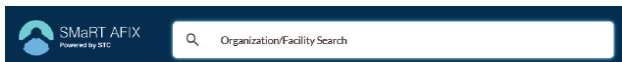


# Create a Patient List

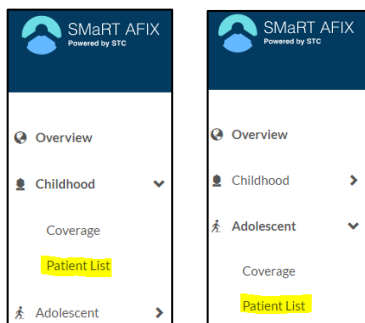
A Patient List provides a list of the patients that are active with the facility and can be used during an AFIX visit.

## View a Patient List

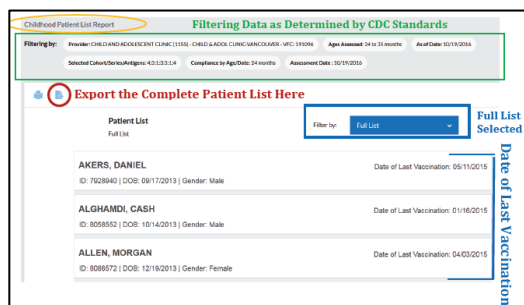
1. Select the organization/facility in the search bar.



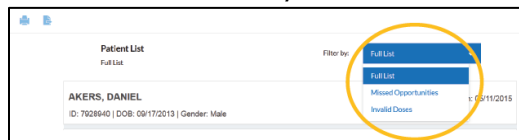
2. In the menu, select either **Childhood > Patient List** (for ages 24-35 months) or **Adolescent > Patient List** (for age 13 years).



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.
4. To export the complete list, (not truncated), click the Export icon (📄).

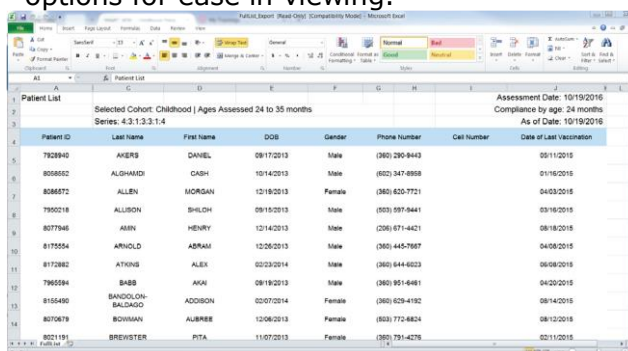


5. The report can also filter and list patients by Missed Opportunities and Invalid Doses. These options can help you keep your records updated more efficiently.



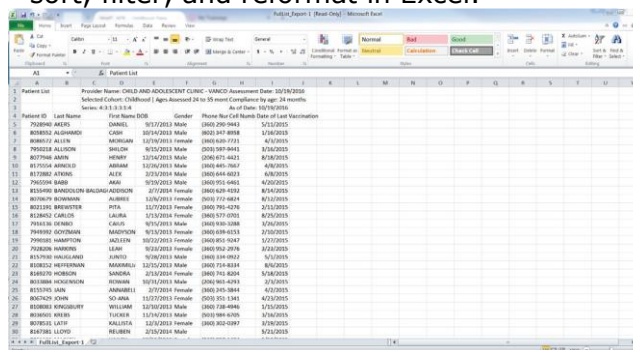
## Export a Patient List

1. 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.
2. The image below is an example of data exported as an XLS 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	09/17/2013	Male	(360) 200-9443		09/11/2015
808662	ALGHAMDI	CASH	10/14/2013	Male	(602) 347-8968		01/16/2015
808672	ALLEN	MORGAN	12/18/2013	Female	(360) 620-7721		04/03/2015
790218	ALLIBON	SHILOH	09/10/2013	Male	(360) 597-8441		09/18/2015
807746	ALLEN	HENRY	12/14/2013	Male	(206) 677-1421		08/18/2015
817554	ARNOLD	ABRAM	12/06/2013	Male	(360) 445-7687		04/08/2015
817282	ATHINS	ALEX	02/23/2014	Male	(360) 444-6623		06/08/2015
796594	SABO	AKH	08/18/2013	Male	(360) 951-6461		04/20/2015
8155490	BANDOLON-BALDAGO	ADDITION	02/07/2014	Female	(800) 629-4192		08/14/2015
807678	BOHMAN	AUBREY	12/08/2013	Female	(360) 772-8824		08/12/2015
802119	BREHSTER	PIITA	11/07/2013	Female	(360) 791-4276		02/11/2015

3. 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.



Patient ID	Last Name	First Name	DOB	Gender	Phone Number	Cell Number	Date of Last Vaccination
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802119	BREHSTER	PIITA	11/07/2013	Female	(360) 791-4276		02/11/2015

## Print a Patient List

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