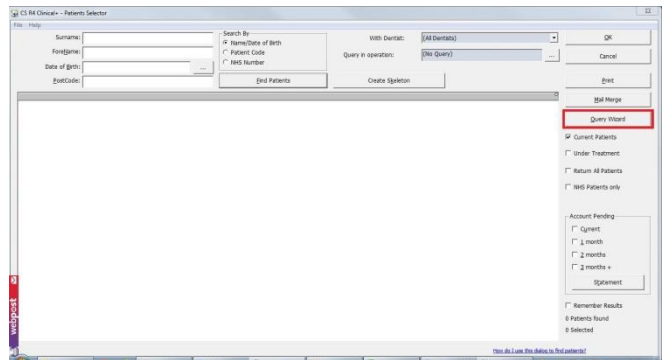
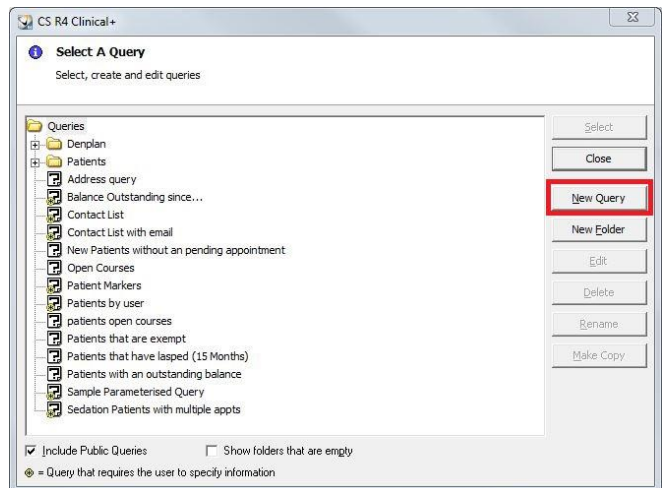


How to Create a Query in R4 Showing How Many Patients Have Had an Appointment Within the Last XX Months

1. From the Patient Selector screen, click on the Query Wizard button.



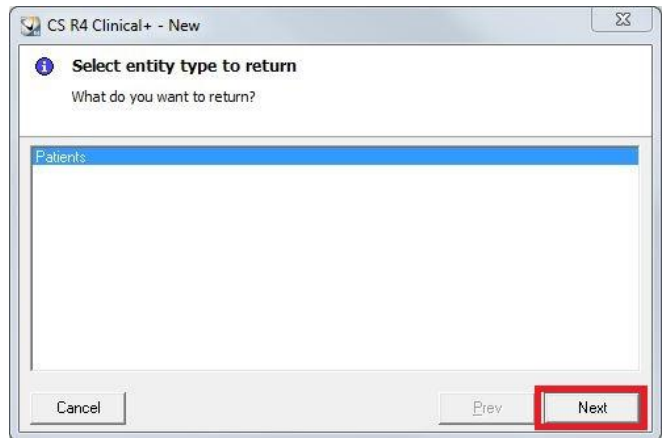
2. Click on the New Query button.



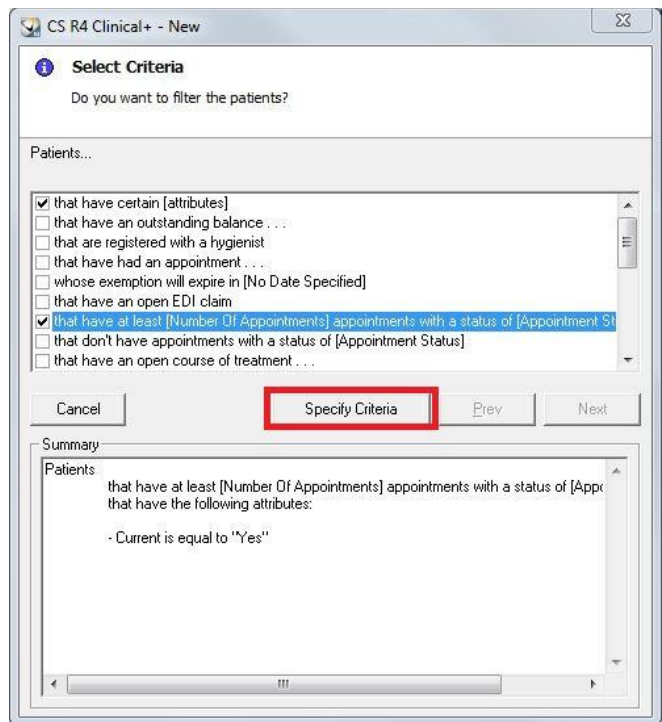
3. If the Welcome to the Query Wizard box appears, click on the Start button.



4. Ensure that 'Patients' is highlighted and then click on the Next button.

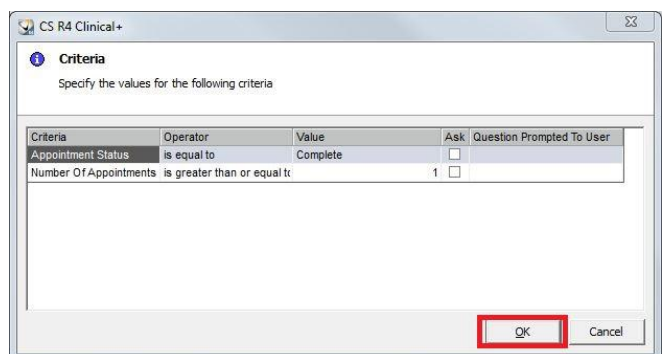


5. Select the option that says 'that have at least [Number of Appointments] appointments with a status of [Appointment Status] that have the following attributes' and then click on the Specify Criteria button.

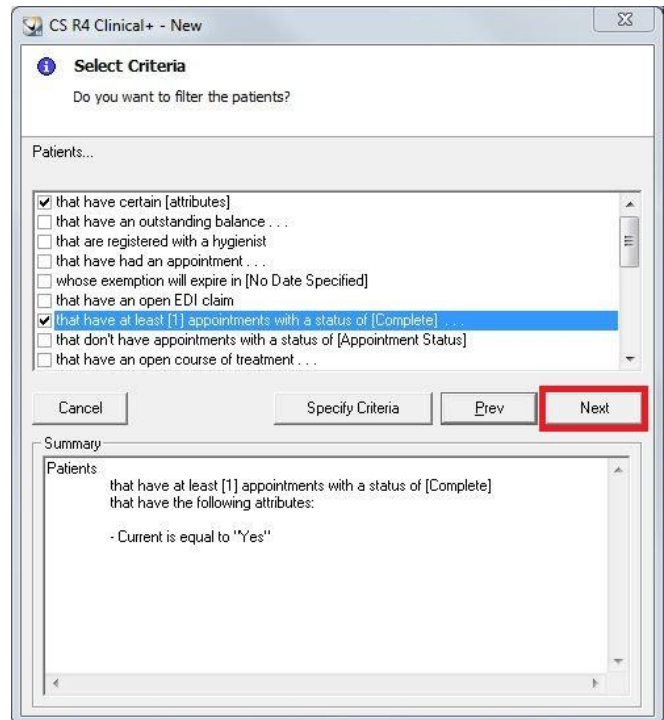


6. Click in the 'Value' box to the right of Appointment Status and select 'Complete'.
Click in the 'Value' box to the right of 'Number of Appointments' and type 1.

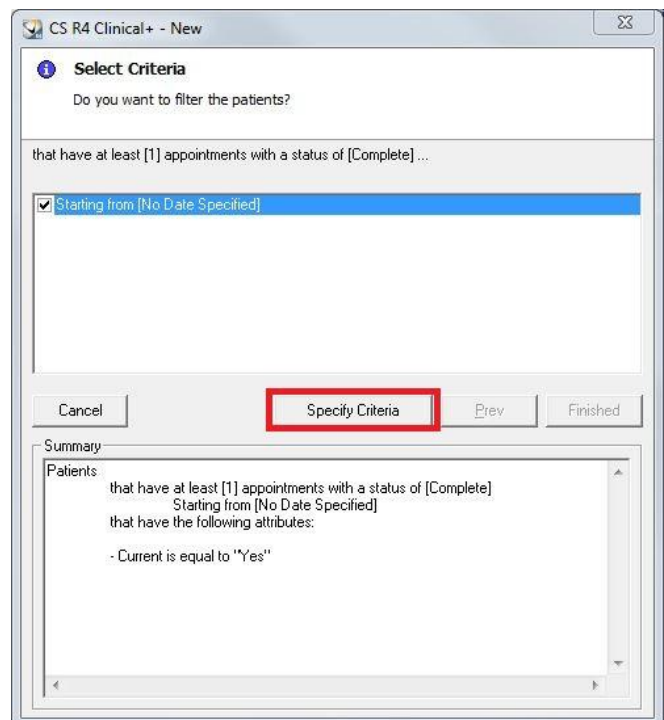
Press the OK button



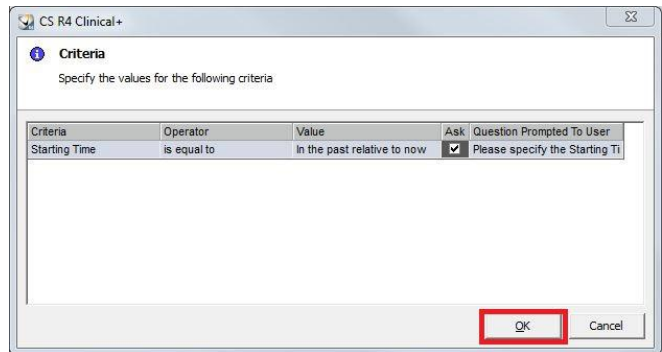
7. Click on the Next button.



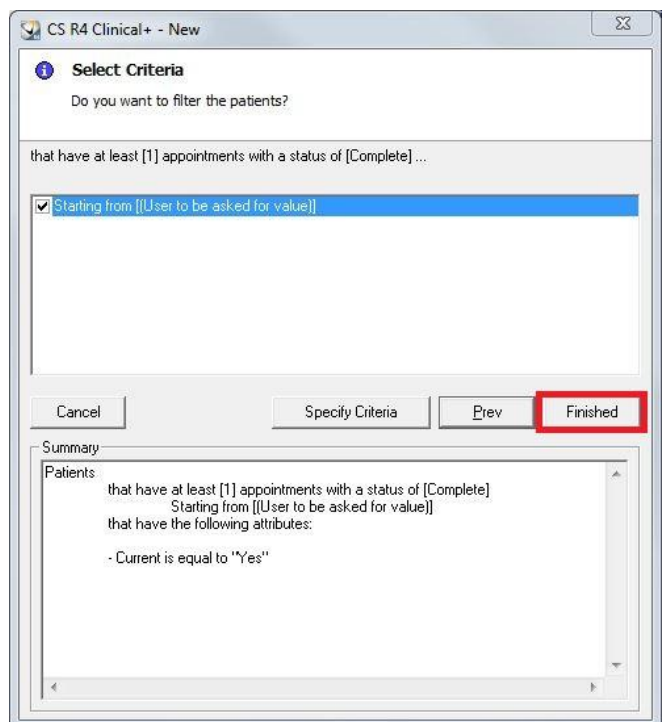
8. Select the option that says 'Starting from [No Date Specified]' and then click on the Specify Criteria button.



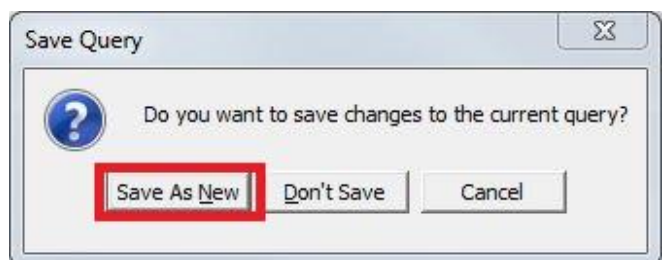
9. Place a tick in the 'Ask' box to the right of 'Starting Time' and then click on the OK button



10. Click on the Finished button.



11. Click on the Save As New button.



12. Type a name for the new query and then click on the OK button to save the query.

