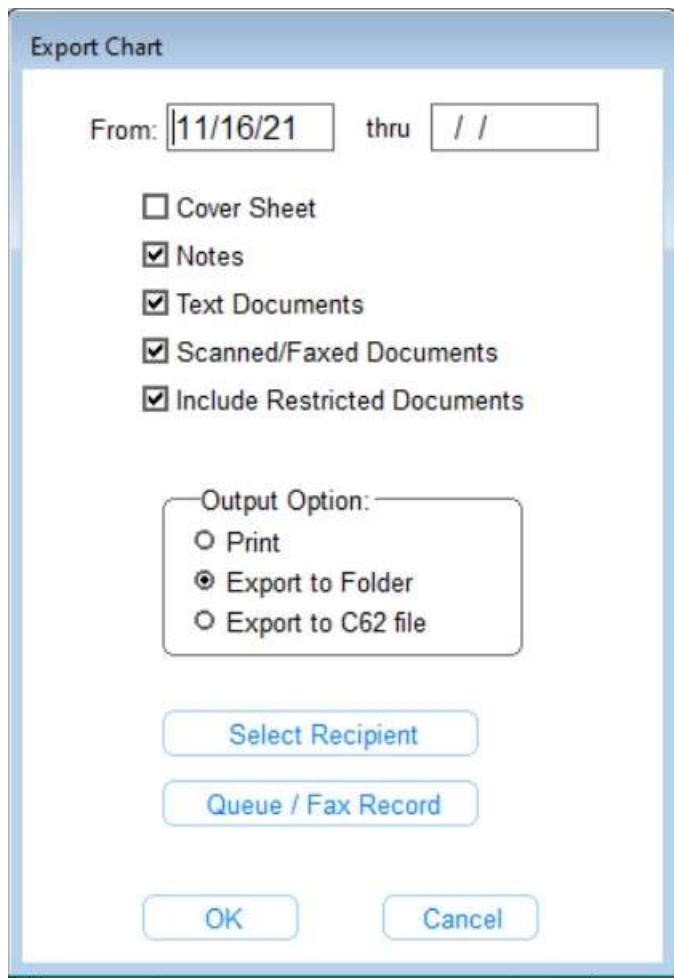
To export a single document, from the patient's chart, click on the document in the patient's **TOC** (Table of Contents). Once viewing the document, use the right-click menu to select **Export via C62**.

### Exporting a Chart (or Multiple Documents in a Chart)

To export an entire chart of a single patient, open the chart within the Clinical window. From the Overview Page, select **Export Chart** from the right-click menu.



This opens the Export Chart window:



From here, enter a date range (if desired) and select the type of documents you want included in the extract. Select **Export to C62 file** and click **OK**.

### Exporting Multiple Charts

To export multiple charts at the same time, from the Main Menu, click on Tools, then Clinical, then Export, then select the patient criteria you want included in the batch (e.g., by last name range, by date of birth, by patient classification, by provider, etc.), select the types of documents you want included and the date range, then click **OK**.