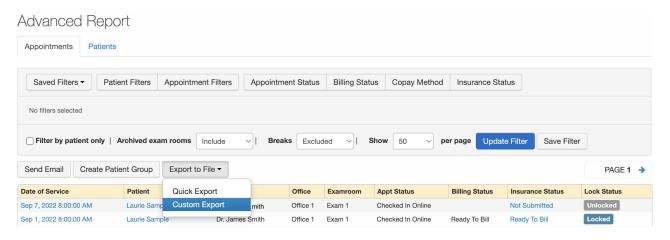
## Generating a Report of Patients with Addresses and Other Demographic Information

07/08/2024 7:37 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