

## Practice EHR User Guide:

How to Run a Patient Communication Report



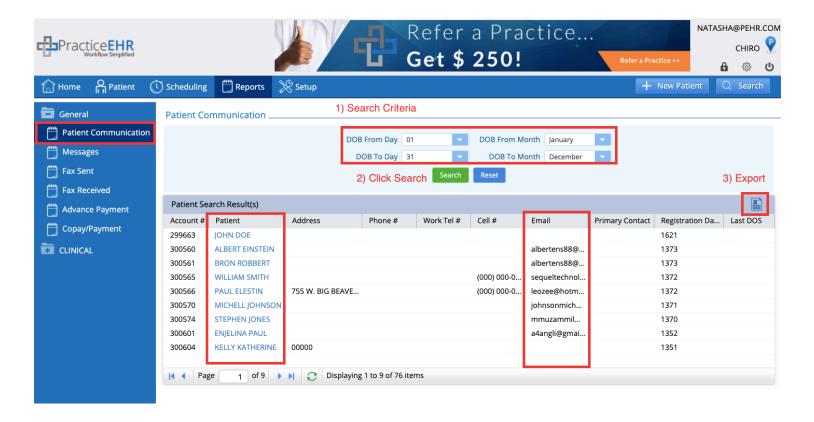
## Run a Patient Communication report in three easy steps!

The Patient Communication report is used to generate lists of patients by date of birth for outreach purposes. This report enables users to access and export a list of patient contact information such as address, phone numbers and email.

To run a Patient Communication report and export your list, go to the Patient Communication report under the Reports tab.

- 1. Enter search criteria.
- 2. Click the Search button.
- 3. Click the Export button.

\*Note: To pull your entire patient list enter 01 January to 31 December in the search criteria.





## Thank You

If you run into any issues as you go through these steps, our support team is happy to help. Please visit our Support Center to submit a support ticket should you need assistance.