

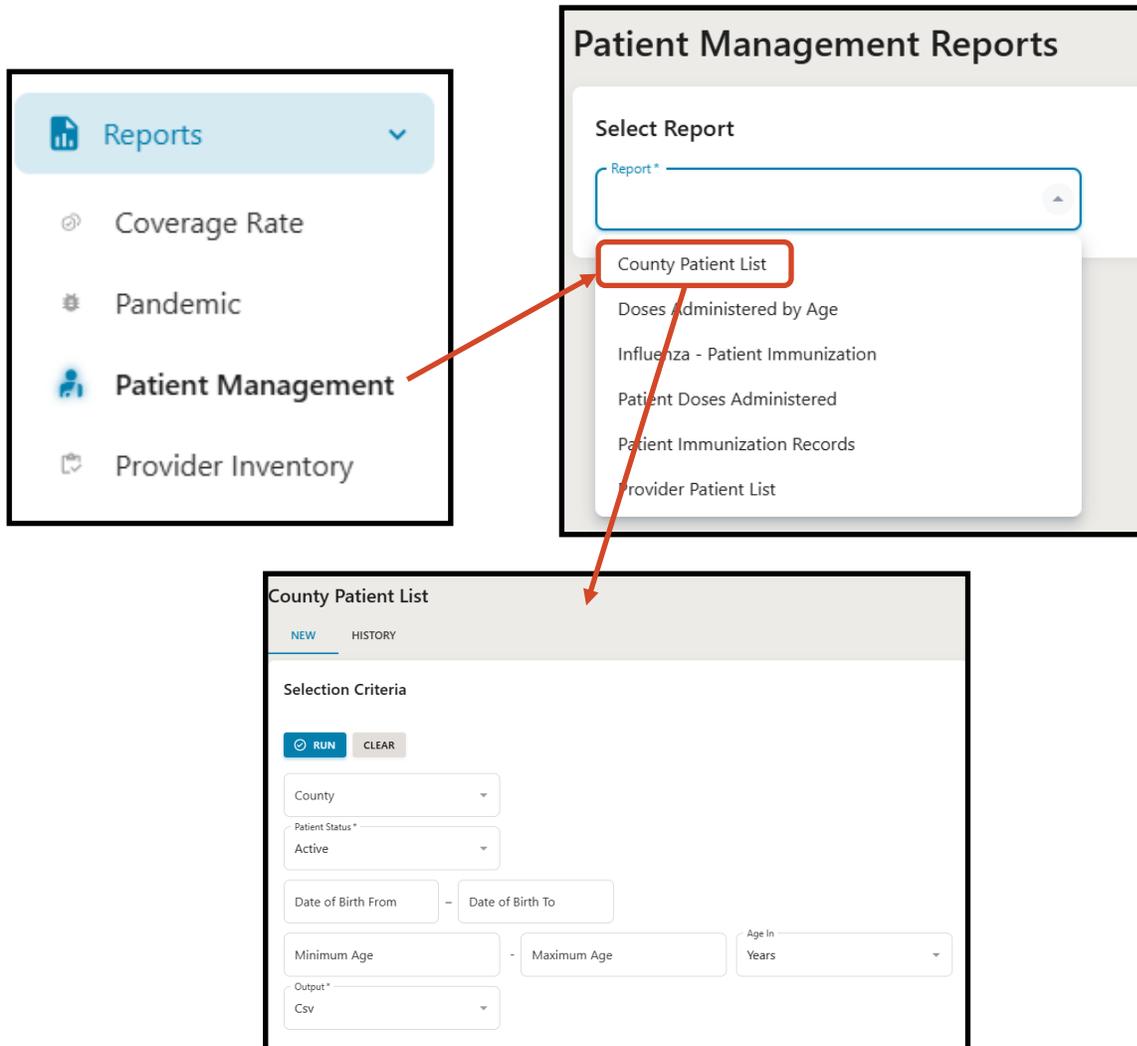
## County Patient List Report

### Getting Started

Local Public Health Unit users are able to run the County Patient List report to generate a list of patients in the NDIIS with an address in the selected North Dakota county. This report is generated based on the patient's county of residence, not their last provider visited.

### How to Run a County Patient List Report:

1.) To access this report, select the **'Patient Management'** category in the **Reports** drop-down, then select **'County Patient List'** in the **'Select Report'** drop-down. The report will open to **Selection Criteria** page.



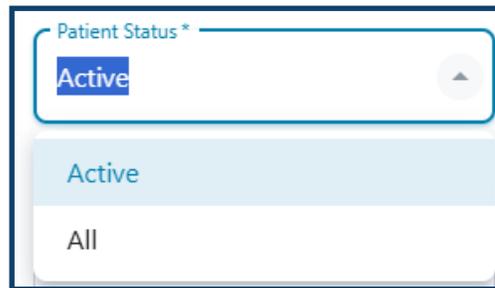
The image shows three screenshots illustrating the steps to run a County Patient List report:

- Top Left:** A 'Reports' dropdown menu with 'Patient Management' selected.
- Top Right:** A 'Patient Management Reports' panel with a 'Select Report' dropdown menu. 'County Patient List' is highlighted in a red box.
- Bottom:** The 'County Patient List' report page, showing the 'Selection Criteria' section with fields for County, Patient Status (Active), Date of Birth (From/To), Minimum/Maximum Age, and Output (Csv).

3.) Select your county by opening the **County** drop-down and clicking the checkbox next to your county. More than one county may be selected.

4.) Select the **Patient Status** you want the report to show.

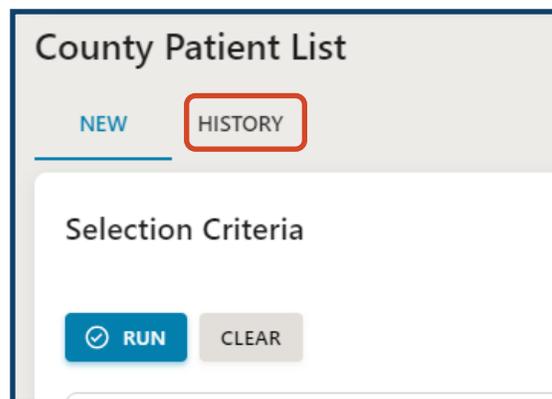
⇒ The report can be run to include only 'Active' patients (i.e., patients that have an active MOGE status) or all clients. If running for all patients, active patients as well as those who have had their MOGE status set to 'Outside of Jurisdiction' or 'Unknown'.



5.) Enter either the minimum or maximum age (in years or months) or a birthdate range for the age group of patients you want included in the report.

6.) Click **Run** to run the report

7.)The completed report and all previous reports can be viewed from the report **History** tab.



*The completed County Patient List report lists all patients that live in the selected county and are within the indicated age/birthdate range. The list of patients is organized in alphabetical order by last name and then first name, and includes patient name, birthdate, last vaccination date, last provider visited, and NDIIS MOGE status.*