

How do I...

Print a batch of patient labels/postcards/etc...

Find the Patients whose addresses you want to print

Go to the Data/Summary screen in the Patients module. If you want to use ALL the patients, click SHOW ALL and then LIST. On the list view screen click on the **Export to Forms** button.

If you want to send a specific group of patients, go to the Data/Summary screen in the Patients module. Click on the little magnifying glass in the Patient ID box and the screen will be dropped into find mode.

For **Active** Patients, select **Active** in **Status** and hit your **enter** key. This also works for **Inactive**, **Deceased**, or any other status.

For a specific gender, select **Male** or **Female**.

For a specific age, fill it in the **Age** box. For a range of ages, fill in the younger age, an elipsis, and the older age. For example from 18 to 25 would be entered 18...25

For any other field, just enter your search criteria. For ranges, put in first value, elipsis and second value (see exaple for age range).

If you want to send to several groups of patients, like Males 18-24 and Females 20-35.

Find one group and you'll be taken to the list view screen with all the patients that meet your criteria. Any patients that you want to omit from your list, click **Omit**. The ones you want to keep click **Flag** (or click the checked box at the top of the column to select all).



Find the next group and omit/flag as desired.

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.

From the **Forms** module you can print labels, postcards, form letters (which are identical for every patient), etc.