

## Web-Enabled and Non-Web-Enabled Patient List

## Web-Enabled Patient list:

To provide post-visit patient education, you will need to know which patients were web-enabled. The following steps will illustrate how to create this list.

- R 1. In the right chart panel, click **'Registry'** and then click 'Registry 2. In the Registry, click on the 'Encounters' Tab 💩 Registry 🗸 Demographics Vitals Labs/DI/Procedure ICD CPT RX Chief Complaints Medical History Imm/T.in Structured Data Report Date Range 05/04/2020 55 فت То 05/05/2020 3. Enter the Date Rage Appt. Provider Nwosu,lkechukwu 🗙 - 12 Next, select the Provider 4. Visit Type Enter Visit Type -🖉 Show Office Visits Only 5. Select 'Show Office Visits Only' Save Queries Run Subset (Not) Run Subset Click 'Run New' and you will see a list of patients. 6. 7. Click on the 'Demographics' Tab 🔕 Registry 🗸 ographics Vitals Labs/DI/Procedure ICD CPT RX Chief Complaints Medical History Imm/T.inj Encounters Structured Data Rep 8. Next, click the 'Select' drop-down menu and select 'Web enabled'. Labs/DVProcedure ICD CPT RX Chief Co E M Select Web Enabled Age Range • Sex Both Save Queries Run Subset (Not) Run Subset and you will see a list of web-enabled 9. Click 'Run Subset' patients.
- 10. At the bottom of the page, click the drop down menu next to **'No. of Result'** and select **'2500'** No. of Result 2500 v oral Counts: 0 Prev Page 1 of 1 Next
- 11. Go to the middle of the Registry page and click **'Copy'**, then click **'CSV.'** An excel document will open with the list of web-enabled patients for the provider searched.





## Non-Web-Enabled Patient List:

enabled patients.

You will need a list of non-web-enabled patients **every 48 Hours** to make sure that they are web-enabled. The following steps will illustrate how to create this list.

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_	Visit Type
5.	Select 'Show Office Visits Only'
6.	Click <b>'Run New'</b> Save Queries Run Subset (Not) Run Subset Run New and you will see a list of patients.
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7.	Click on the <b>'Demographics'</b> Tab
	🔕 Registry -
	Demographics Vitals Labs/DI/Procedure ICD CPT RX Chief Complaints Medical History Imm/T.inj Encounters Structured Data Reports
8.	Next, click the 'Select' drop-down menu and select 'Non Web Enabled'.
	🔕 Registry -
	Demographics Vitals Labs/DI/Procedure ICD CPT RX Chief Complaints Medical History Imm/T.inj Encounters Structured Data
	Age Range - From To M Select Non Web Enabled -
	Sex Both T PCP
9.	Click 'Run Subset'

- 10. At bottom of the page, click the drop-down menu next to 'No. of Result' and select '2500' No. of Result 2500 v oral Counts: 0 Prev Page 1 of 1 Next
- 11. Go to the middle of the Registry page and click **'Copy'**, then click **'CSV'**. An excel document will open with the list of non-web-enabled patients for the provider searched.

