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**Instructions for Generating Data Extracts**

AdaptX enables clinical leaders to quickly and easily leverage their real-world data. Self-serve. On-the-fly. With AdaptX, clinicians can monitor, evaluate, and manage treatments across patients, teams, protocols, workflows, and facilities. Your help makes this possible!

A series of well-defined extract files will be used to deploy AdaptX. Please see the associated “Extract Table Requirements” Excel spreadsheet for detailed technical requirements and instructions on how to create these files in the proper format. Each tab has instructions for creating tables that provide the required fields.

**Important: All fields must be provided.** Column names must be identical to the field names provided in the specification. If there are instructions on what field values are required, those too need to be an exact match. If there are no data available for the field, please use the default values specified to populate the field. very few hospitals have all the data listed. **Please do not let a missing data field in your system be an obstacle.** AdaptX will create your system with the fields that you have available.

**Instructions for Generating Data Extracts**

Use your internal clinical reporting system to create comma delimited files that adhere to the specs outlined in the accompanying Extract Table Requirements document.

The scope of this data extract should cover the time period from 1/1/2019 to present.

Follow these steps to develop the export files required by AdaptX:

1. Write queries from your internal reporting tool(s) to create flat files with the same content that can be found on the tabs in the Extract Table Requirements document.
2. Be sure to use the field names specified in the Extract Table Requirements document and adhere to the data types and default values on each tab.
3. When specific field values are called out, use those names for field values, not your internal names for these items.
4. Some additional instructions for developing your CSV export files:
   1. File Names: <file\_name>.csv. File names are designated in the Extract Table Requirements tabs.
   2. Delimiter: Fields must be comma delimited.
   3. Headers/Field Names: The first row in the extract should be field names; do not add blank lines or document headers above the first row or below the last record.
   4. Text Fields: Be sure string fields are surrounded in “quotes” and special characters are escaped.
   5. Data Types: Strictly follow data types from the Extract Table Requirements document.
   6. Null or blank values:
      1. All fields should be provided AND have a value for every record. When field values are not populated from the source of record, please populate instead with the default values indicated in the Extract Table Requirements. It is worth noting that many of the default field types are NULL; please use that as the default value when indicated.
      2. Please keep a list of all fields for which you do not have data and have instead populated the entire column with a default value. When you upload your extract, please provide this list to your AdaptX contact.
   7. Datetime:
      1. Return datetimes in format: “YYYY-MM-DD HH:MM:SS”
   8. File Encoding: Files should be encoded UTF-8 or CP-1252.
   9. End Product: Your end product must be a zip archive containing flat files that follow the specifications in Extract Table Requirements. The zip file should be named with the following format: <hospital\_name>\_<topic>\_ YYYYMMDD.zip
   10. Updates:
       1. The initial load of data sent to AdaptX will be a bulk load of several years of data.
       2. Once that bulk load has been properly ingested, daily updates will begin. Please send a new zip file for every update with incrementing dates.
       3. The date in the file name should represent the date the data was extracted, not the max date in the data itself.
   11. Lag:
       1. All daily updates should look back 90 days to present.
       2. Your data will reflect records back to 1/1/2019.
       3. Daily updates that look back 90 days will allow AdaptX to ensure that your data includes changes and updates to records that were present but not complete in an earlier update.
   12. Full loads:
       1. When sending full history extracts going back to 1/1/2019, create 1 extract zip per year.
       2. For example: <hospital\_name>\_<topic>\_ 20191231.zip which contains 1/1/2019-12/31/2019, <hospital\_name>\_<topic>\_ 20201231.zip which contains 1/1/2020-12/31/2020, etc.
5. Your queries should be used to produce scheduled extracts to be delivered to your designated SFTP file server, ideally through an automated process created by yourself or your IT department.
6. SFTP Instructions will be provided in separate document when you are ready to begin the process of transferring files.
7. You will upload your ZIP files into a topic specific sub-folder inside your home sFTP directory. For example, you would upload OR files into the “or” sub-folder. AdaptX will tell you which sub-directory you should use.

We’re here to help if you need assistance connecting to our secure storage network; please email us at [deployments@adaptx.com](mailto:deployments@adaptx.com).