# Data Extraction Access Instructions

## Summary:

A user of the Product can perform an electronic health information (EHI) export for a single patient at any time the user chooses without developer assistance and that the export file

- Is created in a timely fashion;
- Includes all the EHI for a single patient as described in § 170.315(b)(10)(i)(A);
- Is electronic and in a computable format; and
- Includes a publicly accessible hyperlink of the export's format in the AZZLY eLearning Platform

The Product can limit users who perform an EHI export using one of the following methods:

- Grant a set of users the ability to perform the export; or
- Grant system administrator(s) the ability to perform the export.

A user of the Product can perform an EHI export for all electronic health information, and that the export:

- Includes all the EHI for a patient population as described in § 170.315(b)(10)(ii);
- Is electronic and in a computable format; and
- Includes a publicly accessible hyperlink of the export's format.

We, as a developer, have a process for keeping the export format(s) used to support paragraphs (b)(10)(i) and (ii) of this section up to date.

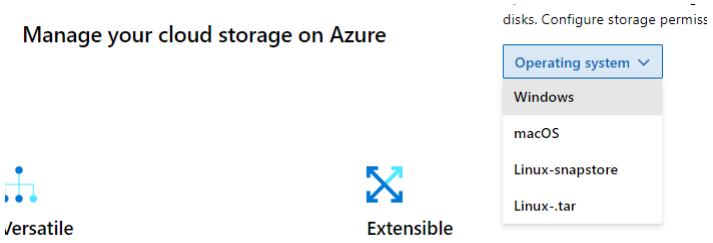
Upon an Authorized User's Written Request, data files for all EHI are uploaded to a Microsoft Azure Storage Container in order to ensure secure access for authorized users.

## Accessing Blob Container Files

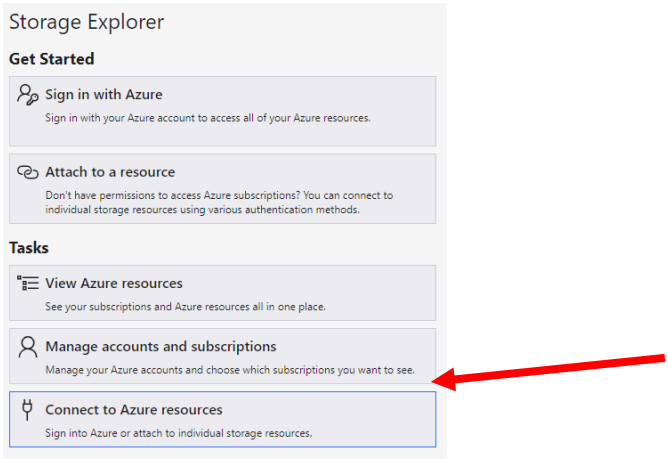
1. Copy and paste the link provided to a browser to download the Azure Storage Explorer:

   https://azure.microsoft.com/en-us/features/storage-explorer/

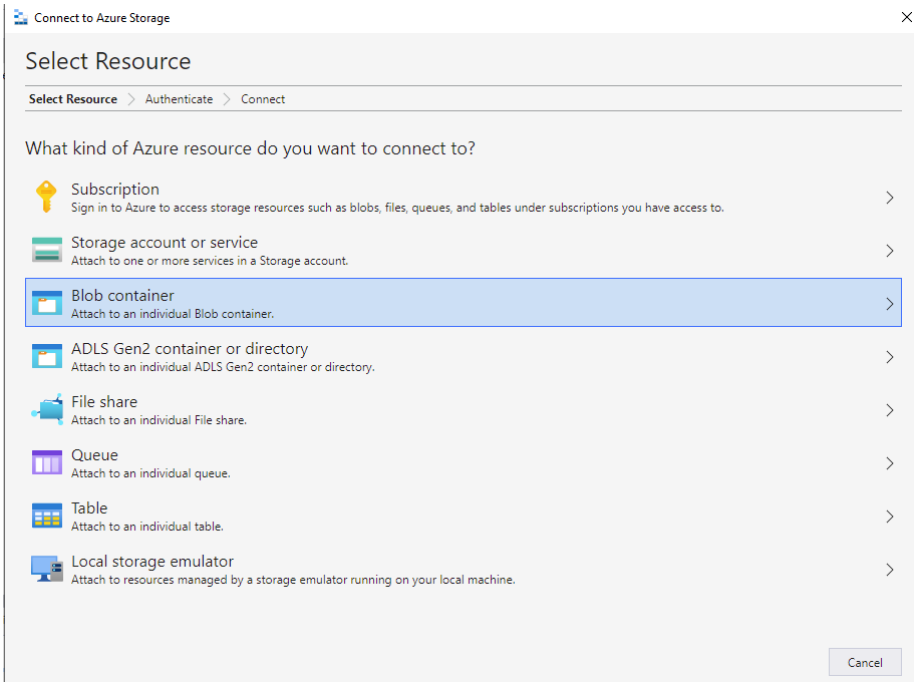
2. Under **Manage Your Cloud Storage on Azure**, select the appropriate Operating System from the drop-down menu. This will place the executable for the download on your desktop. Click on **.exe** to begin download.




3. Once downloaded, click on **Connect to Azure resources** under *Tasks*:




4. Click **Blob Container**




5. Select **Shared access signature URL (SAS)**, then click **NEXT**.
6. In the Blob Container SAS URL ENTER:

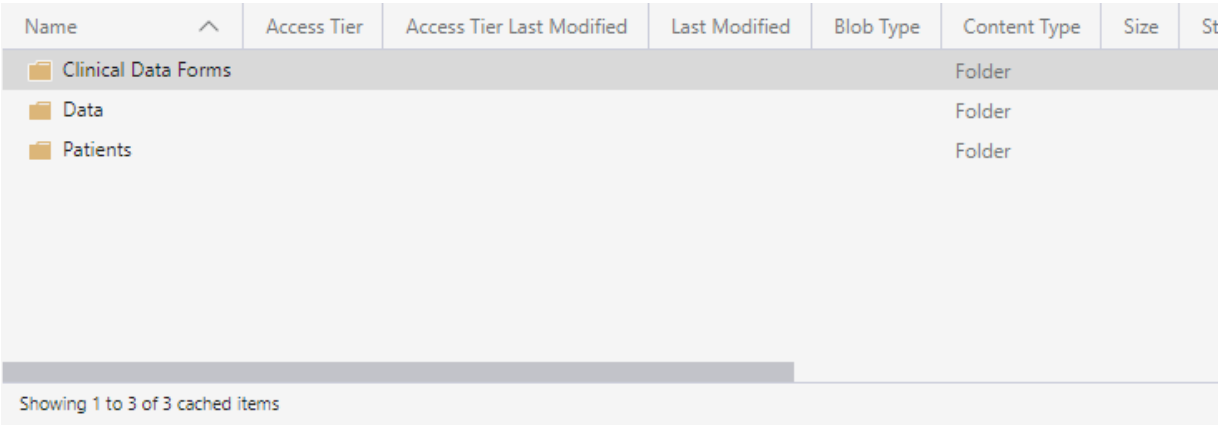
*Enter the link that will be provided by AZZLY at the time of the data extraction request.*

then click **NEXT**.

7. In the **Summary** screen, click **Connect.**

## Reviewing the Extracted Data

1. There will be multiple folders, such as **Clinical Data Forms, Clinical Data Form Details, Data,** and **Patients.**
2. The *Clinical Data Forms* folder has each client/patient listed individually with forms from their eChart.
3. The *Clinical Data Forms Details* folder will contain a CSV that lists every form for every patient, and will include dates, times, signatures, and the user's name who finalized the form.
4. The *Data* folder includes for each patient the medical chart distinct fields of information (Allergies, Contact details, diagnosis, Level of Care, Medications, Patient Communications, Patient Info, Insurance, & vitals etc.).
5. The *Patients* folder contains their photos and any uploaded documents.




When viewing CSV or Excel files, you may filter to easily narrow your criteria to specific patients, dates, etc., by clicking selecting the top row with the column headers, then click **Data** in your top menu bar and select the **Filter** icon. This will apply a filter option to each column so that a dropdown can be clicked within the header, allowing specific criteria to be filtered. You may also freeze the top row to always keep the column headers within view by clicking **Views** in your top menu bar then select **Freeze Panes.** After selecting **Freeze Panes**, select **Freeze Top Row**.

If assistance is needed with navigation of the storage container or viewing and/or filtering the provided data, please reach out to clientservices@azzly.com for additional support.