

Export/Print Patient Records

Last Modified on 07/07/2025 12:12 pm ACST

Exporting Patient Records is available from CareRight Version 6.81.1.

This feature enables the following:

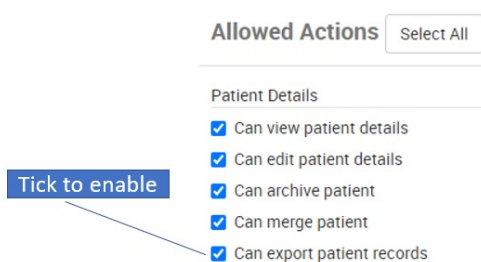
- Export a patient record for a doctor leaving the practice to retain a copy of their details
- Export a patient record to provide to a patient requesting access to their own medical records
- Export a patient record when required to send a copy of medical records to

Users and Groups permissions

A permission has been added to allow the export of patient records.

Steps:

1. **System Administration**
2. **Users and Groups**
3. **Groups**
4. Locate **Group(s)** and click **Edit**
5. To enable, click on the tick box next to **Can export patient records** capability.
6. Scroll down and click **Update Group**



Other key settings

Ensure under *Global Settings > Collapsible Sections* is turned off; to make sure the patient records show all information.

Exporting a Patient record

Records available to export:

- Summary
- Alerts and Allergies
- Appointments
- Assessments
- Clinical Notes
- Correspondence
- Diagnosis & History

- Documents
- Image Gallery
- Measurements
- Medications
- Pathology & Radiology
- Referral

Steps:

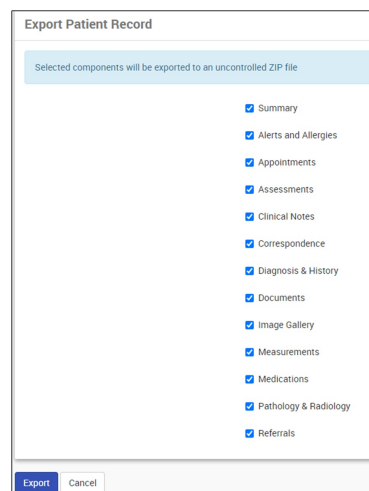
1. Open **patient record**
2. Click **Manage**
3. Click **Export Patient Record**



4. This will present you with a selection of information to export. **Untick Modules** that are not required to export.

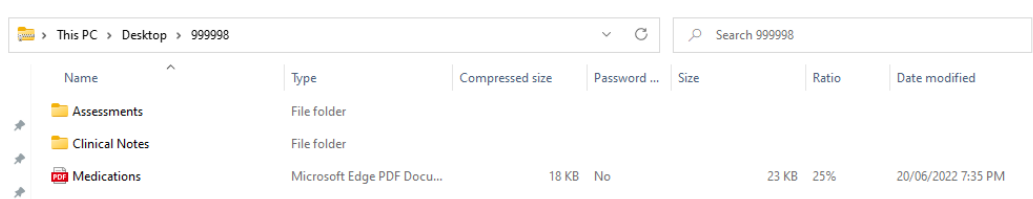
Importantly, the user exporting must also have access to the relevant section.

5. Click **Export**




6. The system will generate an archive for download.

7. a zipped folder will be available with the export data stored inside.



Example output: Patient Summary



Mr Test Test Test

MRN: 000546 CRN: 999998 ERN:
Male , aged 52 years , born on January 01, 1970 , never admitted

Identity

Facility	East St Kilda
MRN	000546
CRN	999998
ERN	
Title	Mr
Family Name	Test
Middle Name	Test
Given Name	Test
First Name Alias	
Last Name Alias	
Date of Birth	01/01/1970
Date of Birth Accuracy	Date of Birth is accurate
Sex	Male
Gender Diversity	
Primary Provider	
Marital Status	
Deceased	No
Date Of Death	
Individual Healthcare Identifier (IHI)	

Bulk export of patient records

A request will need to be submitted in Redmine to be assessed by the Clintel Systems Team.

We will assess:

- Export criteria
- Size of data
- Best method to provide that data to you