

Find patients with no D.O.B. recorded.

Medical Director 3: HCN Live Data: Filtering Rn: One Missing

1. Load the latest Data Collection
2. Click the “No Age” option under age
3. Click the *Recalculate* Button
4. Click the *View Pop* button
5. Print report and update details in Medical Director

Find patients with no Gender recorded.

1. Load the latest Data Collection
2. Click the “Other” option under Gender
3. Click the *Recalculate* Button
4. Click the *View Pop* button
5. Print report and update details in Medical Director

Find patients with no contact during the last 5 years.

1. Load the latest Data Collection
2. Click the “Date Range” option under Last visit
3. Input appropriate dates with the first date being very early and the second date being 5yrs ago. The second date is the important one
4. Click the *Recalculate* button
5. Click the *View Pop* button
6. Print the report. N.B This can also be done directly in MD, with a 1 click deactivation process.