

**HOSTING SERVICES AGREEMENT SCHEDULE**

1. This Schedule is executed pursuant to and is made a part of the Hosting Services Agreement between Streamline Health, Inc., ("Streamline Health") and the City of Columbus, Department of Technology ("Client"), with an original date of dated June 11, 2008, and last renewed as of March 30, 2015 ("Agreement"). Capitalized terms shall have the meaning as set forth in the Agreement unless otherwise defined in this Schedule.
2. Under the terms and conditions of the Agreement, Client hereby further renews the Agreement and licenses and purchases, as applicable, from Streamline Health the Software, Hardware, Third Party Software, Professional Services, and/or the Maintenance Services as applicable, described in this Schedule.
3. License terms for the Software are set forth in the Agreement. License terms for certain items of Third Party Software are described herein and/or in the applicable manufacturer license. Such Third Party Software licenses limit Client's use of the particular Third Party Software.
4. Payment terms, as applicable, are set forth below:
  - 4.1 Streamline Health recurring Hosting and Maintenance Services fees are due in accordance with the terms on Page 2 of this Schedule, or upon execution of this Schedule, as applicable.
  - 4.2 Hardware fees are due 50% upon execution of this Schedule and the remaining 50% upon delivery.
  - 4.3 Professional Services are due in accordance with Page 3 of this Schedule, and as follows:
    - 4.3.1 Time and material ("T&M") services will be billed monthly as incurred
    - 4.3.2 Fixed fee ("FF") projects will be billed 50% upon execution of this Schedule and the remaining 50% when the project is completed.
5. This Schedule includes the attached pages, and is effective on the date it becomes fully signed by authorized representatives of Streamline Health and Client.

**City of Columbus**

**Streamline Health, Inc.**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Typed or Printed)

Nicholas A. Meeks  
\_\_\_\_\_  
(Name Typed or Printed)

\_\_\_\_\_  
(Title)

Chief Financial Officer  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**THE PRICING AND TERMS SET FORTH IN THIS SCHEDULE EXPIRES JULY 31, 2016.**

## HOSTING SERVICES AGREEMENT SCHEDULE

### Hosting & Maintenance Services

Category	Description		Monthly Fees	Fees June 23, 2016 – September 22, 2016
<b>MAINTENANCE SERVICES</b>	<b>SOFTWARE</b>	License includes a maximum Concurrency of ten (10). Includes: AccessAnyWare-HIM, ReleaseWare, and Capture Products. Capture products includes Data Manager and DocModify.	\$6,823	\$20,469
	<b>INTERFACES</b>	ADT Interface (standard one-way)	Included	Included
	<b>STORAGE FEES</b>	Storage required to support Customer documents.	Included	Included
	<b>REPLICATION FEES</b>	Replication of Customer data to STRM backup site.	\$676	\$2,028
	<b>COMMUNICATION FEES</b>	Customer to access System via Internet.	N/A	N/A
	<b>MAINTENANCE SERVICES TOTAL</b>			\$22,497

Notes:

- 1 Travel and living expenses are not included and will be billed separately, as applicable.
- 2 Prices do not include any applicable tax.
- 3 Prices are subject to change.
- 4 This is a time and expense Professional Services engagement, unless as otherwise noted above exclusive of travel and living expenses. The work to be performed by Streamline Health will require Client assistance. Client shall provide Streamline Health with such time and attention of Client personnel and such access to Client's facilities and the System and shall take such site preparation steps as may be necessary or appropriate to enable Streamline Health to provide the above Professional Services to Client. Client shall make available qualified Client personnel to facilitate Streamline Health's performance of its obligations under this Schedule.

## HOSTING SERVICES AGREEMENT SCHEDULE

### Hardware and Professional Services

Category	Description	Qty	Unit Price	Total Price	Monthly Maintenance
<b>Hardware</b>	2TB Encrypted Hard Drive	2	\$520	\$1,040	N/A
<b>Professional Services</b>	<u>Fixed Fee Services</u> Project Management and Database Administrator time to complete the project: Export the document metadata per attached specifications in Exhibits C, D, and E.	1	\$39,000	\$39,000	N/A
	<u>T&amp;M Services</u> Estimated time, if required, to support, transition, provide updated specifications, provide updated extracts per approved updated specifications, and/or provide gaps of data after the First Delivery	50	\$195	\$9,750 (est.)	N/A
<b>Hardware and Professional Services Total</b>				<b>\$49,790 (est.)</b>	
<p><u>Notes:</u></p> <ol style="list-style-type: none"> <li>1 Travel and living expenses are not included and will be billed separately, as applicable.</li> <li>2 Prices do not include any applicable tax.</li> <li>3 Prices are subject to change.</li> <li>4 This is a time and expense Professional Services engagement, unless as otherwise noted above exclusive of travel and living expenses. The work to be performed by Streamline Health will require Client assistance. Client shall provide Streamline Health with such time and attention of Client personnel and such access to Client's facilities and the System and shall take such site preparation steps as may be necessary or appropriate to enable Streamline Health to provide the above Professional Services to Client. Client shall make available qualified Client personnel to facilitate Streamline Health's performance of its obligations under this Schedule.</li> </ol>					

**HOSTING SERVICES AGREEMENT SCHEDULE**

**EXHIBIT A  
PROJECT DESCRIPTION**

Fixed Fee Project

1. Streamline Health will export the document metadata from the current Looking Glass<sup>®</sup> Enterprise Content Management (f/k/a AccessAnyWare) system, currently hosted in the Streamline Health Data Center in Atlanta, GA. The exported data will be stored on secure USB drives.
2. The Project is subject to the Project Assumptions as set forth in Exhibit B.
3. Streamline Health will provide assessment data and counts for the Client's new vendor.
4. Services include specification agreement, recording export information for reconciliation, and supporting validation/reconciliation efforts by the Client and/or Client Vendor.
5. Services also include weekly status discussions and ad-hoc meetings.
6. Streamline Health will provide samples, updated specifications, and one delivery of data.
7. Size of the data is expected to be 1 drive with all the data, estimated < 15GB, unless Streamline Health is required to extract both datasets separately.
8. Client is required to approve milestones to progress the project. The milestones are below:

<b>Milestone</b>	<b>Approval Purpose</b>
Specifications for the Extract Format	Provides agreement on format prior to development efforts.
Samples Provided by STRM	Major deliverable, based on approved specifications
Samples Accepted by CVS/Vendor	Acceptance allows the process to activate
Drive Delivered to CVS/Vendor	Data is delivered

Time & Materials Project

1. Streamline Health will provide incremental gaps as requested by Client after the one delivery, using the T&M hours. Streamline Health will support the transition from the Looking Glass<sup>®</sup> ECM application to the new application, up through the estimated 50 hours. If more time is required, Streamline Health will present a change order to Client.

## HOSTING SERVICES AGREEMENT SCHEDULE

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### EXHIBIT B PROJECT ASSUMPTIONS

#### **Timeline**

1. Project duration ends when either the Client fully terminates with Streamline Health or when the T&M hours are completely used, whichever is first.
2. It is assumed that the sample data will take 2 weeks to provide from the completion of Project Charter.
3. The timing of the data extracts would be memorialized in the Project Charter.

#### **Charter and Milestones**

4. Streamline Health will initiate the Project Charter to be approved by Streamline Health and Client. The Project Charter requires approval prior to the Streamline Health assignment of project resources.
5. Streamline Health will initiate a Milestone Approval Process to move through the project phases. Client and Streamline Health will approve each Milestone prior to moving into the next Milestone.

#### **Project Team**

6. Client agrees to assign one project team to support the project.

#### **Hardware and Installation**

7. Client agrees to purchase the requisite encrypted USB drives to transfer PHI from the Atlanta, GA based Data Center to the Columbus, OH facility. **Such encrypted USB drives are provided on an AS-IS basis, and Streamline Health disclaims all warranties, express or implied.** Streamline Health agrees that any manufacturer warranties covering such USB drives, to the extent possible, shall be transferred to Client.

#### **Solution(s)**

8. Current state Looking Glass<sup>®</sup> ECM (formerly AccessAnyWare) and Vital View Solutions is assumed.

#### **Acceptance**

9. Client is responsible for gathering all resources and documentation to properly test the Solution and all its processes.
10. Client is responsible for testing and test plans.

## HOSTING SERVICES AGREEMENT SCHEDULE

### EXHIBIT C DATA LAYOUT FOR STREAMLINE DATA EXTRACTIONS FROM VITAL VIEW

#### Vital View – Information Only

Document Type	Type of Document	Export Format	Export File Name
Births	HTML	Ordered DIP - HTML	Births.txt
Deaths	HTML	Ordered DIP - HTML	Deaths.txt
V Cards	HTML	Ordered DIP - HTML	VCards.txt
Visit History	HTML	Ordered DIP - HTML	VisitHistory.txt
Facility	HTML	Ordered DIP - HTML	Facility.txt

#### Vital View – Attachments

Document Type	Type of Document	Export Format	Export File Name
Affidavits	Image Format	Ordered DIP	Affidavits.txt
Supplements	Image Format	Ordered DIP	Supplements.txt
Birth Certificates	Image Format	Ordered DIP	BirthCertificates.txt
Deaths Certificates	Image Format	Ordered DIP	DeathsCertificates.txt

#### Export Format - Ordered DIP – HTML

Records and field values are presented in a specific order in the Import Index file. The DIP process must be configured to identify and process these field values based on the order of the records and field values in the file.

Eg.

**Documet Type|Registration#|State#|Entered/ Scan Date|First Name**

“Births|“8888888888”|“000000”|“01/30/1952”|“James”

“Births|“9999999999”|“111111”|“07/30/1996”|“Peter”

#### Export Format - Ordered DIP

Records and field values are presented in a specific order in the Import Index file. The DIP process must be configured to identify and process these field values based on the order of the records and field values in the file.

Eg.

**Registration#|State#|Entered/ Scan Date|File**

“8888888888”|“000000”|“01/30/1952”|“file1-A.tiff”

“9999999999”|“111111”|“07/30/1996”|“file2-A.tiff”

“9999999999”|“111111”|“07/30/1996”|“file2-B.tiff”

Note:

1. There is a maximum limit of 255 fields in an ordered DIP Index file.
2. Date format mm/dd/yyyy eg. 12/28/1916
3. Field Delimiters – Double Quote (“)
4. Separator – Pipe (|)
5. Entered/ Scan Date will be used as Document date in OnBase
6. Highlighted in red are required
7. Assumption - Registration#|would be the primary key

## HOSTING SERVICES AGREEMENT SCHEDULE 2

### EXHIBIT D: DATA LAYOUT SPECIFICATIONS FOR FROM HYLAND

#### SECTION 1: BIRTH

Document Type	Document Type Group		
Birth Info	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Birth Certificates, Affidavits, Supplements			
Keyword	Keyword Type	Length	Sample
Registration#			
Mother Maiden Name			
Mother Last Name			
Mother First Name			
Mother First Middle Name			
Mother Second Middle Name			
Mother Age			
Mother Zip			
Father Last Name			
Father First Name			
Father First Middle Name			
Father Second Middle Name			
Father Gen			
State#			
Birth Facility			
Child First Name			
Child First Middle			
Child Second Middle			
Child Last Name			
Child Gen			
Child Rank			
Child Sex			
Child Date of Birth			
Child Time of Birth			
Mother Hispanic			
Mother Race			
Mother Place of Birth			
Father Hispanic			
Father Race			
Father Place of Birth			
Census Trac			
Filed			
Filmed			
Prenatal Month Started			
Prenatal Visits			
Prenatal Birthweight			
Prenatal Gestation			
Prenatal Plurality			
Prenatal Complications			
Alert			

Document Type	Document Type Group		
Birth Certificates	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Birth Info			
Keyword	Keyword Type	Length	Sample
Registration#			

Document Type	Document Type Group		
Affidavits	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Death Info, Birth Info			
Keyword	Keyword Type	Length	Sample
Registration#			

Document Type	Document Type Group		
Supplements	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Death Info, Birth Info			
Keyword	Keyword Type	Length	Sample
Registration#			

HOSTING SERVICES AGREEMENT SCHEDULE 2

SECTION 2: DEATH

Document Type	Document Type Group		
Death Info	Columbus Public Health: Vital Statistics		
AutoName String:			
<b>Cross Referencing: Death Certificates, Affidavits, Supplements</b>			
Keyword	Keyword Type	Length	Sample
Registration#			
Decedent First Name			
Decedent Last Name			
Decedent First Middle Name			
Decedent Second Middle Name			
Decedent Gen			
Decedent Sex			
Filed			
Filmed			
Case File #			
Date of Death			
SSN			
Decedent Place of Death			
Death Facility			
Death Residence State			
Death Residence County			
Death Residence Street Number			
Death Residence Dir			
Death Residence Street Name			
Death Residence Type			
Death Residence Suffix			
Death Residence City			
Death Residence Zip			
Death Residence Census Tract			
Death Residence Death in County			
Death Residence Hispanic			
Death Residence Race			
Cause of Death Cause			
Cause of Death Manner			
Cause of Death Indigent			
Cause of Death Source of Doc			
Cause of Death Text			
Disposition Method			
Disposition Other			
Cemetery Name			
Cemetery City			
Cemetery County			
Cemetery State			
Funeral Home Name			
Funeral Home City			
Funeral Home State			
Decedent Date of Birth			
Decedent Age			
Decedent In Armed Forces			

Document Type	Document Type Group		
Death Certificates	Columbus Public Health: Vital Statistics		
AutoName String:			
<b>Cross Referencing: Death Info</b>			
Keyword	Keyword Type	Length	Sample
Registration#			

Document Type	Document Type Group		
Affidavits	Columbus Public Health: Vital Statistics		
AutoName String:			
<b>Cross Referencing: Death Info, Birth Info</b>			
Keyword	Keyword Type	Length	Sample
Registration#			

Document Type	Document Type Group		
Supplements	Columbus Public Health: Vital Statistics		
AutoName String:			
<b>Cross Referencing: Death Info, Birth Info</b>			
Keyword	Keyword Type	Length	Sample
Registration#			



## HOSTING SERVICES AGREEMENT SCHEDULE 2

### SECTION 3: FETAL DEATH

Document Type	Document Type Group		
Fetal Death Info	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Birth Certificates, Affidavits, Supplements			
Keyword	Keyword Type	Length	Sample
Registration#			
Decedent First Name			
Decedent Last Name			
Decedent First Middle Name			
Decedent Second Middle Name			
Decedent Gen			
Decedent Sex			
Mother Maiden Name			
Mother Last Name			
Mother First Name			
Mother First Middle Name			
Mother Second Middle Name			
Mother Age			
Father Last Name			
Father First Name			
Father First Middle Name			
Father Second Middle Name			
Father Gen			
Mother Hispanic			
Mother Race			
Father Hispanic			
Father Race			
Filed			
Filmed			
Case File #			
Date of Death			
SSN			
Decedent Place of Death			
Death Facility			
Death Residence State			
Death Residence County			
Death Residence Street Number			
Death Residence Dir			
Death Residence Street Name			
Death Residence Type			
Death Residence Suffix			
Death Residence City			
Death Residence Zip			
Death Residence Census Tract			
Death Residence Death in County			
Death Residence Hispanic			
Death Residence Race			
Cause of Death Cause			
Cause of Death Manner			
Cause of Death Indigent			
Cause of Death Source of Doc			
Cause of Death Text			
Disposition Method			
Disposition Other			
Cemetery Name			
Cemetery City			
Cemetery County			
Cemetery State			
Funeral Home Name			
Funeral Home City			
Funeral Home State			
Decedent Date of Birth			
Decedent Age			
Decedent In Armed Forces			

Document Type	Document Type Group		
Death Certificates	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Death Info			
Keyword	Keyword Type	Length	Sample
Registration#			

Document Type	Document Type Group		
Affidavits	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Death Info, Birth Info			
Keyword	Keyword Type	Length	Sample
Registration#			

Document Type	Document Type Group		
Supplements	Columbus Public Health: Vital Statistics		
AutoName String:			
Cross Referencing: Death Info, Birth Info			
Keyword	Keyword Type	Length	Sample
Registration#			

**HOSTING SERVICES AGREEMENT SCHEDULE 2**

SECTION 4: VISIT INFO

Document Type	Document Type Group		
Visit Info (Application)	Columbus Public Health: Vital		
AutoName String:			
<b>Cross Referencing:</b>			
Keyword	Keyword	Lengt	Sample
Registration#			
Certificate			
Requester Type			
Request Status			
Request Date			
Reason			
Number of Certificates			
Created By			
Released By			
Request Contact Name			
Billed Amount Balance			
Request Contact Address 1			
Request Contact Address 2			
Request Contact City			
Request Contact State			
Request Contact Zip code			
Request Contact Phone			
Request Contact Fax Number			
Request Contact Email			
Reference Number			
Medical Record Number			
Accounting of Disclosure			
Release Date			
Last Payment Date			
Total Pages Released			
Requester List			
Released Documents Name			
Released Documents Visit			
Request Comments			
Request Comments Author			
Request Comments Date			
Shipping Method			
Shipping Contact Name			
Shipping Contact Address 1			
Request Contact Address 2			
Request Contact City			
Request Contact State			
Request Contact Zip code			

**HOSTING SERVICES AGREEMENT SCHEDULE 2**

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SECTION 5:VCARD

<b>Document Type</b>	<b>Document Type Group</b>		
Vcard Info	Columbus Public Health: Vital Statistics		
AutoName String:			
<b>Cross Referencing:</b>			
<b>Keyword</b>	<b>Keyword Type</b>	<b>Lenat</b>	<b>Sample</b>
Registration#			
Mother Maiden			
Mother Last Name			
Mother First Name			
Mother First Middle			
Mother Second			
Father Last Name			
Father First Name			
Father First Middle			
Father Second			
Father Rank			
Last Filmed			
Aff Date			
Supp Date			
Child First Name			
Child First Middle			
Child Second Middle			
Child Last Name			
Child Rank			
Child Sex			
Child Date of Birth			
Date Issued 1			
Date Issued 2			
Date Issued 3			
Date Issued 4			
Date Issued 5			
Date Issued 6			
Action			
Comment			

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**HOSTING SERVICES AGREEMENT SCHEDULE 2**

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EXHIBIT E  
HYLAND DOCUMENTATION RECEIVED FROM CLIENT FOLLOWS

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services.  
**Hyland**  
Services.Hyland.com  
**OnBase**<sup>®</sup>  
*a Hyland Software solution*

**Database Services**

**Document Extraction Specification**

**Version 1.0**

Document Extraction from Streamline

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1. About this Document

**1.1 Purpose of Document**

The purpose of this document is to present a set of recommendations for the extraction of documents and their corresponding index data from the Streamline Application to facilitate the documents conversion into OnBase.

2. Extraction Recommendations

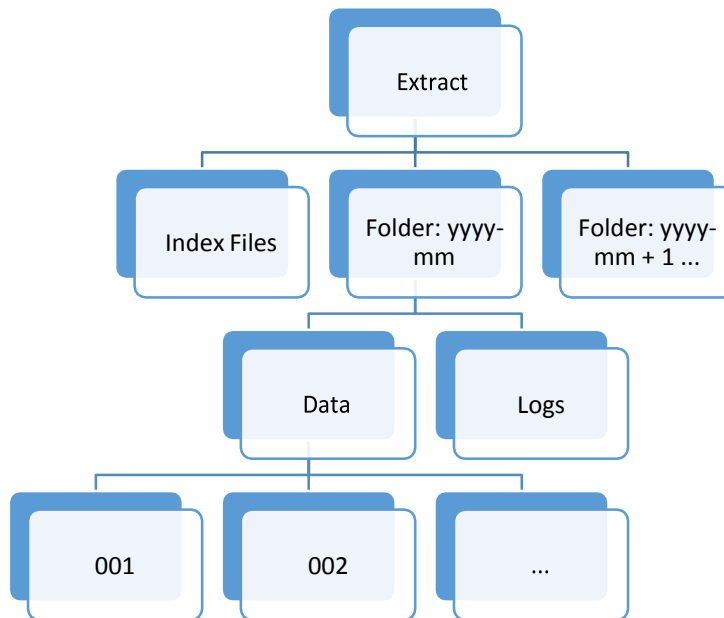
**2.1 Extraction Overview**

Due to the proprietary nature of how documents and their corresponding index data are stored within the Legacy Application, the Customer will be contracting with the Vendor to extract the documents in a format which can be readily understood and viewed by standard viewers. To this end, the Vendor will provide both the image files themselves as well as one or more pipe (‘|’) delimited text files (index files) which contain the index and other data associated with those documents. These index files will then be used by Hyland Software to generate proprietary import files (DIP files) for use with the OnBase Document Import Processor module to load the documents into the Customer’s OnBase solution.

**2.2 Recommended Folder Structure**

In order to allow the documents image files and their corresponding index files to be moved from one server to another or from one share or disk to another, and because the index files will need to include a reference to the file path for each document image file, it will be necessary to use a folder structure which allows for the use of relative paths. This will allow the root folder and all of its children to be moved while still maintaining referential integrity between the documents’ image file(s) and the file paths contained within the index files. In addition, folders containing document image files should contain no more than 10,000 files to allow for efficient browsing and enumeration of the file system.

Please see below for the recommended folder structure:



Using this folder structure will allow the index file(s) located within the Index Files folder to refer to document image files using relative paths that would look like: “../Images/001/12345.tif”.

**2.3 Image File Details**

If possible, all image files for a given document should be stored within the same folder to allow for easy search and retrieval of files from the file system. If the Legacy Application supports document annotations, these annotations must be “burnt-in” to the image file(s) that are extracted such that they are viewable when the file(s) are opened with a standard viewer.

## Document File Extraction Methods:

1. Preferred Methods:
  - a. Multi-Page TIF File:
    - i. All document pages are contained within a single tiff file.
    - ii. Used for all legacy documents which are a single document that contains varying file formats. For example annotation or addendum documents with burned on signatures, highlights, redactions, addendums and annotations that are built from legacy documents of varying file formats.
  - b. Single-Page Image Files:
    - i. Each page of the document is extracted as a separate image file (tif, jpg, bmp, gif, etc.)
    - ii. Used in general for extracted documents
  - c. **NOTE:** Image files must be extracted and stored in an uncompressed and unencrypted fashion such that they are viewable without any need for specialized/proprietary viewers or decompression/decryption utilities associated with the Legacy Application.
2. Non-Preferred Methods:
  - a. One of the following methods may be used if a document cannot be stored as an image file (ex: the source document is a text or COLD document or cannot otherwise be rendered to an image file)
  - b. Text/COLD Documents:
    - i. All pages of the document must be stored within a single file, with pages separated by form feeds. All other form feeds should be removed from the document.
  - c. Other Document Formats:
    - i. If a document cannot be extracted using one of the previous methods, then it should be stored in the file system with the appropriate file extension and all pages should be stored within a single file (ex: Microsoft Word, Microsoft Excel, RTF, etc.).
    - ii. If the document is in a pdf form, only one pdf file containing all the pages is produced per document.
    - iii. No documents will be permitted to have mixed file formats unless they are tiff files. This means no documents that are a combination of two or more distinct file formats. All such documents will be converted to single page or multipage tiff or combined into a single file format by the Vendor.

## 2.4 Index File Details

**Index file(s) will be used to create documents within OnBase and must contain one line per document image file. Therefore, index data that is at the document level (as opposed to the page level) will appear on all lines in the index file that are for that document, and should not change from one line to another (OnBase does not support keyword versioning). Therefore, it is expected that the index field values provided for a document will be for the latest version of the document.**

The index file will contain a list of records separated by a carriage return/line feed. A pipe (|) will separate each column in the record. String values of each field will also be pipe delimited (|). Each line in the text file can be directly linked to each image file in the extraction. The end of the line will not have a pipe delimiter to complete the last field; the carriage return/line feed will act as that delimiter.

**It is understood that there will be documents without some of the fields below. Those documents will be extracted but with the empty field listed as "".**

**Please see below for a list of index fields to include in the index file:**

- **Document Unique ID (document\_id) – The unique identifier for the given document within the Legacy Streamline Application**
- **Legacy Document Type (document\_type\_name) – The document’s document type from the Legacy Application**
- **Document Date/Time (document\_date) – Typically this is the date the document was stored in the Streamline Application. Format: yyyyMMddHHmmss (ex: a date/time value of “9/3/13 1:45:00 PM” would become “20130903134500”)**
- **Document Create Date (document\_create\_date)– The date the document was created (yyyy-mm-dd)**
- **Folder Relative Path (file\_path) – The relative path to the folder from the root which contains the document’s image file(s) (ex: “./extract/2014-01/Data/001/”). If each document page is stored as a separate**



image file, then each page of the document should have a corresponding line in the index file. DO NOT list multiple image files on a single line of the index file. If the document is stored in a single file, then the document should only have one line in the index file.

- **Filename – The image file name (ex: “12345.tif”)**
  - The filename will include the file extension will indicate the correct file format
- **Page Number (page\_number)- This is only needed if each page of the document is stored as a separate image file. (Ex: “1”). In the case of Streamline only the Extracts will require this field.**
- **All available index/metadata fields associated with the document (ex: patient demographics, encounter/visit information, account information, etc.)**
  - **Account Number**
  - **Facility - TBD**
  - **External ID**
  - **Medical Record Number (medical\_record\_number)**
  - **Patient Last Name - TBD**
  - **Patient First Name - TBD**
  - **Patient Date of Birth (birth\_date) (yyyy-mm-dd) - TBD**

## **2.5 Document Data Details**

The Vendor will provide index files and guarantee that the documents are not overlapping or redundant in different or the same index file. It is the responsibility of the vendor to simply deliver exactly one page set per each document in existence in the Streamline application. Hyland will read the index files and for each legacy document ID provided have exactly one OnBase document. Multiple documents with the same document ID will be determined to be erroneous and filtered out of the conversion as a ‘Duplicate Document’ exclusion. Multiple documents with the same Document ID in the same index file will be flagged as a ‘Duplicate Page Number’ exclusion, only if the page numbers overlap. If the page numbers are contiguous it will be assumed to all be the same document.

## **2.6 Report on Extraction Details**

The Vendor will provide reports per index file counting documents and pages per document type extracted and exported. The vendor will provide reports counting documents and pages, by month, in the legacy system. These counts will prove that every document in the Legacy System has been placed in index files, or accounted for in an exception process. If all documents are not extracted, the Vendor will generate an exception listing of each document with available metadata as listed in section 2.4. The customer will need to validate the exceptions as legitimate issues warranting the lack of extract of the corresponding document.

The Vendor will provide reports for samples produced so that Hyland can ascertain that reasonable reporting can be provided per document type per year from the production extracts.

## **2.7 Extraction for Production Details**

The Vendor will provide extracted documents and index files ‘newest first’. A cutoff date prior to which Streamline documents do not change will be decided upon. That date and going back will be the highest priority for extraction.

## **3. Sample Preparation Recommendations**

The Vendor will provide index and image files for the samples as soon as possible.

### **3.1 Initial Test and Configuration Test file**

In order to verify configuration an initial test file will be provided by the Vendor. This test file will contain documents with the following guideline; one of every document type and one example of every file format. It will be used to prove the Vendor to Hyland interface is functional for some specific document types. The test file will be used to verify column structure and index file contents and file format processing. It will also use the intended image file relative path.

### **3.2 Sample Configuration file**

The test file will be used by the end users to verify the complete extract or export, transform and load process that will result in documents in the OnBase system.

### **3.3 Sample Test Patients file**

In order to verify configuration of the solution the vendor will provide a sample file containing all documents in the Legacy System for five (5) specific Medical Record Numbers. The sample will prove to the end users that all documents from the Legacy System are being imported properly for specific patients and appearing within the patient viewer interface appropriately. The Customer will choose the Medical Record Numbers and provide the Vendor with these in a timely manner.

#### **4. Production Preparation Recommendations**

The vendor will provide index and image files for production only once the samples have been approved by the customer.

##### **4.1 Production Priority for provided documents**

The vendor will deliver one set of index files for the production run and a second set of index files for the delta run. Each set will be delivered to the customer for review as it is produced successfully by the vendor.