

## Create a Patient List

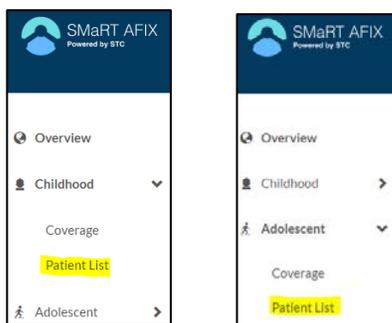
A Patient List provides a list of the patients that are active with the facility, and can be used during an AFIX visit.

### View a Patient List

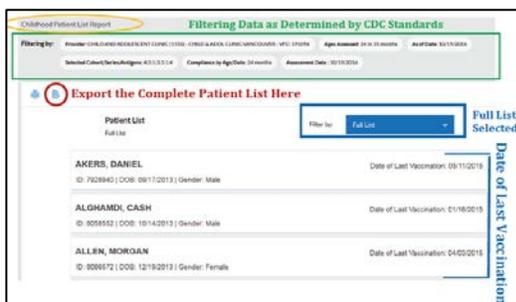
1. Select the organization/facility in the search bar.



2. In the menu, select either **Childhood > Patient List** (for ages 24-35 months) or **Adolescent > Patient List** (for ages 13-17 years).



3. The Patient List Report page opens in table view with a truncated list of patients based on the filters pre-determined by CDC regulations, for that organization/facility, in alphabetical order. To export the complete list, in its entirety (not truncated), click the Export icon (📄). Exported patient lists contain additional information, including patient phone numbers.



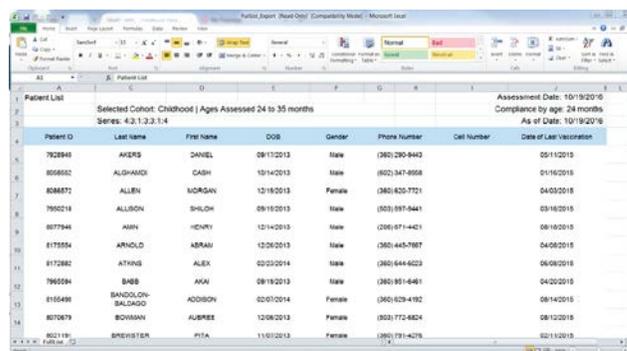
4. The report can also filter and list patients by Missed Opportunities and Invalid Doses. These options can help you keep your records updated more efficiently.



### Export a Patient List

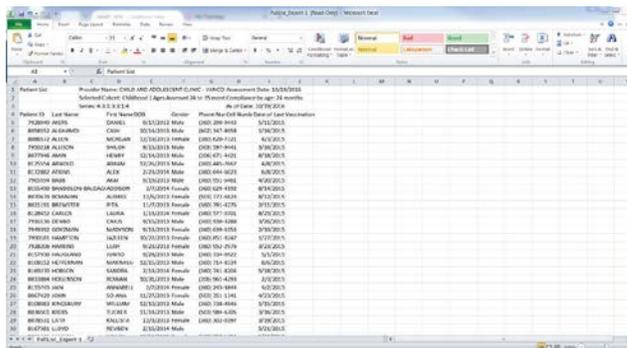
To export a patient list, click the **Export** icon (📄) and select either **CSV** or **XLS**. The report is saved to your computer. Exported files contain additional information not displayed on the screen, including patient phone numbers.

The image below is an example of data exported as an XML file into Microsoft Excel. The XLS option provides some preformatted options for ease in viewing.



Patient ID	Last Name	First Name	DOB	Gender	Phone Number	Cell Number	Date of Last Vaccination
792840	AKERS	DANIEL	09/12/2013	Male	(960) 290-9402		05/11/2015
805652	ALGHAMDI	CASH	10/14/2013	Male	(862) 347-8958		01/16/2015
804872	ALLEN	MORGAN	12/18/2013	Female	(362) 820-7321		04/03/2015
790218	ALLISON	SHLODI	09/18/2013	Female	(853) 997-8441		03/16/2015
807344	AMIN	HENRY	12/14/2013	Male	(206) 671-4421		08/10/2015
817554	ARNOLD	ABRAH	12/26/2013	Male	(360) 448-7687		04/08/2015
817282	ATHIAS	ALEX	02/23/2014	Male	(360) 644-6223		06/08/2015
796094	BABBS	ADAM	09/19/2013	Male	(360) 951-6461		04/20/2015
815498	BANDOLINI	SALVADO	02/01/2014	Female	(360) 629-4192		08/14/2015
8170878	BOWMAN	AUBREE	12/08/2013	Female	(362) 772-8824		08/12/2015
802119	BREWSTER	JITA	11/01/2013	Female	(360) 731-4215		02/11/2015

The image below is an example of data exported as a CSV file and opened in Excel. The CSV file is not preformatted, making sorting and filtering by the user in Excel unobstructed by formatting. The user can sort, filter, and reformat in Excel.



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### Print a Patient List

To print a patient list, click the Print icon (🖨️) and follow the prompts to select your local printer.