

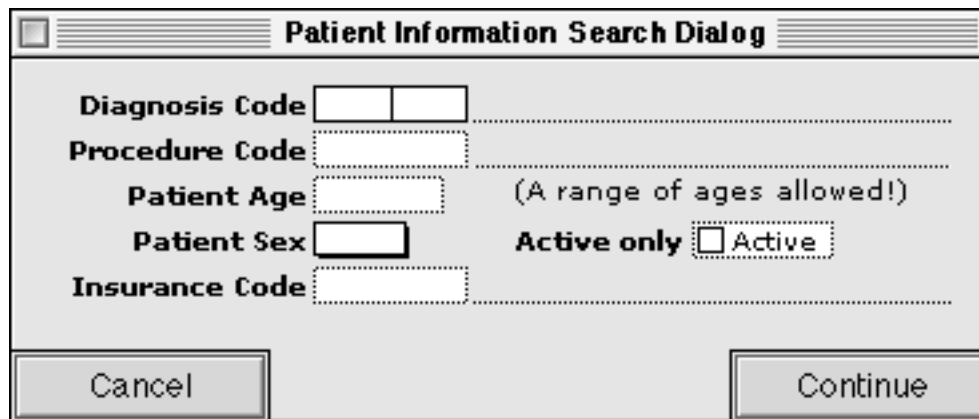
How do I...

Send a form letter¹ to patients with a particular...

Insurance/Diagnosis/Procedure/Age/Gender

From the Patients main menu screen, click on custom find list. This will take you to a list view screen.

On this screen, there will be a button . Click to be taken to a specialized find screen.



The image shows a dialog box titled "Patient Information Search Dialog". It contains several input fields: "Diagnosis Code" (two separate boxes), "Procedure Code" (one box), "Patient Age" (one box) with the text "(A range of ages allowed!)" to its right, "Patient Sex" (one box), and "Insurance Code" (one box). There is also a checkbox labeled "Active only" with an "Active" label next to it. At the bottom of the dialog are two buttons: "Cancel" on the left and "Continue" on the right.

This is where you select which patients you want. Fill in whatever criteria you wish to use to search for patients. **Diagnoses**, **Procedures**, and **Ages** will allow you to enter a range².

After you have entered your search values, click **Continue**. It will perform the find and take you back to your list view screen with all the patients that meet your criteria.

Any patients that you want to omit from your list, click **Omit**.

If you want to manually narrow the list further (or combine multiple find results) click



the **Flag** field. The patients you **Flag** can be re-found later by clicking



on the **Find All Flags** button.



Once you have gotten a satisfactory patient list, click on the **Export to**

Forms button.

You will be taken to the **Forms** module. From here you can print your "form" with that list of patients. **Be careful** - if you re-do the **Export to Forms**, you may end up with multiple copies of the same patient.

¹ For the letters here, the form letters are created in the FORMS module and all instructions involve exporting from PATIENTS to FORMS. Detailed instructions on modifying FORMS can be found elsewhere.

² A range is entered by putting in the first value, an elipsis (...), and the final value. **Do not** put any spaces in your search range. For example, you want to find all patients with a diagnosis between 296 and 297. In the **Diagnosis** field enter 296...297.