

Practix - Patient Demographic Summary

Using the Reporting function in PractiX you can create several helpful reports in regards to Patient Demographics. To do this, follow these steps:

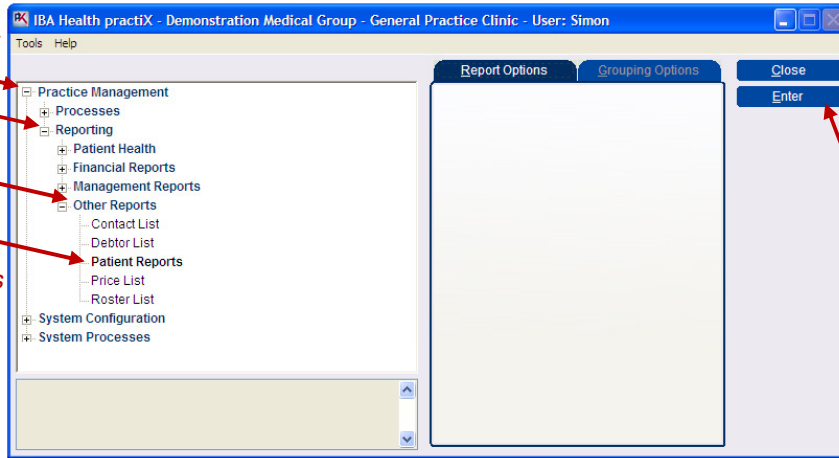
1. From the main menu, choose *Administration*. This will bring the following window up, click *Practice Management, Reporting, Other Reports*, and finally *Patient Reports*. Then click the *Enter* button.

First, click
Practice Management

Then, click
Reporting

Then, click
Other Reports

Then, click
Patient Reports



Finally, click
Enter

2. After clicking on the *Patient Demographics* tab. If you need to search for all deceased patients, merely put the date range from say 01/01/1970 to today's date in the *Deceased from range*, and that will show all deceased patients in your database.

The screenshot shows the "Patient Details" window in the software. The window title is "Patient Details". The "Report Heading" is "Patient Report - CIM". The "Patient Demographics" tab is selected and circled in red. The form contains the following fields and options:

- Report Heading: Patient Report - CIM
- Result Sets: Patient Demographics (circled in red)
- Clinical
- Service / Invoice
- Output Options
- Patient Number from: [] to []
- File Number options: Search on numeric values only, Search on mixed values
- File Number from: [] to [] for site: []
- Patient Name from: [] to: []
- Date of Birth from: [] to: []
- Age (years) from: [] to: []
- Sex: []
- Postcode from: [] to: []
- Athlete: []
- Privacy Consent: []
- Default Debtor: []
- Ethnicity: []
- Marital Status: []
- Usual Provider: []
- Classification: []
- Health Fund: []
- Referring Doctor: []
- Deceased from: [] to: [] (circled in red)

Please use the Tab key to move between fields.

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- When you have made all of the selections you wish, click on the *Output Options* tab. You have several choices here like displaying the Patient count to screen, Exporting to an Excel spreadsheet, Printing Patient Address Labels, or even choose to have the selected patients made Inactive. Once you are finished, press *Process*.

Report Heading: Patient Report - MAT

Close

Result Sets | Patient Demographics | Clinical | Service / Invoice | **Output Options**

Please tick the types of output required.

- Patient count to screen
- Patient List (Basic Information)
- Patient List (Extended Information)
- Patient List (Condensed Information)
- Output to Excel spreadsheet format (.XLS)
Enter output file name below:
c:\msp\templ\output.xls
- Output data to Mail Merge database (.CSV)
Enter output file name below:
c:\msp\templ\output.csv
- Print Patient Address Labels
- Save Result Set for later use

Processing Options

- Limit processing to patients who have given consent
- Exclude deceased patients from processing
- Exclude in-active patients from processing

Print UR Number for site
This Site

Update Options

- Change patient's classification to:
- Change patient's to inactive
- Change patient's privacy consent status to:

Process

Please use the Tab key to move between fields.

Finally, click *Process* when complete

To find the number of inactive patients click the *Exclude deceased* patients box only.

Report Heading: Patient Report - MAT

Close

Result Sets | Patient Demographics | Clinical | Service / Invoice | **Output Options**

Please tick the types of output required.

- Patient count to screen
- Patient List (Basic Information)
- Patient List (Extended Information)
- Patient List (Condensed Information)
- Output to Excel spreadsheet format (.XLS)
Enter output file name below:
c:\msp\templ\output.xls
- Output data to Mail Merge database (.CSV)
Enter output file name below:
c:\msp\templ\output.csv
- Print Patient Address Labels
- Save Result Set for later use

Processing Options

- Limit processing to patients who have given consent
- Exclude deceased patients from processing
- Exclude in-active patients from processing

Print UR Number for site
This Site

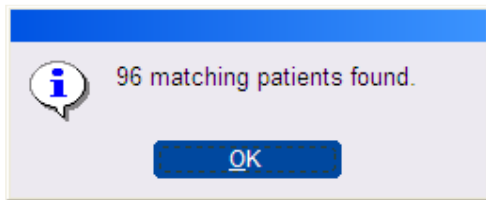
Update Options

- Change patient's classification to:
- Change patient's to inactive
- Change patient's privacy consent status to:

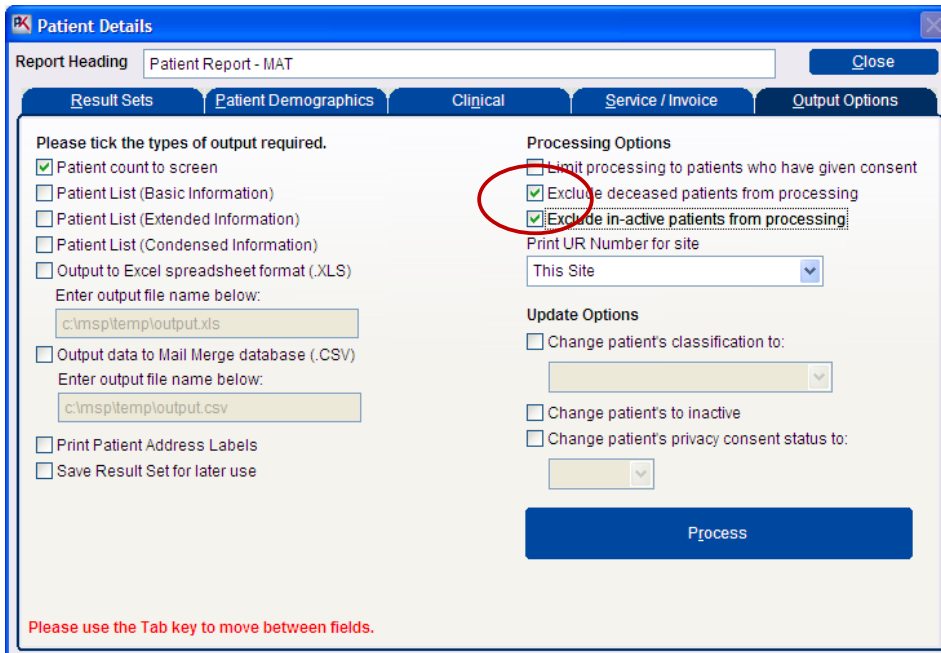
Process

Please use the Tab key to move between fields.

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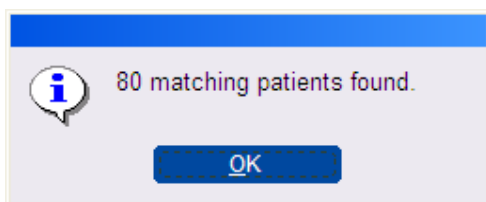
This is the number of active and inactive patients.
Then find the number of active patients by clicking both boxes.



The "Patient Details" window is shown with the "Patient Demographics" tab selected. The "Processing Options" section is highlighted with a red circle. The options are:

- Limit processing to patients who have given consent
- Exclude deceased patients from processing
- Exclude in-active patients from processing

Below these options is a dropdown menu for "Print UR Number for site" set to "This Site". There are also "Update Options" for changing patient classification and privacy consent status, and a "Process" button at the bottom.



Subtract the 2 results to find no of inactive patients

This document has been created by SEA-GP (Brisbane) using screen shots and content from the Practix Program.
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