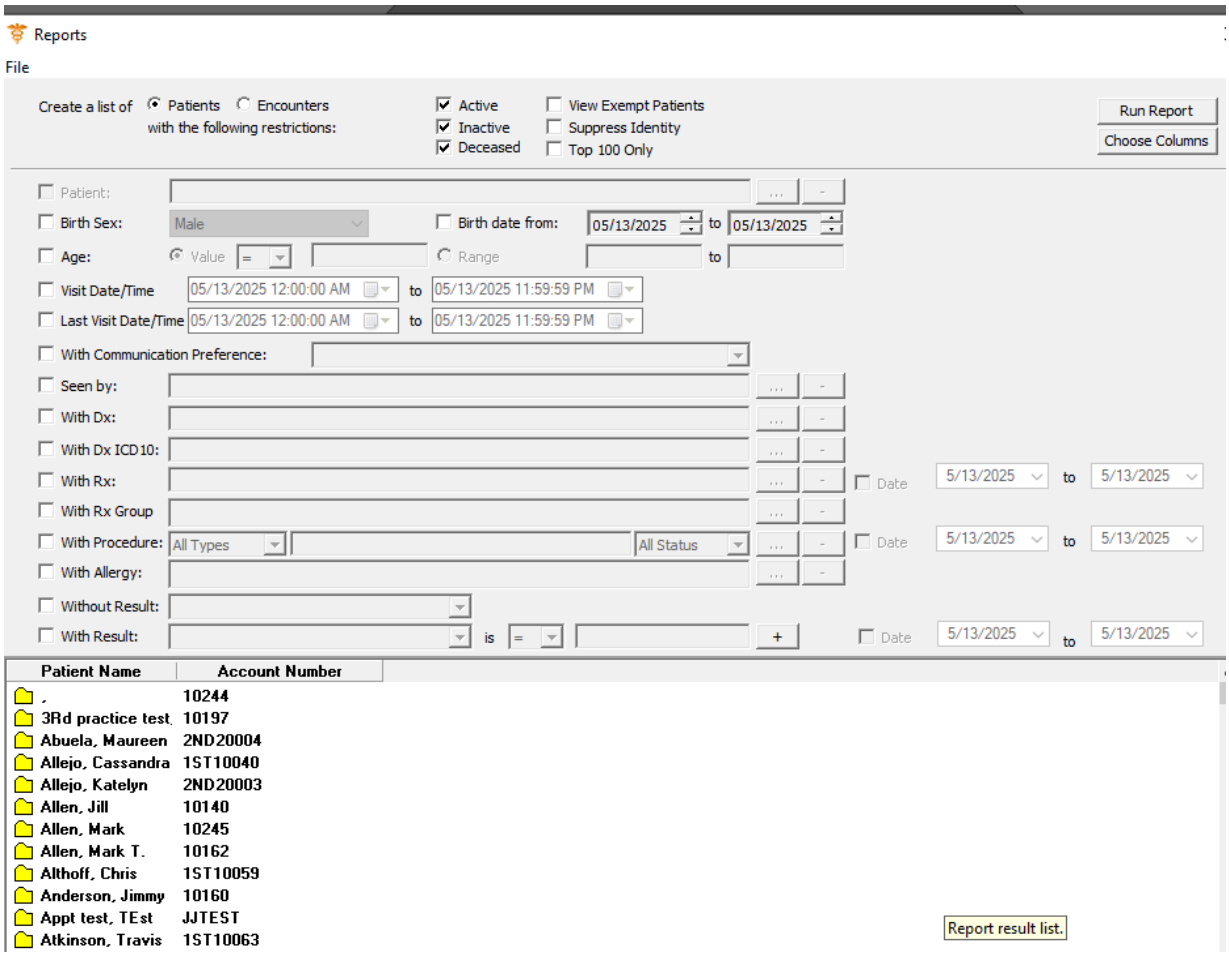
Clinical Full Patient List Report - ASP

We recommend you have a list of all patients with names and account numbers. This will assist you when you need to look up a patient account that has been exported. Use the following steps to run this report.

1. Click **Reports** > **Reports**.
2. Check the boxes: **Active**, **Inactive**, and **Deceased**.
3. Uncheck the boxes: **View Example Patients**, **Suppress Identify**, and **Top 100 Only**.
4. Click **Choose Columns**, and uncheck everything listed; and only check **Account Number.**
5. Click **Run Report.** This can take awhile since it's reporting all patients, active, inactive and deceased.



To save the report:

- Select the file location.
- Enter the file name: **Clinical Full Patient List Report_mmddyy** (enter today's date).