

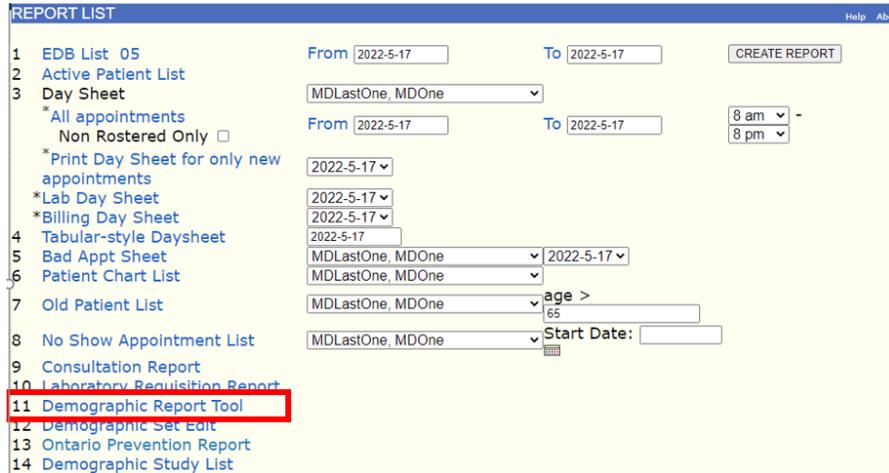
OSCAR Pro – Create a Query for Patients age between 6 month and 5 years old.

- From the main menu in the appointment screen in OSCAR, select **Report**.



Figure 1: Ribbon found at the top of your screen in OSCAR

- From the Report List, select **Demographic Report Tool**



The screenshot shows the 'REPORT LIST' window with various report options. The 'Demographic Report Tool' is highlighted with a red box. Other options include EDB List, Active Patient List, Day Sheet, Lab Day Sheet, Billing Day Sheet, Tabular-style Daysheet, Bad Appt Sheet, Patient Chart List, Old Patient List, No Show Appointment List, Consultation Report, and Laboratory Requisition Report.

Figure 2: Report List highlighting the Demographic Report Tool

- In the window, select the following items that will be used as the criteria for creating a **query** to search for patients between the ages of 6 months and 5 years old.
- In the **Search For** column select: *(other fields can be selected depending on individual clinic need)*
 - Demographic #
 - Last Name
 - First Name
 - Phone
 - Phone 2
 - Email
 - Year of Birth
 - Month of Birth
 - Date of Birth
 - Sex

- In the **Where** section, select:
 - **ages between** from the dropdown and enter **6m** and **5**
 - **MRP** to identify the **physician** for whom the report will be created.
 - **AC** to identify Active patients.

The screenshot shows the 'Where' search criteria section. Red boxes highlight the following elements:

- The 'Search For' sidebar on the left, where several criteria are checked: Demographic #, Last Name, First Name, Phone, Phone 2, Email, Year of Birth, Month of Birth, Date of Birth, Sex, and Run Query.
- The 'AGE' dropdown menu set to 'ages between' with '6m' and '5' entered in the adjacent fields.
- The 'Patient Status' section where 'AC' (Active - Enrolled) is selected.
- The 'Provider No' section where 'MDLastOne, MDOne' is selected.

Figure 3 Highlighting selections to create query

- Click on the **Run Query** button.
- Scroll down to view results.

Search Returned : 2 Results

Set Name: Save Patient Set

Demographic #	Last Name	First Name	Phone	Phone 2	Email	Year of Birth	Month of Birth	Date of Birth	Sex
1098	JOHNSON	SALLY	905-			2021	11	21	F
1079	PTLASTTHREE	PTTHREE	519-555-3456			2018	05	03	O

- Follow the procedures above to create a separate patient set for each physician.