

# Exporting and Printing Reports

## Export button

This function allows you to obtain a list of patients making up any segment of the bar chart. If you click on any segment of the bar chart it will become highlighted and the 'Export' button in the right hand corner of the results panel will become active. You can select more than one segment of the graph.

Once a segment of the chart is highlighted, the Export button becomes active



Click the 'Export' button to get a list of the patients that make up this group. This works the same way as the 'View Population' button except that you not looking at the filtered population but are drilling down to a subset of only those patients selected on the graph.

The Patient Reidentification Report window will pop up with a list of patient details. The specific values related to the report you choose will be provided in the last column. In the example below the HbA1c report was chosen and you can see the result and date it was taken in the last columns. This will be the same for all reports and can be very useful for reports in the clinic or to create your own graphs in Excel.

Patient Reidentification

1 of 1 | 100% | Find | Next

**Reidentify Report [patient count = 21]**  
 Filtering By: Last Visit < 15 mths, Selected: Demographics (Females, 90-94)

ID	Surname	First Name	Known As	Sex	D.O.B	Address	City	Postcode
248	Surname	Firstname_108	Firstname_108	F	24/01/1927	12 John St	Suburb Town	2244
4999	Surname	Firstname_345	Firstname_345	F	24/01/1925	12 John St	Suburb Town	3334
3046	Surname	Firstname_426	Firstname_426	F	24/01/1927	12 John St	Suburb Town	2869
3040	Surname	Firstname_589	Firstname_589	F	24/01/1923	12 John St	Suburb Town	2423
5222	Surname	Firstname_1174	Firstname_1174	F	24/01/1926	12 John St	Suburb Town	4458

Refine Selection | Add/Withdraw Patient Consent for Sharing Data | Go | Close

**To Export Patient List to Microsoft Excel:**



1. Click on the "Export Icon" at the top of the Patient Reidentification window.
2. Click on "Excel"
3. Choose a file name and a location to save to (eg. Create a folder C:/ClinicalAudit/CAT Patient FollowUp)
4. Click "Save"

The steps above will produce a list of patients with contact details in MS Excel which can then be used to:

1. Go back through the individual patient records in the GP Clinical Desktop System and update known records
2. Phone patients to update their record
3. Produce a mail merge to recall patients for follow up

**Printing graphs or Re-identify patient report**

The print button on the top right of the report screen will allow you to print the graph.

Demographics | Ethnicity | Data Quality | Data Cleansing | Allergies | Smoking | Alcohol | Measures | Pathology | Disease | Screening | Co-morbidities | Medications | Diabetes SIP Items | CKD | Musculoskeletal | CV Event Risk

Select All  Show Percentage

Timeline Export **Print**

Allergy Status [population = 5277]

Printing from CAT4 is not always the best option and creating a screenshot of the graph to insert into a presentation or other document might give better results as you can work with the resulting image.

Printing the list of patients from the Patient Re-identification report will print all details displayed in the list. To print, click on the printer icon. It is strongly recommend to click on the print layout button first, as the reports can run over many pages.

Patient Reidentification **print** **print layout**

1 of 14 100% Find | Next

**Reidentify Report [patient count = 551]**  
 Filtering By: Last Visit < 15 mths, Selected: BP (>140/90)

ID	Surname	First Name	Known As	Sex	D.O.B	Address	City	Postcode	Phone (H/W)	Phone (M)	IHI	BP	BP Date
6177	Surname	Firstname_7	Firstname_7	M	24/01/1947	12 Jogger St	Suburb Town	5082	H:07 50505050 W:07 50509999	1234999999		148 / 78	17/10/2016
1773	Surname	Firstname_9	Firstname_9	M	24/01/1956	12 Jogger St	Suburb Town	4419	H:07 50505050 W:07 50509999	1234999999		141 / 80	15/08/2016

Exporting (see top of this page) to Excel will give you a more flexible way to print your patient lists and is recommended.