Generating a Report of Patients with Addresses and Other Demographic Information

07/24/2024 2:55 pm EDT

1. Hover your cursor over **Reports** and click on **Advanced Report**.

2. Click on **Export to File** and then select **Custom Export**.

3. Select the options you would like to include in your report and click **Export**. The report will be generated and be available in your message center (

).

Custom Export ✕

☑ Full Name	☐ Mailing Zip Code	☐ Emerg Contact Phone
☐ First Name	☐ Date of First Appointment	☐ Emerg Contact Relation
☐ Last Name	☐ Date of Last Appointment	☐ Referring Doctor
☐ Chart ID	☐ Date of Next Appointment	☐ Ref Dr. Email
☐ Date of Birth	☐ Primary Ins Payer	☐ Ref Dr. Phone
☐ Primary Provider	☐ Primary Ins Payer ID	☐ Ref Dr. Fax
☐ Home Phone	☐ Primary Member ID	☐ Ref Source
☐ Cell Phone	☐ Primary Ins Plan Name	☐ Employer
☐ Office Phone	☐ Primary Ins Group #	☐ Employer Zip Code
☐ Email	☐ Secondary Ins Payer	☐ Employer Address
☐ Gender	☐ Secondary Ins Payer ID	☐ Employer City
☐ Race	☐ Secondary Member ID	☐ Employer State
☐ Ethnicity	☐ Secondary Ins Plan Name	☐ Expected Copay
☐ Marital Status	☐ Secondary Ins Group #	☐ Primary Care Physician
☑ Address	☐ Auto Insurance Payer	☐ Patient Flags

Close   Export