

Exporting Your Audit Logs

07/24/2024 2:35 pm EDT

Your audit logs are a powerful way to track all the patient activity within your account. It can be used to track your patients' changes, view staff activity, and troubleshoot problems.

The logs can be exported to a CSV file that can be viewed in most spreadsheet software programs such as Microsoft Excel. To access your audit log, mouse over the **Clinical** tab on your navigation bar and select **Audit Log**.

Clinical Patients Reports Billing

FORM TOOLS

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CLINICAL

- Clinical Notes
- Audit Log**
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After selecting Audit Log, you'll be presented with the 'Audit Log Report' page. Here you'll be able to view all of the logs regarding your patients.

Audit Log Report

Patient's Name User's Name Log Type 08/25/2016 09/01/2016 View Last: Day Week Month Year

Update Filter

Export to File PAGE 1 →

Date ↑	Time	Patient	User	Type	Action	Details
09/01/2016	11:32:20 AM			Chart	Read	Opened patient's chart
09/01/2016	11:15:27 AM			Chart	Read	Opened patient's chart
09/01/2016	11:12:23 AM		Thomas Your	Problem	Create	Create Problem: Migraine (disorder) Changed "Date Diagnosis" from "None" to "2016-09-01 11:00:00" Changed "Snomed Ct Code" from "" to "37796009" Changed "Date Onset" from "None" to "2016-09-01 11:00:00" Changed "Title" from "" to "Migraine (disorder)"
09/01/2016	11:12:04 AM		Thomas Your	Problem	Delete	Delete Problem: Migraine (disorder)
09/01/2016	11:11:38 AM			Chart	Read	Opened patient's chart
09/01/2016	11:11:37 AM			Chart	Update	Updated patient's chart Changed "Race" from "" to "Asian" Changed "Gender" from "" to "Male" Changed "Date Of Birth" from "None" to "1962-10-17" Changed "Social Security Number" from "" to "725-73-8957"
09/01/2016	11:11:01 AM			Chart	Read	Opened patient's chart
09/01/2016	11:11:01 AM			Chart	Update	Updated patient's chart Changed "Patient State" from "" to "CA" Changed "City" from "" to "Mountain View" Changed "Patient Zip Code" from "" to "94043" Changed "Address" from "" to "1001 N Rengstorff Ave"
09/01/2016	11:10:47 AM			Chart	Read	Opened patient's chart

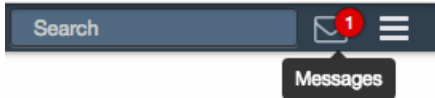
To export your logs, select **Export to File** toward the top of the page, near your filters.

Export to File

As a confirmation, you'll receive the following notification:

Your audit log report is being processed and will be available in the message center shortly.

To view your exported audit log, go to your message center from the navigation bar.



Select the audit log from your message center.

<input type="checkbox"/>	From	Title	Assigned to	Assigned by	Workflow	Date
<input type="checkbox"/>	☆ drchrono	Generated Sheet: audit_log_report_09_01_2016:03:04.csv	Thomas Your			Sep 01, 12:04 p.m.
<input type="checkbox"/>	☆ drchrono	Generated PDF: patient_statements_08_31_16.pdf	Thomas Your			Aug 31, 4:24 p.m.
<input type="checkbox"/>	☆ drchrono	Generated Sheet: patient_list_08_31_2016.csv	Thomas Your			Aug 31, 4:11 p.m.
<input type="checkbox"/>	☆ drchrono	Generated PDF: patient_statements_08_31_16.pdf	Thomas Your			Aug 31, 3:40 p.m.
<input type="checkbox"/>	☆ drchrono	Generated PDF: soapnotes_2016-08-24_2016-09-01.pdf	Thomas Your			Aug 31, 2:51 p.m.
<input type="checkbox"/>	☆ anonymous	Incoming Fax	Thomas Your			Aug 19, 6:05 p.m.
<input type="checkbox"/>	☆ 14695267728	Incoming Fax	Thomas Your			Aug 17, 10 a.m.

When you select the audit log, you'll be presented with a preview of your audit log CSV. Here you can download the audit log CSV by selecting the **Download Document** button. After selecting the Download Document button, the audit log will be downloaded to your browser's default download location. You may open this CSV file with any spreadsheet editor such as Microsoft Excel.

Generated Sheet: audit_log_report_09_01_2016:03:04.csv

Assign to Thomas Your as Open Assign

From: drchrono

Thursday, September 01, 2016 12:04 PM

[Save Attachment to Patient Chart](#) [Download Document](#) [Audit Log](#)



Notes + Add

Date	Patient	User	Type	Action	Details
2016-09-01 11:32:20	Sundar (Google) Pinchai	None	Chart	Read	Opened patient's chart
2016-09-01 11:15:27	Sundar (Google) Pinchai	None	Chart	Read	Opened patient's chart
2016-09-01 11:12:23	Sundar (Google) Pinchai	Thomas Your	Problem	Create	Create Problem: Migraine (disorder); Changed "Date Diagnosis" from "None" to "2016-09-01 11:00:00"; Changed "Snomed Ct Code" from "" to "37796009"; Changed "Date Onset" from "None" to "2016-09-01 11:00:00"; Changed "Title" from "" to "Migraine (disorder)"
2016-09-01 11:12:04	Sundar (Google) Pinchai	Thomas Your	Problem	Delete	Delete Problem: Migraine (disorder)
2016-09-01 11:11:38	Sundar (Google) Pinchai	None	Chart	Read	Opened patient's chart
2016-09-01 11:11:37	Sundar (Google) Pinchai	None	Chart	Update	Updated patient's chart; Changed "Race" from "" to "Asian"; Changed "Gender" from "" to "Male"; Changed "Date Of Birth" from "None" to "1962-10-17"; Changed "Social Security Number" from "" to "725-73-8957"
2016-09-01 11:11:01	Sundar (Google) Pinchai	None	Chart	Read	Opened patient's chart
2016-09-01 11:11:01	Sundar (Google) Pinchai	None	Chart	Update	Updated patient's chart; Changed "Patient State" from "" to "CA"; Changed "City" from "" to "Mountain View"; Changed "Patient Zip Code" from "" to "94043"; Changed "Address" from "" to "1001 N Rengstorff Ave"
2016-09-01 11:10:47	Sundar (Google) Pinchai	None	Chart	Read	Opened patient's chart
2016-09-01 11:10:47	Sundar (Google) Pinchai	None	Chart	Update	Updated patient's chart; Changed "Email" from "" to "thomas.your+sundarpinchai@gmail.com"; Changed "Home Phone" from "" to "(650) 690-5986"
2016-09-01 11:10:47	Sundar (Google) Pinchai	None	Chart	Read	Opened patient's chart