

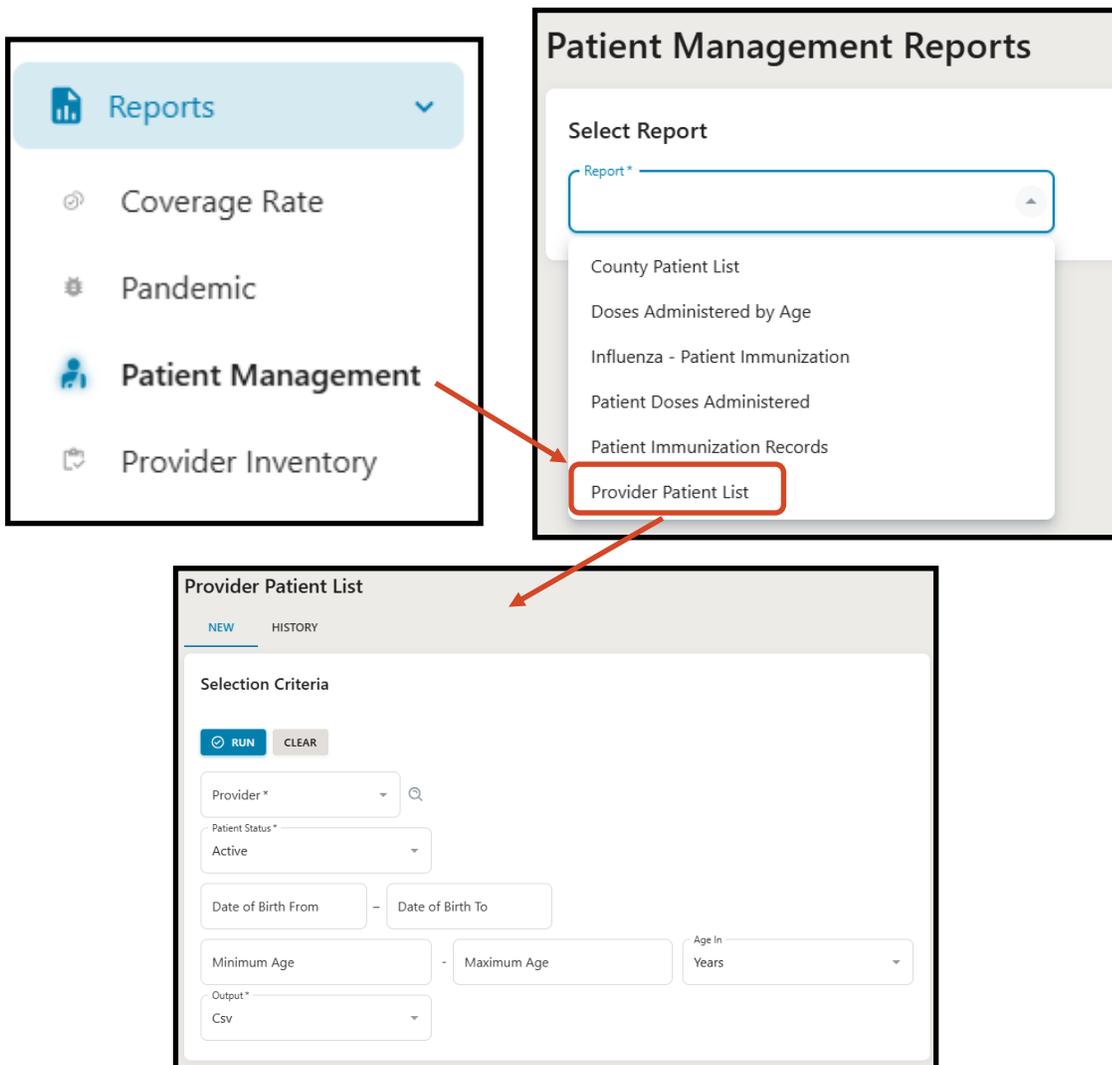
## Provider Patient List Report

### Getting Started

Users are able to run the Provider Patient List report to generate a list of all patients in the NDIIS that belong to their provider site. Patients are considered part of a provider's patient population based on the patient last provider visited excluding influenza and COVID19.

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

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

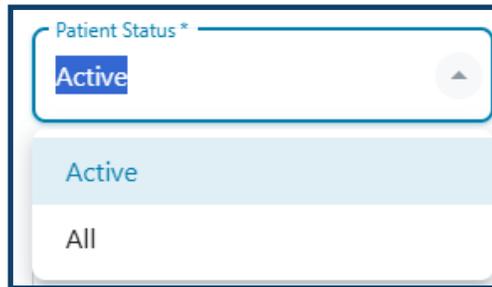


The image shows a three-step navigation process in the NDIIS system:

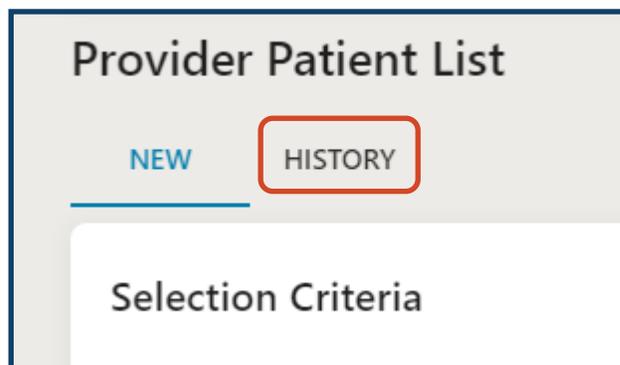
- Reports Menu:** A sidebar menu with a 'Reports' dropdown. The 'Patient Management' option is highlighted with a red box and an arrow pointing to the next step.
- Patient Management Reports:** A dropdown menu showing various report options. 'Provider Patient List' is highlighted with a red box and an arrow pointing to the final step.
- Provider Patient List Selection Criteria:** A form with fields for 'Provider \*', 'Patient Status \*' (set to 'Active'), 'Date of Birth From' and 'To', 'Minimum Age' and 'Maximum Age', 'Age In Years' (set to 'Years'), and 'Output \*' (set to 'Csv'). There are 'RUN' and 'CLEAR' buttons at the top.

- 2.) Select your Provider from the **Provider** drop-down.
- 3.) Select the **Patient Status** you want the report to use when identifying patients to include.

⇒ The report can be run to include only 'Active' patients (i.e., clients that have an active MOGE status) or 'All' clients. If running for all patients, the report will include active patients as well as patients with a MOGE status of 'Outside of Jurisdiction' or 'Unknown'.



- 4.) 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.
- 5.) Click **Run** to run the report.
- 6.) The completed report and all other reports of that type can be viewed in the **History** tab.



*The completed provider patient list report lists all patients within the indicated age group/birthdate range that belong to the selected provider site. Patients are counted as part of the provider's patient population if the selected provider was the last provider to enter a non-influenza/non-COVID19 immunization in the patient's NDIIS record. The list of patients is organized in alphabetical order by last name, and then first name, and includes the patient's full name, birthdate, last vaccination date, and NDIIS MOGE status.*