

Patient Facing Services – How many patients have registered?

To find out how many of your patients have registered for online services you can run the following search:

1. From the Vision 3 Front Screen, select Reporting - Search and Reports



- 2. Select New Ad-Hoc Search and Reporting and the Search: New Search screen displays.
- 3. Highlight **Patient Details** on the left and select **Selections**.
- 4. Select **Registration Status** from the list on the left and then select **Permanent** from the right.
- 5. Select **OK**.
- 6. Now, select Add Entity above the Report Details pane to open the Select from Group screen.
- 7. Open the Miscellaneous Searchable Entities folder and select VOS Users.
- 8. Select OK.
- 9. Highlight VOS Users in Search Details and select Selections.
- 10. The Criteria Select screen displays, double click on VOS Registration Status and then select Active, Created, Locked and Registered.





11. Select OK:

SEARCH: New Search	
Search Input Group Input:	Report Output View
Search Details Selections Add Entity Search Details Add Entity Search Details Agd Entity Agd Entity Search Details Agd Entity Agd Ent	Report Details Add Entity Report Details Patient Details (All) VOS Users (Matches) VOS Users (Matches)
Match on all or any Do you wish to include patients if a match is found on any entity, or only if matches are found on all selected C Match All entities.	Bun New Save Close Help Save As

12. Select **Run** to display the search results.