



OneSight

Data Extract

OneSight IT Operations

Data Extract

Admin

User Guide

Overview

This document details the steps required to access the data extract application. This process should only be done by clinic managers or those given the task to do so.

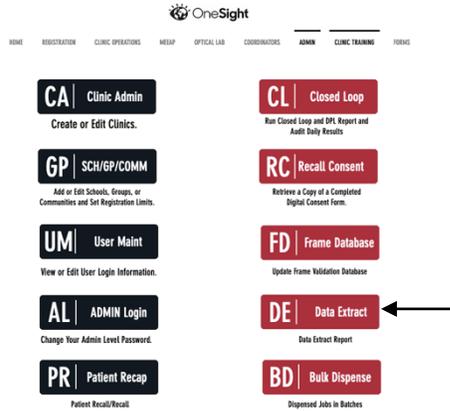
Access

To access the Data Extract page please navigate to www.onesightclinics.org. At the top of the page click on the option for “Admin” as seen below.



Learn more at www.onesight.org

On the admin page you will select the option for “Data Extract” as seen below.



You will now see the admin login page. You will only be able to login here using admin credentials. Please enter in your admin username and password and click on “Login”



ADMIN LOGIN REQUIRED *Version 6.0*

User Name:

Password:

LOGIN

Next, you will be on the “Patient Data Extract” page. Here you will be able to search for clinics with the following criteria

Clinic Name - Drop down with a list of all clinics.

First Name – The first name of the patient.

Last Name – The last name of the patient

School Name – Drop down of all school, groups, and communities that are a part of the clinic you chose.

After you have filled in the desired information you can click the blue button at the bottom labelled “Search.”

CLOUD OneSight | DIGITAL CLINIC

Patient Data Extract *Version 6.0*

Clinic Name

First Name:

Last Name:

School Name ALL

All information collected prior to or during a OneSight program is collected for the purpose of diagnosing vision problems, and providing care including prescription glasses if needed. Individuals attending a OneSight clinic will be provided with a copy of their eyeglass prescription if applicable. Patients have the right to request a copy of their records by contacting the program manager. All information containing personal health information or "PHI" is protected and cannot be distributed without the consent of the patient or the patients legal guardian. OneSight may, at its discretion use data collected during its programs for research or program development. Information used for this purpose will be generalized and all identifying fields will be removed.

By accessing and downloading this report you agree that you will not distribute any information without authorization from OneSight and for no other purpose that to provide or continue to provide patient care. All reports will be deleted or if printed destroyed after use.

SEARCH

You will now be brought to the search results page. This will list every patient in relation to your search criteria. This report is large and includes nearly every piece of information taken during clinic.

Search Again Download Data

	EXAM DATE	CLINIC NAME	CLINIC ID	PERSONAL ID	FIRST NAME	LAST NAME	BIRTHDAY	AGE	SCH/GP/COM	GRADE	GENDER	PICTURE CONSENT?	DILATE CONSENT?	GLASSES	OBSERVATIONS
1	2/14/2020	2020-NA-United States-TRAINING	278870	1234	Test	Test	1/1/2005	15	Test Environment	9th	Other	Yes	Yes	No	
2	2/14/2020	2020-NA-United States-TRAINING	279408		Patient	Test	2/12/2009	11	Test Environment	4th	Male	Yes	Yes	No	
3	2/17/2020	2020-NA-United States-TRAINING	279443		Smith	Jim	2/9/2009	11	Test Environment	3rd		Yes	Yes	No	
4	3/2/2020	2020-NA-United States-TRAINING	280517		Brad	Maxwell	3/10/2015	4	Test Environment	2nd	Male	Yes	Yes	No	

At the top left of the page you will find a button labelled “Download Data.” If you click on this you will be given the option to download this entire report as either Excel, CSV, or PDF. There is also a button at the top left labelled “Search Again” if you would like to go back to the search page.