

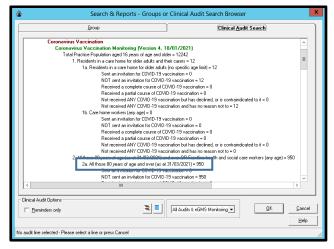
Excluding Deceased Patients from a Patient Group

To exclude deceased patients from a report:

- 1. From Vision 3, select Reporting Search & Reports.
- 2. Select New Ad-hoc Search 2 and the Search: New Search screen displays.
- 3. Select the patient group required, choose **Select** in the **Search Input** section:

Search Input Group Input:	Seject

- 4. The Groups or Clinical Audit Search Browser screen displays, select the Clinical Audit Search tab.
- 5. Double click on a red **Audit Group** heading and then the green **Clinical Categories** to display the individual groups.
- 6. Double click on the group required:

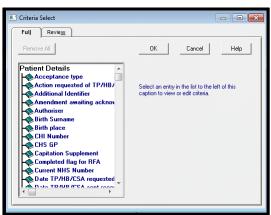


7. The Search Input updates with the group you have selected.





8. Select Selections and the Criteria Select screen displays:



- 9. Scroll to and highlight **Action requested of TP/HB/CSA** and then select **Add New**.
- 10.Select Not Equals and then enter '2':

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Full_ Review_	
Remove All	OK Cancel Help
Patient Details	Patient Details Action requested of TP/HB/CSA
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- Additional Identifier	C To C From C Starts With
Administration note Amendment awaiting acknow Authoriser	Not Equals: C Contains C Not Contains
- Birth Surname Birth place	
- CHI Number - CHS GP	
Capitation Supplement	
< Initidential notes >	Add New Delete Cancel

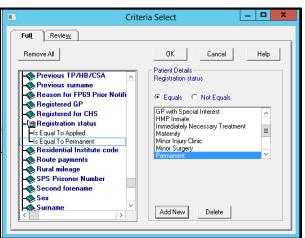
- 11.Scroll to and highlight **Deduction awaiting acknowledgement** and then select **Add New**.
- 12.Select Yes and Not Equals:

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FP69 Prior Notification Expires FP69 Status set	Add New Delete	

13. Scroll to and highlight **Registration Status** and then select **Add New**.



14.Select Applied and Permanent:



- 15. Select **OK** to update the **Search Details**.
- 16. If required, add further entities to refine your search.
- 17. Double click in **Group Output** and enter a group short name and then full name to save the results as a patient group.
- 18. Select **Run** to generate the search.
- 19. If required, select **Save** to save the search for future use.

