

**AMENDMENT NO. 1 TO THE 2019 AGREEMENT  
BETWEEN  
THE CITY OF COLUMBIA, MISSOURI,  
AND  
PATAGONIA HEALTH INC.**

This Amendment No. 1 to the 2019 Agreement is made as of the date of the last signatory noted below, between the **CITY OF COLUMBIA** ("CITY"), and **PATAGONIA HEALTH, INC.**, ("PATAGONIA").

**RECITALS**

- A. WHEREAS, on July 16, 2019, CITY and PATAGONIA entered into an Agreement ("2019 Agreement") related to the CITY's use of PATAGONIA's electronic medical record/practice management system and related services; and
- B. WHEREAS, the Parties hereto desire to formally amend the 2019 Agreement with this First Amendment (hereinafter "FIRST AMENDMENT") and desire to be bound by the terms contained in the 2019 Agreement as amended by this First Amendment to the 2019 Agreement.

**AMENDMENT**

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the parties, it is agreed to amend the 2019 Agreement, as follows:

- 1. The additional data migration services outlined in Exhibit A, "Patagonia Health Uploading Documents Via FTP.pdf" are hereby added to the agreement.
- 2. CITY shall pay PATAGONIA five thousand five hundred dollars (\$5,500.00) for the additional data migration services, invoiced upon Amendment execution.
- 3. This Amendment includes the following exhibits, which are incorporated herein by reference:  
  
Exhibit A      Patagonia Health Uploading Documents Via FTP.pdf
- 4. All other terms of the 2019 Agreement shall remain unchanged and in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have duly executed this FIRST AMENDMENT on the day and year last written below.

CITY OF COLUMBIA, MISSOURI

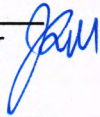
By: \_\_\_\_\_  
John Glascock, City Manager

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor 

By: \_\_\_\_\_  
Matthew Lue, Finance Director

CERTIFICATION: I, hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, **Account Number 11003310-504990, 11003311-504990, 11003312-504990, 11003313-504990 (each account in the amount of \$1375.00)** and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

PATAGONIA HEALTH, INC.

By: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



*PatagoniaHealth*



**Patagonia Health**  
**Uploading Documents Via FTP**

Abhi Muthiyan

**Contact:**

Abhi Muthiyan

[abhi@patagoniahealth.com](mailto:abhi@patagoniahealth.com)

919-649-6465

## 1. Introduction

Document describes the process for uploading documents and linking them to patients in Patagonia Health EHR. Documents are usually scanned in bulk, categorized and then uploaded into Patagonia Health server in batches.

## 2. Process Details

- a. Documents are uploaded to the FTP server. This can be done anytime during the day
- b. Uploaded files will be processed over the weekend
- c. Each new file name is parsed
- d. Based on the file name, the document is then associated with the correct patient and category or document type
- e. Any file names that don't match patient MRN will not be uploaded to EHR.

### ***File Name Rules***

Please create and upload file names with the following format:

LHDName\_Lastname\_Firstname\_Middlename\_MRN\_DOB<MMDDYYYY>\_Category.pdf

**LHDName** is the practice name or Local Health Department. A string for Patagonia Health to identify the correct health department this file is coming from

**Lastname, Firstname and Middlename** of patient. If middle name for patient is not available, put in the first name. Something for the parsing engine to match.

**MRN** is the patient Medical Record Number. This value must match the MRN entered for the patient in Patagonia Health Patient Details.

**DOB** Patient date of birth specified in MMDDYYYY format

**Category** is the document type or a bin inside Patagonia Health.

For example:

DareCounty\_DOE\_JANE\_SUSAN\_ABC1234\_03211990\_Labs.PDF

This document name is for Dare County health department.

Regular expression to match the incoming document name

`([A-Z]*)([A-ZA-z0-9\-\s+]*)([A-ZA-z0-9\-\s+]*)([A-ZA-z0-9\-\s+\.]*)([A-ZA-z0-9\-\s+]*)([A-ZA-z0-9\-\s+]*)([A-ZA-z0-9\-\s+;]*).PDF`

Feel free to use this regex in verifying the file name you create.

## Multiple documents in one category or bin

When the same patient has multiple files in the same category, append a number to the name, as follows

```
LHDName_Lastname_Firstname_Middlename_MRN_DOB<MMDDYYYY>_Category+1.pdf
```

Example document names

```
DareCounty_DOE_JANE_SUSAN_ABC1234_03211990_Labs.PDF
```

```
DareCounty_DOE_JANE_SUSAN_ABC1234_03211990_Labs+1.PDF
```

```
DareCounty_DOE_JANE_SUSAN_ABC1234_03211990_Labs+2.PDF
```

The digits +1 are used to identify different documents.

Matching will follow these rules:

- If MRN matches, associate with that patient record
- MRN is the preferred matching mechanism.
- If MRN does not match: try to match First name, last name, DOB
- If nothing matches, document is not uploaded.

## String criteria

### Lastname, Firstname and Middlename:

Remove any "\_" from patient names. Replace them with "-".

### Category

On Category name string, replace "/" with ";". Often categories are named "Outside referrals/renewals". The OS will not let allow file name with "/" or "\". Call it "Outside referrals;renewals".

## Supported File types

Patagonia Health supports PDF, JPG and PNG types by default. The documents are viewed inside the browser through a PDF viewer or native image viewer.

Additional document types, like multi-page TIFF, could be supported. They will need additional browser plugins. Customers are responsible for installing and maintaining these plugins.

## 3. Document Scanning Recommendations

- Scan in low resolution to minimize document size. 150 DPI is usually sufficient to view documents on a computer screen
- Disable OCR, minimizes document size
- Limit file size to about 10 Mb. Larger files are slow to load in the EHR making it difficult for the end user for viewing.

#### **4. FTP Details**

All files will be ftped to server [documentftp.patagoniaemr.com:45340](ftp://documentftp.patagoniaemr.com:45340). Credentials for FTP to be shared later.