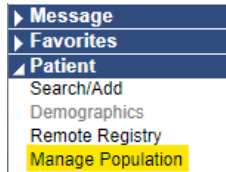


Manage Patient Population

These instructions detail how to manage patient population lists, which allow users to update patient status and ownership. Note that an organization must be selected in order for the Manage Population link to become available in the Patient menu.

Manage Patient Population

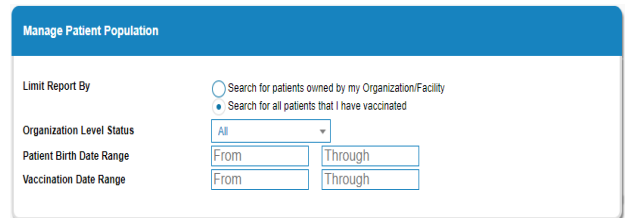
1. Click the **Patient > Manage Population** menu link.



2. Limit the report as needed and click **Search**. The following are the available parameters for running the patient list report:

- a. To **limit report by**, select from:
 - **Search for patients owned by my Organization/Facility**- An organization/facility gains ownership of a patient when they do not have the **Automatic Ownership Blocked** option enabled and they create a new patient in the IIS or administer a vaccination.
 - **Search for all patients that I have vaccinated** (default)- This includes patients that were vaccinated by the organization/facility in the past, but who may or may not have been vaccinated by another organization/facility since then.
- b. To limit report by **patient status**, select from the drop-down list
 - All (default)
 - Active
 - Deceased

- c. To limit report by the **patient birth date range**, enter the From and Through dates for the range.
- d. To limit the report by a **specific vaccination date range**, enter the From and Through dates for the date range.



3. Once **Search** is clicked, the patient list results appear in a section on a page called Patient Population Results.
4. On the Patient Population Results page that opens, authorized users can change:
 - **Owning Organization** by selecting it from the drop-down list or remove the patient by selecting *I no longer own this patient*.
 - **Owning Facility** by selecting it from the drop-down list or remove the patient by selecting *I no longer own this patient*.
 - Patient status to active (default), inactive, or deceased.
5. Save the changes.