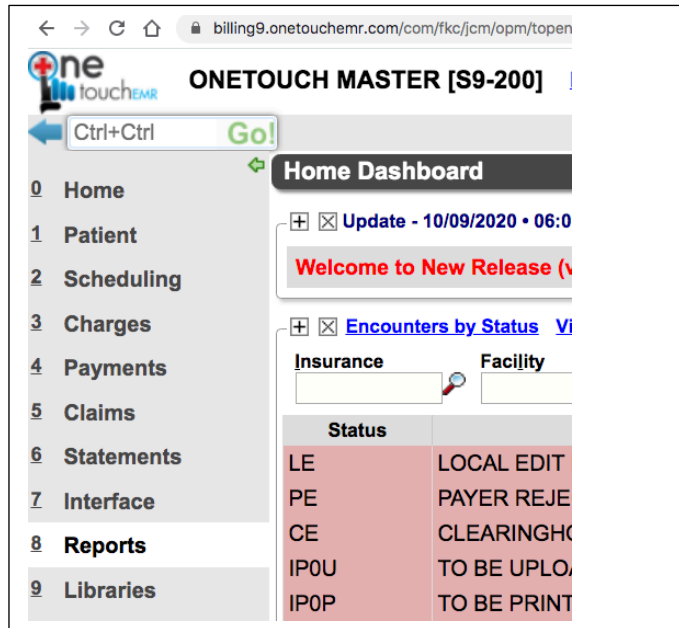
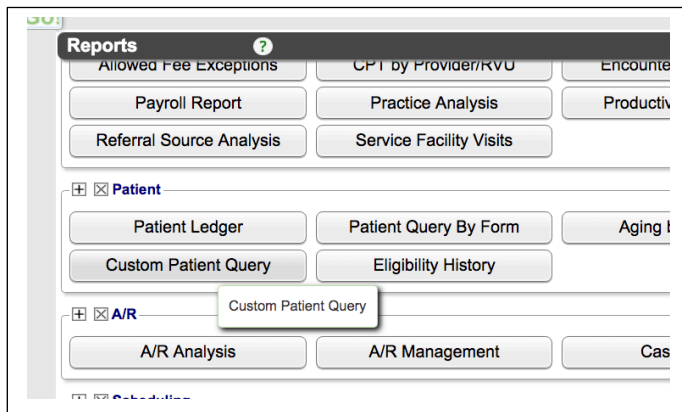


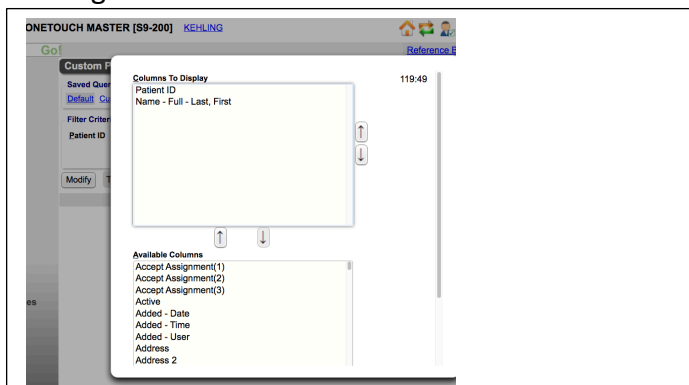
Step 1. Log into the system and from the menu bar on the side, select “Reports”.



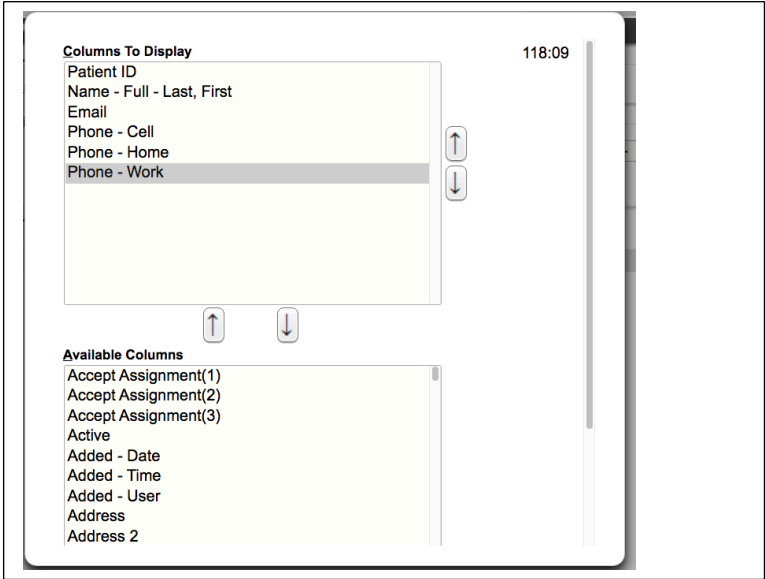
Step 2. Once in the “Reports” area, select “Custom Patient Query”



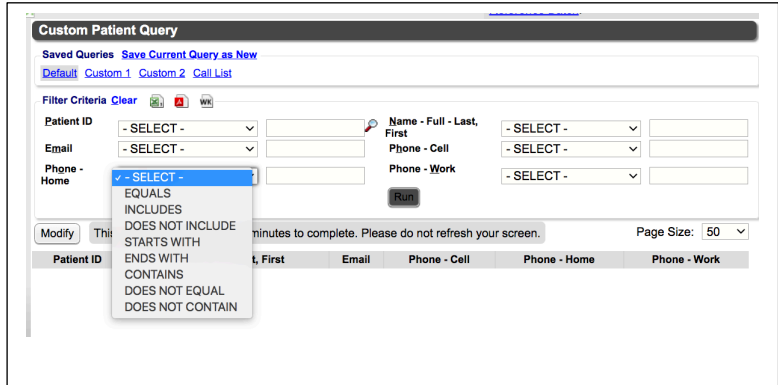
Step 3. Click on the “Modify” button. This opens up a dialog box which allows you to begin selecting the desired criteria.



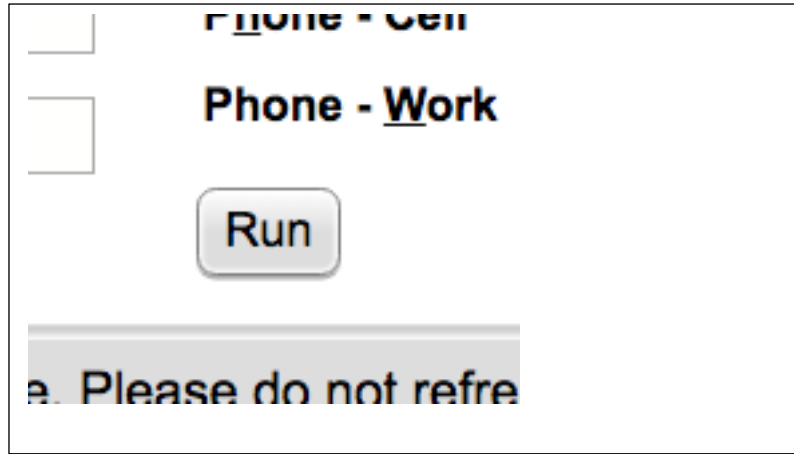
Step 4. Once you've selected the desired criteria, you may then sort them in the desired order.



Step 5. From the main screen, you may now drill down further into the various criteria. If you wish to see "ALL" records, simply leave these boxes blank.



Step 6. Press the "Run" Button



Step 7. You will now see your results.

Modify This Report may take several minutes to complete. Please do not refresh your screen. xt Page Size: 50 1-50 of 9962




Patient ID	Name - Full - Last, First	Email	Phone - Cell	Phone - Home	Phone - Work
1	NELSON, DEBRA A		330-923-8777	330-834-8909	330-833-2206
2	MITCHELL, STEPHANIE D	kydukefan24@gmail.com	330-232-6088	330-833-2714	330-833-2203
3	CARTER, AMANDA L		330-	330-831-6944	330-833-2201
4	GONZALEZ, MARTHA M		330-	330-547-7493	330-836-3196
6	PEREZ, CAROLYN L		330-	330-532-7994	330-533-9299
7	ROBERTS, CHRISTINE L		330-	330-694-4354	
8	TURNER, MARIE L		330-369-2798	330-369-4266	330-836-3196
9	PHILLIPS, JANET M		330-	330-922-9454	330-836-3196
10	CAMPBELL, CATHERINE L		330-	330-465-2093	330-836-3196
11	PARKER, FRANCES M		330-	330-923-8219	330-836-3196

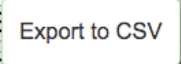
Step 8. At the top of the screen you will have the option to save/export as an Excel spreadsheet, a PDF file, or assign it to a worklist within the system.

Custom Patient Query

Saved Queries [Save Current Query as New](#)

[Default](#) [Custom 1](#) [Custom 2](#) [Call List](#)

Filter Criteria [Clear](#)   

Patient ID - SELECT - 

Email - SELECT -

Phone - Home - SELECT -

You may now “Save Current Query as New” and name your query which allows you to run the same report in the future without having to create a new query each time.