

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.*

1) Search Criteria

DOB From Day: 01 | DOB From Month: January
 DOB To Day: 31 | DOB To Month: December

2) Click Search [Search] [Reset]

3) Export [Export]

Patient Search Result(s)

Account #	Patient	Address	Phone #	Work Tel #	Cell #	Email	Primary Contact	Registration Da...	Last DOS
299663	JOHN DOE							1621	
300560	ALBERT EINSTEIN					albertens88@...		1373	
300561	BRON ROBBERT					albertens88@...		1373	
300565	WILLIAM SMITH				(000) 000-0...	sequeltechnol...		1372	
300566	PAUL ELESTIN	755 W. BIG BEAVE...			(000) 000-0...	leozee@hotm...		1372	
300570	MICHELL JOHNSON					johnsonmich...		1371	
300574	STEPHEN JONES					mmuzammil...		1370	
300601	ENJELINA PAUL					a4angli@gmai...		1352	
300604	KELLY KATHERINE	00000						1351	

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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.