

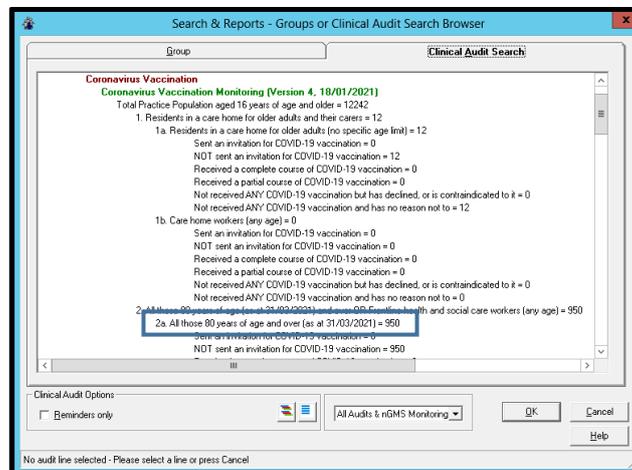
Excluding Deceased Patients from a Patient Group

To exclude deceased patients from a report:

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

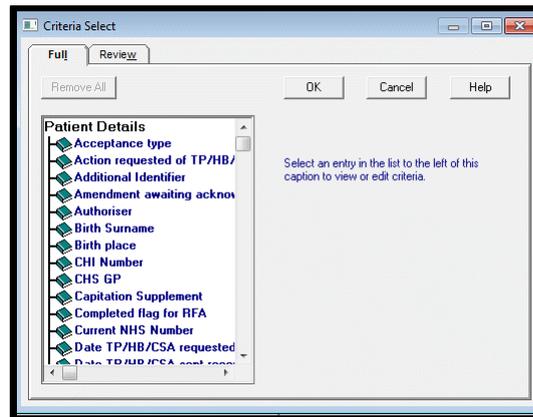


4. The **Groups or Clinical Audit Search Browser** screen displays, select the **Clinical Audit Search** tab.
5. Double click on a red **Audit Group** heading and then the green **Clinical Categories** to display the individual groups.
6. Double click on the group required:



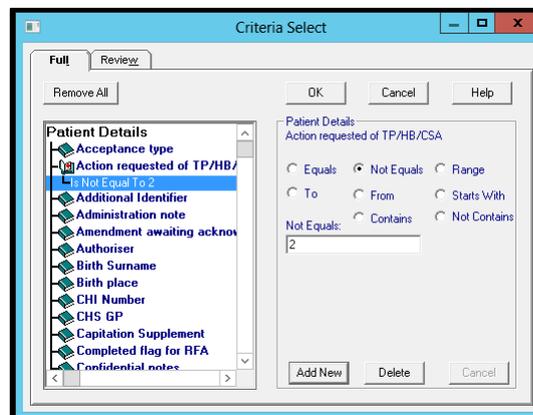
7. The **Search Input** updates with the group you have selected.

8. Select **Selections** and the **Criteria Select** screen displays:



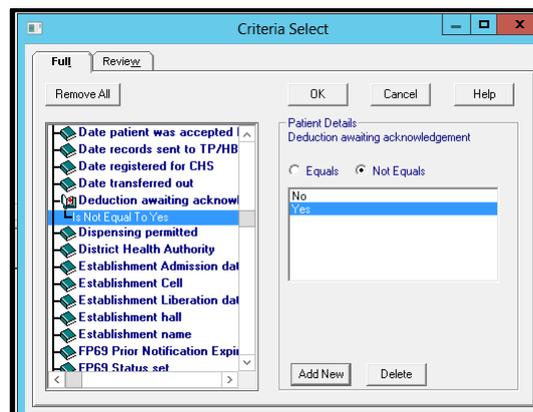
9. Scroll to and highlight **Action requested of TP/HB/CSA** and then select **Add New**.

10. Select **Not Equals** and then enter '2':



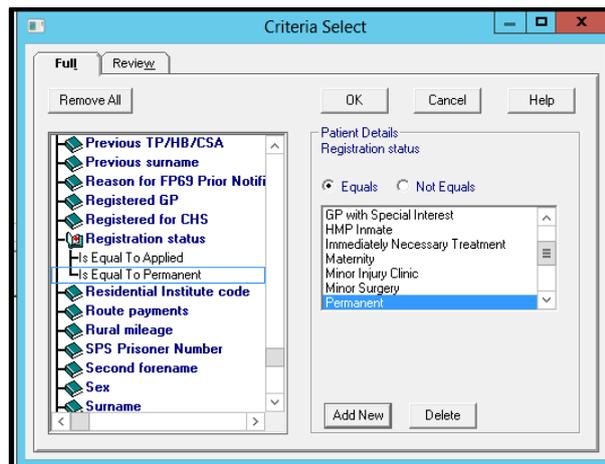
11. Scroll to and highlight **Deduction awaiting acknowledgement** and then select **Add New**.

12. Select **Yes** and **Not Equals**:



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.

