

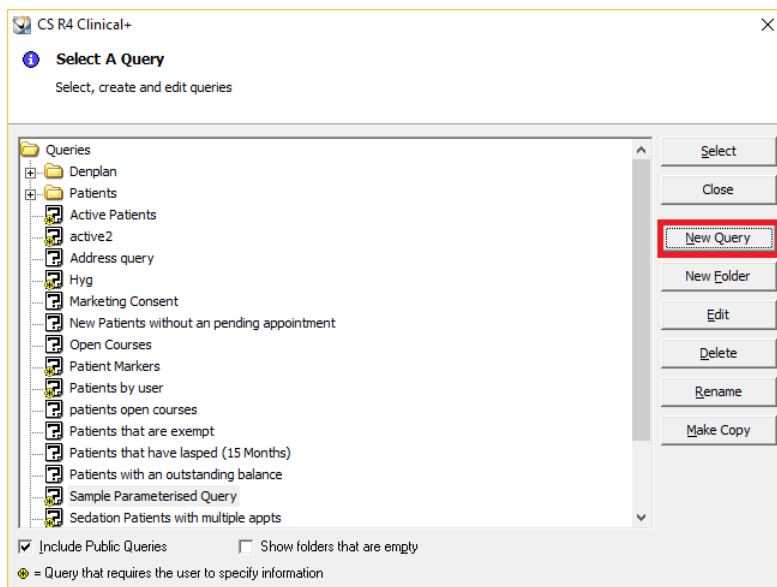
CS R4+

Creating a Query Showing Patients Over 25 Not Seen for 11 Years

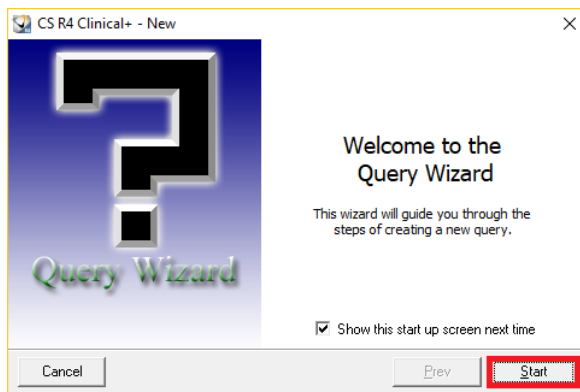
This handout is intended for clinical team members and provides the instructions for generating a query that displays a list of patients over 25 years of age who have not been seen for 11 years in the CS R4+ practice management software.

To generate a list of patients:

- 1 On the **Patient Record**, click . The **Select A Query** window is displayed.



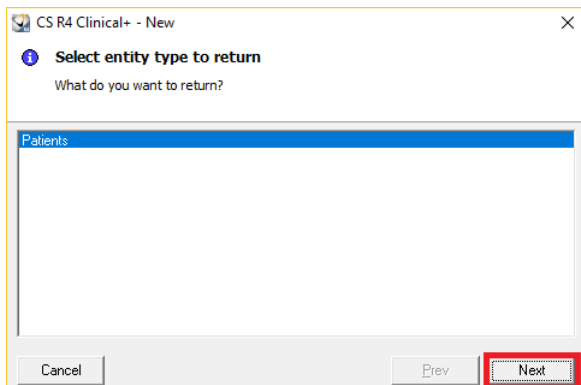
- 2 Click **New Query**. The **Welcome to the Query Wizard** is displayed.



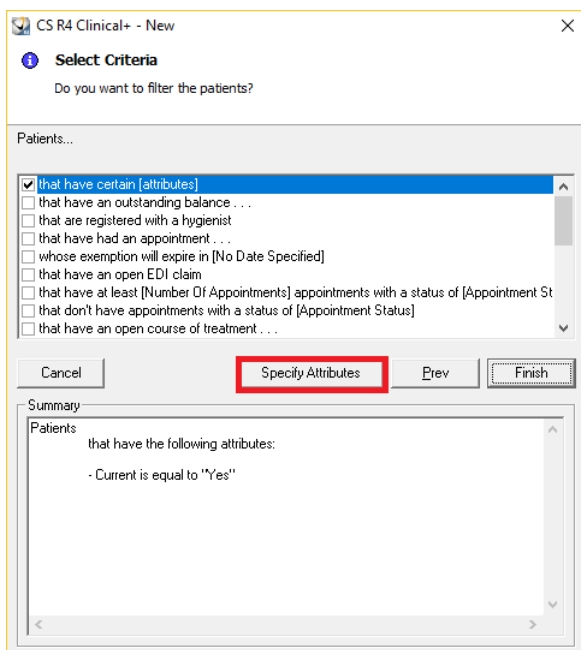
Handout



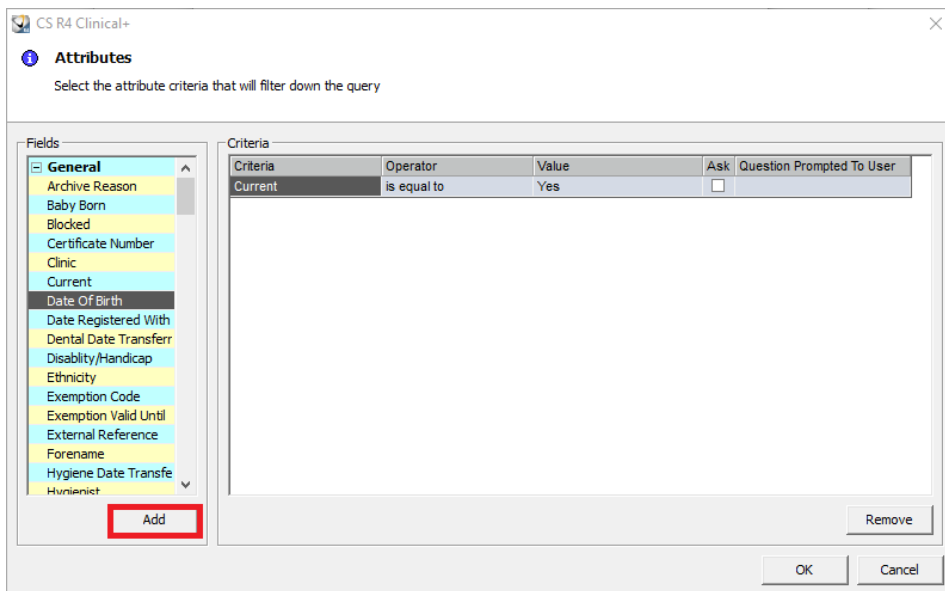
3 Click **Start**. The **Select entity type to return** window is displayed.



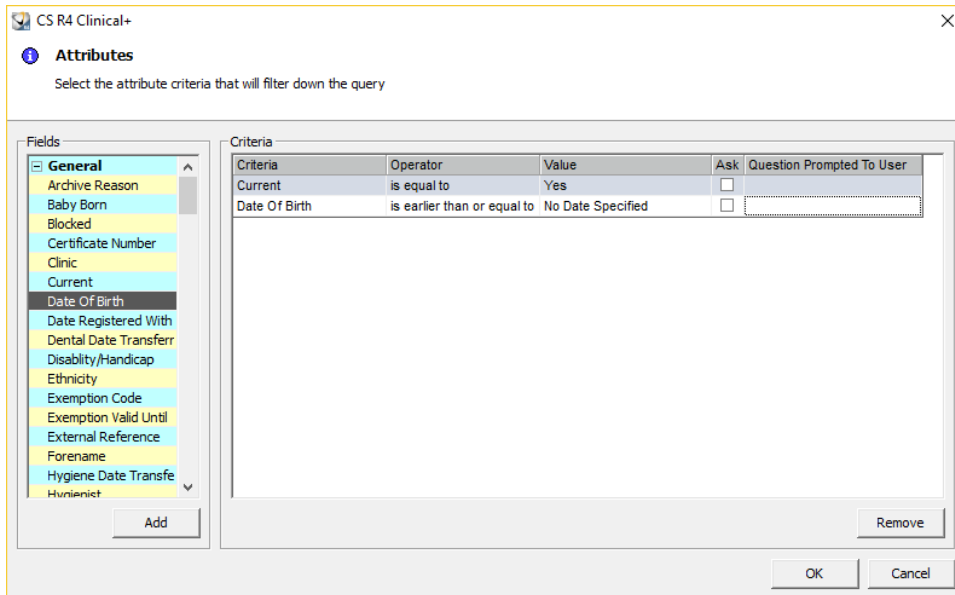
4 Select **Patients** from the list and then click **Next**. The **Select Criteria** window is displayed.



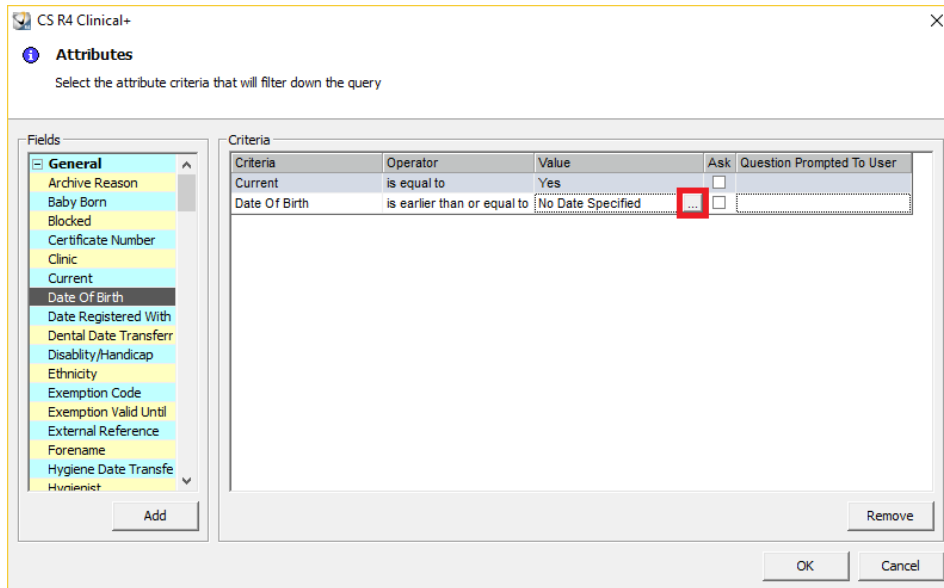
- 5 Select **that have certain [attributes]** and then click **Specify Attributes**. The **Attributes** window is displayed.



- 6 Select **Date of Birth** in the **Fields** section and then click **Add**.



- 7 From the drop-down list, change the **Operator** field to **is earlier than or equal to**.



CS R4 Clinical+

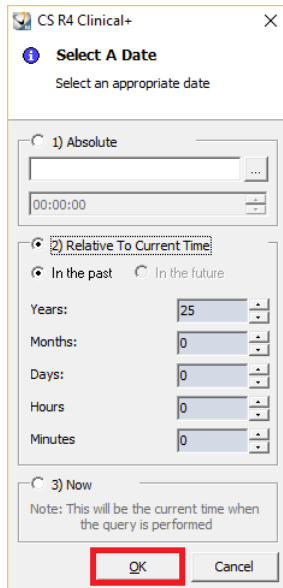
Attributes
Select the attribute criteria that will filter down the query

Criteria	Operator	Value	Ask	Question Prompted To User
Current	is equal to	Yes	<input type="checkbox"/>	
Date Of Birth	is earlier than or equal to	No Date Specified	<input type="checkbox"/>	

Fields: General, Archive Reason, Baby Born, Blocked, Certificate Number, Clinic, Current, Date Of Birth, Date Registered With, Dental Date Transferr, Disability/Handicap, Ethnicity, Exemption Code, Exemption Valid Until, External Reference, Forename, Hygiene Date Transfe, Hygienist

Buttons: Add, Remove, OK, Cancel

- 8 Click in the **Value** field and then click the **ellipsis**. The **Select A Date** window is displayed.



CS R4 Clinical+

Select A Date
Select an appropriate date

1) Absolute

00:00:00

2) **Relative To Current Time**

In the past In the future

Years: 25

Months: 0

Days: 0

Hours: 0

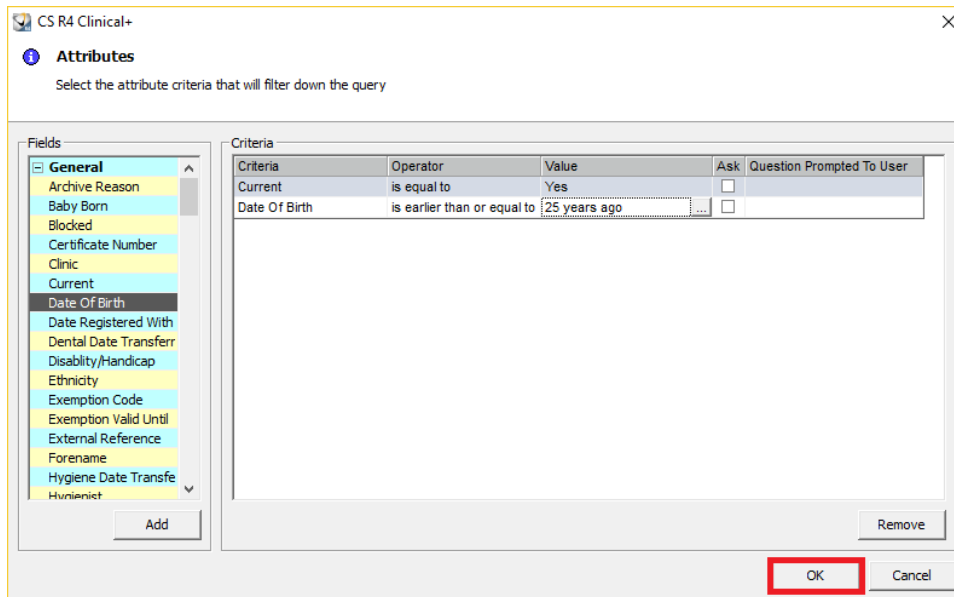
Minutes: 0

3) Now

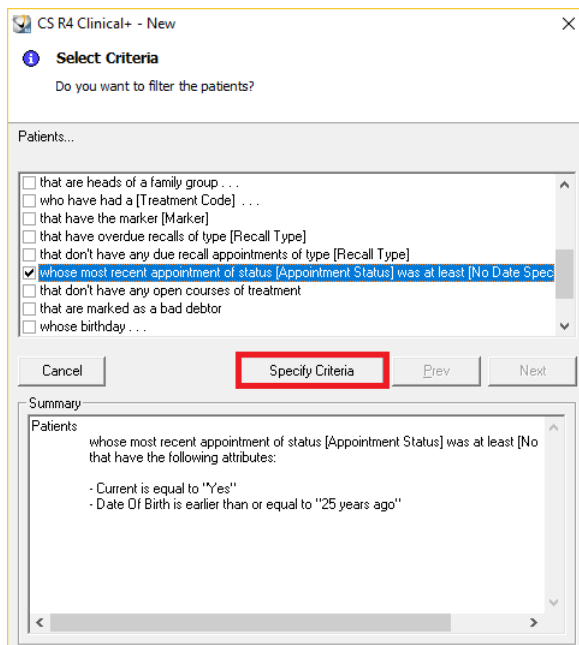
Note: This will be the current time when the query is performed

Buttons: OK, Cancel

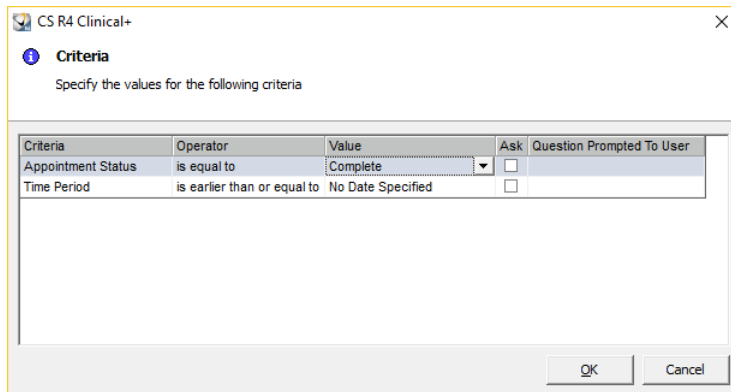
- 9 Select **Relative To Current Time**, change the **Years** field to **25**, and then click **OK**. The **Attributes** window is displayed again.



- 10 Click **OK**. The **Select Criteria** window is displayed again.



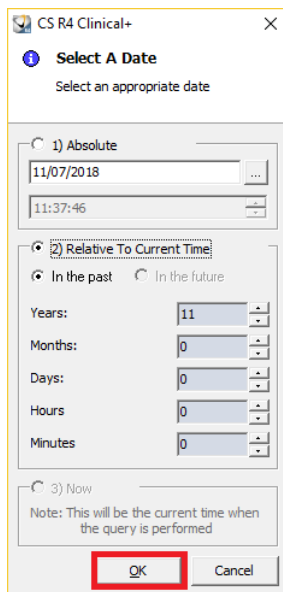
- 11 Select **whose most recent appointment of status [Appointment Status] was at least [No Date Specified]** and then click **Specify Criteria**. The **Criteria** window is displayed.



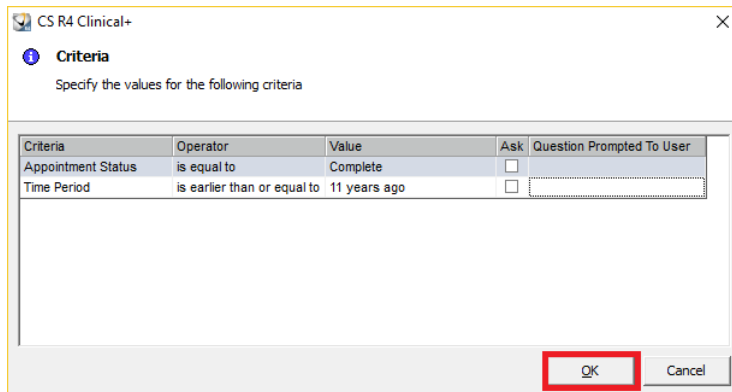
Criteria	Operator	Value	Ask	Question Prompted To User
Appointment Status	is equal to	Complete	<input type="checkbox"/>	
Time Period	is earlier than or equal to	No Date Specified	<input type="checkbox"/>	

- 12 Select **Appointment Status**. From the drop-down list, change the **Value** field to **Completed**.

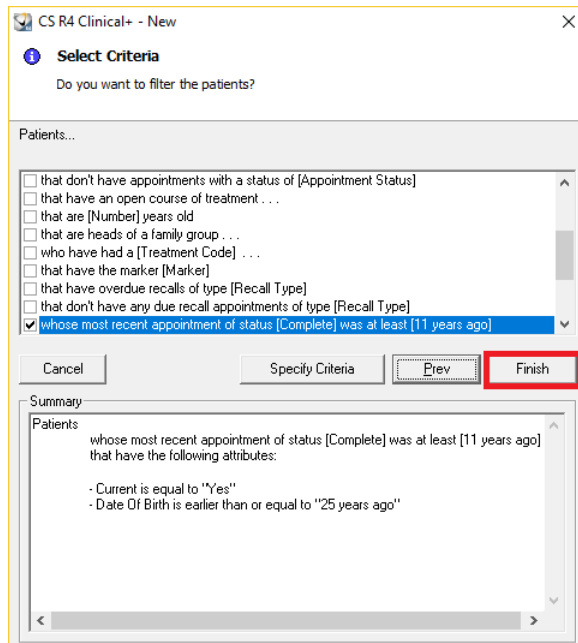
- 13 Select **Time Period**. Click in the **Value** field and then click the ellipsis. The **Select A Date** window is displayed.



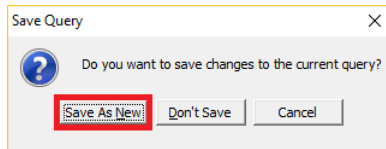
- 14 Select **Relative To Current Time**, change the **Years** field to **11**, and then click **OK**. The **Criteria** window is displayed again.



- 15 Click **OK**. The **Select Criteria** window is displayed again.



16 Click **Finish**. The **Save Query** message is displayed.



17 Click **Save As New**. The **Save Query** window is displayed.

18 Type a name for the query and then click **OK**.