

Exporting 2011-2012 data from Clinical Fusion

Sites should update their Clinical Fusion software to version 5.0. If you have not done the software update (available as of 4/2010), please call 780-5893 or email taubut@usm.maine.edu.

To Export Maine State information:

1. Open **Clinical Fusion**, click FILE on the menu bar, and choose Export. The program should open to the Export wizard.
2. Click on “Next”: there should be a window with a list of folders and files. Scroll to the bottom of the list, and click on the “**State Files - ME**” file.
3. Fill in the date range: for this export, use the dates **July 1, 2011 – June 30, 2012**.
4. Be sure the Export Format is indicated as “**Tab.**” Click “**Next**”: This opens an export location window.
5. In the Program Export ID box, fill in your **program ID**. The program ID’s assigned are listed on the following page. You do not need to check the “Include Description File” check box.
6. Click the “**Browse**” button to select the location files will be downloaded to. (**Graphic on page 2**)
 - Save to a location you will be able to find the file again, such as your **desktop**. The default location is: C:/program files/clinical fusion/data/exports.
 - Make the FILE NAME: **Spring2012**, Click “Open”.
 - Clinical Fusion will ask you to wait as it is exporting (copying) the files. When the wizard states Operation Complete, click “Ok.”
7. Go to the location you saved the file. A file folder has been created: Spring2010. In the folder are a Zip file and five text files. The same text files are compressed in the zip file. **Send the Zip file OR the text files.**

Send data files to:

Shannon King, Adolescent Health Coordinator
Women's Health Coordinator
Maine Ctr. for Disease Control & Prevention
Dept. of Health & Human Services
Key Plaza 5th Floor
11 State House Station
Augusta ME 04333-0011

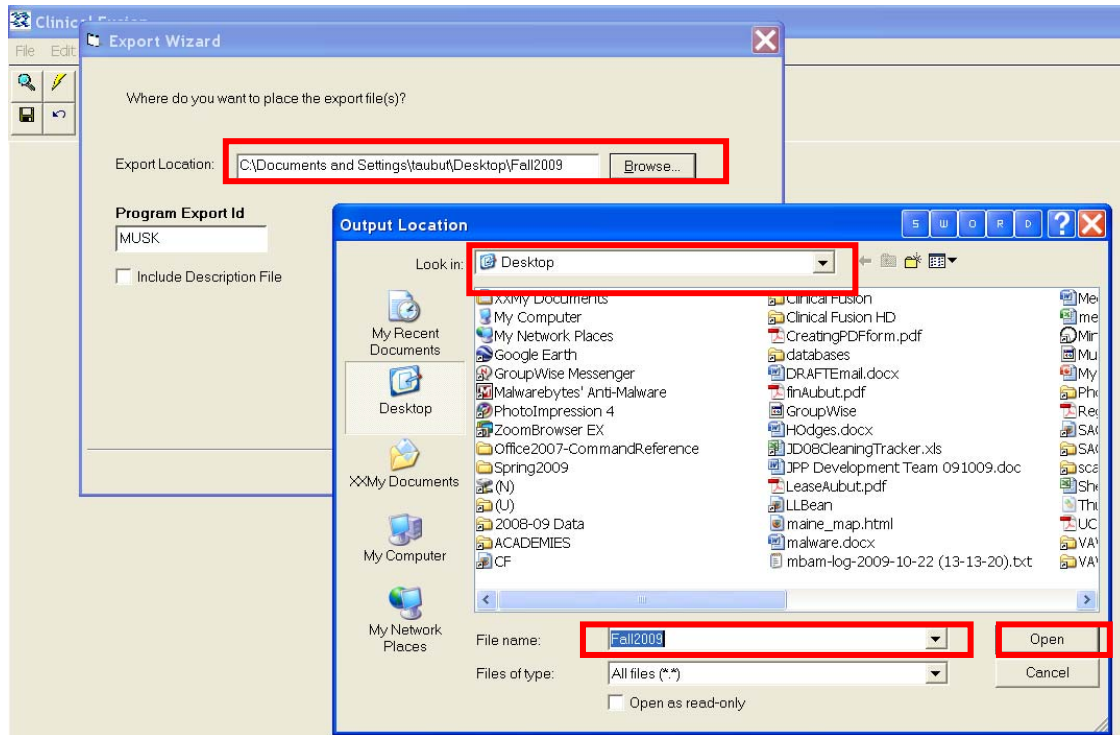
ph: 207-287-4577

e-mail: Shannon.King@maine.gov

Clinical Fusion Program IDs

Auburn Middle School	AUBN	Mt. Ararat High School	MTAR
Calais High School	CALA	Noble High District School	NOBL
Edward Little High School	ELHS	Oxford Hills Schools	OXHS
Lewiston Middle School	LEMS		
Lewiston High School	LEWS		

Browse: when selecting where to save the files, choose Browse at the end of Export Location. The Output Location box will appear. I find saving the files to the Desktop makes them much easier to find. Choose “Desktop” for the Look in: drop down choices. File Name *example* “Fall2009”. Then click Open.



Assess.txt, Contacts.txt, Persons.txt, and Problems.txt

Operation complete.
There were 651 records exported.

