

Clinical Care Documents can be attached in an “XML format” within the GLHC Referrals application to assist with Meaningful Use. “XML” is a way to send information from an Electronic Health Record. It’s another way to send information like PDF, Word, Excel, etc. but it is the only way approved for Meaningful Use. (It also gives the receiving office the ability to incorporate the information into their EHR.) This Quick Reference Guide will focus on opening XML documents within a **Received Referral**.

Note: It is recommended that you work with your EHR/EMR vendor on how to incorporate the XML document into the patient’s electronic record.

Viewing Sent/Received Referral Information

When opening a Referral, the following page will display various sections separated by a line between each section. For this Guide, we will be focusing on **Attachments**:

Information			
Patient:	Training, John	Referred To Location:	YYY New Code Specialty
Requested Provider:	TEST, Specialist 2	Referring Provider:	TEST, New Code PCP
Status:	Scheduled - 01/16/2013 03:34 PM	Submitted By:	Steve Spieker - 01/15/2013 10:53 AM
Associated ICD-9:	733.97	Authorization:	ABC12397123 1/5/13 - 3/5/13
Referral Reason:	femur fracture		
Comments:	Patient speaks Spanish		
Cancel Reason:	Patient no-showed (no show)		
Cancel Requested By:	Steve Spieker at YYY New Code Specialty (01/16/2013 03:33 AM)		

Scheduling Information (Last updated by Steve Spieker)

Appointment Date/Time: 01/31/2013 04:00 AM *(Patient not contacted)*

Comments:

Previous Scheduling Information:
[Show Previous...](#)

Questions Asked At the Time of Referral Submission

Please enter a single line answer here (Required answer)

If desired, enter in a longer answer (area will scroll down as needed)

Afternoon appointments
 you can keep writing in this section

Click on the box to see a calendar. You may also type in a date. 01/01/2013

If you check the box it will display Yes

The dropdown style only allows you to choose one answer . 2

The checkbox group style allows you to choose more than one answer. 2
3

test to see if apostrophe or slash marks display correctly Provider's ID

Choose Answer B B

free text field

Question 10

Checking to see if answers to this question display water

Checking to see if answers to this question display Veg
water

Attachments

[Browse Patient Attachments](#)

↓ Dec 5 2012 Labs (linked from patient core) (296.7 KB) 01/15/2013 [Remove](#)

Attachments section

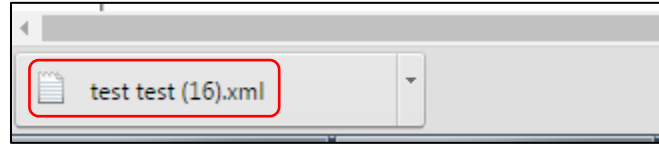
Each attachment is noted by a Down Arrow and the title of the document

Attachments				
Browse Patient Attachments				
↓	DR Chest Single View.pdf	(4.8 KB)	02/20/2013	Remove
↓	MRI Ankle Left w+wo Contrast.pdf	(4.8 KB)	02/20/2013	Remove
↓	CT Head without IV Contrast with 3D.pdf	(4.8 KB)	02/20/2013	Remove

To open/view an attachment, simply click on the **Down Arrow** to the left of the titled attachment.



Opening XML Documents: RECEIVED Referrals

Note: If the attachment is a PDF document, it will automatically open as a PDF. If the document is in an XML format, it will display at the bottom of your screen as follows:



Saving XML documents

To save the document simply click and drag the .xml document in the Referrals application to the designated folder on a computer folder based on your office privacy and security policies.

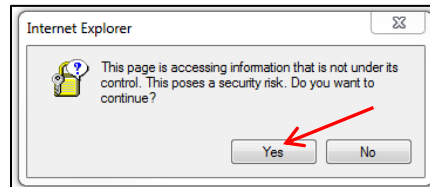
 myfilename	9/15/2016 8:23 AM	Microsoft Excel Comma Separated Values File	51 KB
 test test ←	9/16/2016 1:35 PM	XML File	978 KB

Viewing XML documents

There are 2 options to view an XML document:

1. Opening the XML File:

- A. Click on the .xml document at the bottom of your screen. If you are using Internet Explorer, the following alert box should display:



- B. Select **Yes**

- C. The Summary of Care/Continuity of Care document should display. See example below:

Summary of Care	
Patient	abigail test
Date of birth	February 27, 1984
Sex	Female
Race	White
Ethnicity	Information not available
Contact info	Home: 2849 Homeland Dr Chicago, IL 48725, US Tel: +1-(587)493-8914
Patient IDs	YTRE 1.3.6.1.4.1.22812.4.56409.0
Document Id	201608081343201816 1.3.6.1.4.1.22812.4.56409.0.1
Document Created:	August 8, 2016, 13:43:20 -0400
Performer	Danielle Koestner, DO
Performer (consulting provider)	Ophthalmology Ophthalmology
Performer (consulting provider)	Gastroenterologist Gastroenterologist
Performer (consulting provider)	Cardiologist Cardiologist
Performer (consulting provider)	Dentist Dentist
Performer (consulting provider)	Neurologist Neurologist

Opening XML Documents: RECEIVED Referrals

2. Opening an XML/CCD sent as a .zip file:

A. Click on the arrow next to the title of the download. In this example it is labeled as CCD:



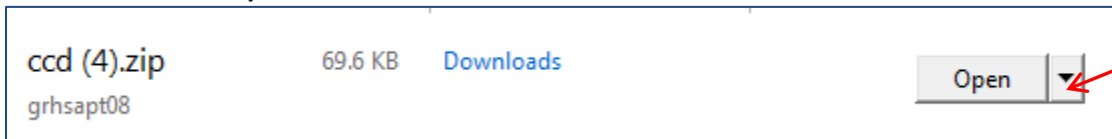
B. At the bottom of the screen, the following box should appear. Click on **Save**:



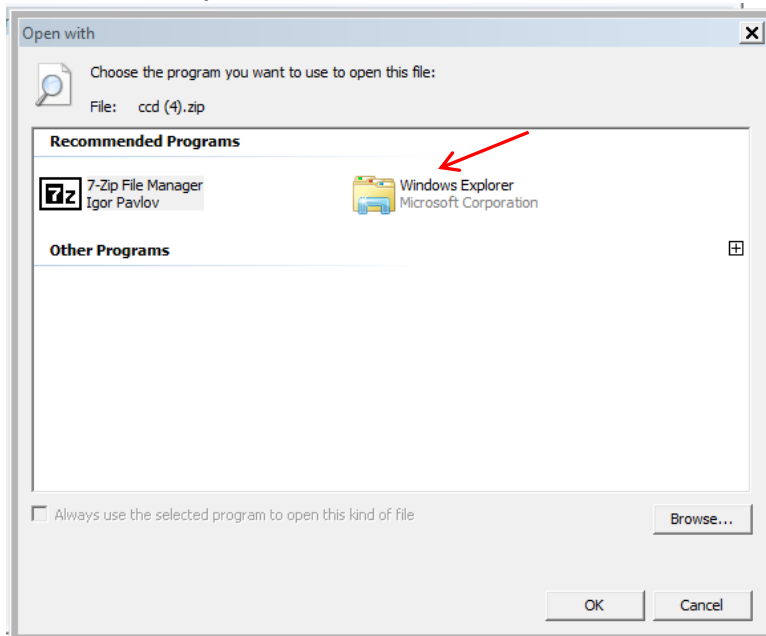
C. Once the download is complete, click on **View Downloads**:



D. A list of your downloads will appear. Click on the arrow next to **Open** to the corresponding ccd and then select **Open with**:







E. Double click on **Windows Explorer**:



Opening XML Documents: RECEIVED Referrals

F. Double click on the **HTML Document** to see the CCD in a readable format:

Name ^	Type	Compressed size	Password p...	Size	Ratio	
 [Redacted]	XML Document	44 KB	No	701 KB	94%	
 [Redacted]	HTML Document	12 KB	No	79 KB	86%	
 CCD	XSL Stylesheet	13 KB	No	91 KB	86%	
 ReadMe	Text Document	1 KB	No	1 KB	53%	