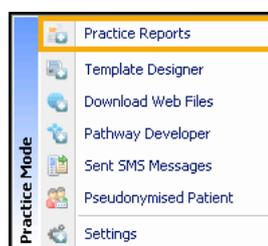# Quick Reference Guide - Extra Indicators Report

The **Extra Indicators** report finds patients who have a monitoring or review code entered from the extra indicators option on the Alert screen in **Consultation Manager**. The codes are used internally by the practice to improve patient care.

To run the **Extra Indicators Report**:
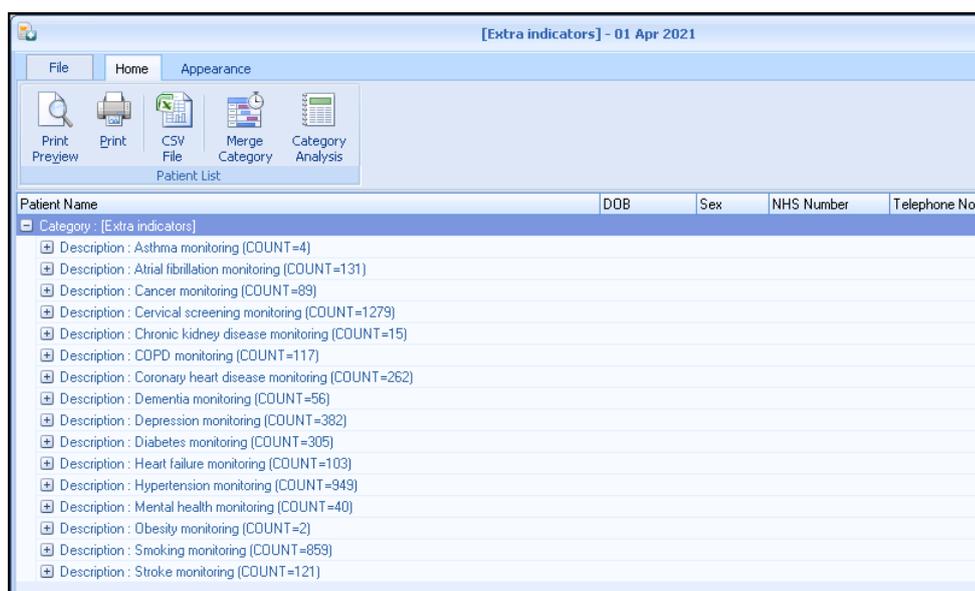
1. Login to **Vision 3**.

2. From the **Windows Notification Area**, right click **Vision+** and select **Practice Reports**:

Note - To access **Practice Reports**, you must not have a patient selected in **Consultation Manager**.

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3. **Practice Reports** opens by default on the **QOF/QAIF** screen. Select **Extra Indicators** [Extra indicators] and the clinical categories are listed alphabetically:

4. To merge the patients in a recall letter select the option to **Merge Indicator** .

5. Alternatively, you can double click on the indicator line or select **Expand** to view the patients and add or lookup relevant data using the Toolbar.

 For more information on how to interact with patient lists, refer to Working with Data within the Patient Target Lists.