



PCN Attachment Reporting

MedAccess

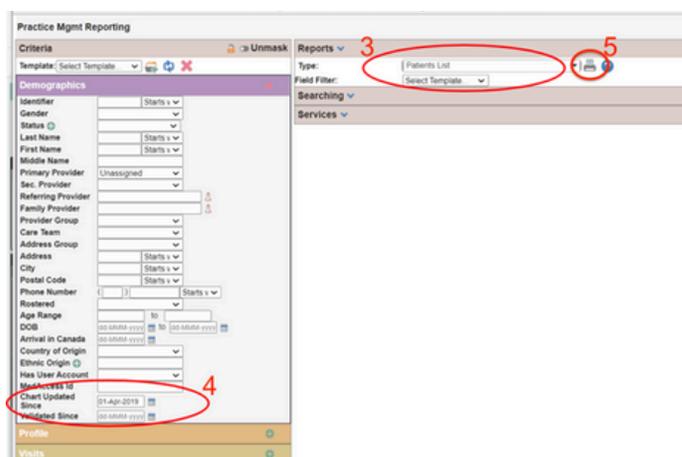
1 Log in to your MedAccess EMR account using your credentials.

2 Click on the Reports section on the top menu bar.

3 In the Reports section, select "Patient List" from the "Type" dropdown.

4 In the Demographics section, under the "Chart Updated Since" box select the date April 1, 2024.

5 Click the "Print" icon beside the "Type" dropdown to run the report.



6 A .zip file will be generated containing the report: open the report in MS Excel.

7 Filter by First Appointment* and keep dates April 1, 2024 to March 31, 2025
**detailed instructions below*

8 Count the number of patients*

**detailed instructions below*

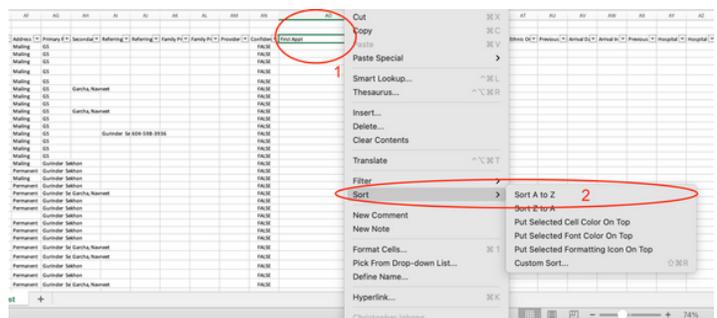
Report:	Pseudonym Prefix	First Name	Initials	Last Name	Suffix	Birthdate	Age
1	30427	Test 1		Test 1		19-03-78	47
2	32756	Test 2		Test 2		16-05-89	44
3	30942	Test 3		Test 3		23-11-10	7
4	31842	Test 4		Test 4		09-02-13	9

9 Enter your results using the following link:
<https://forms.monday.com/forms/772659c129b4e9978ec7f7853de46180?r=use1>

Filtering and Counting Patients in Excel

To Filter:

- 1) Go to column AO. Click on column title cell "First Appointment".
- 2) Right click on cell and select sort --> Ascending (or A to Z)



To Count:

- 1) Select and highlight dates from April 1, 2024 to March 31, 2025
- 2) Note the number of patients per the count at the bottom of the screen. **This is your result.**

Do you have questions or would like to schedule a walk-through? Contact Nadia Shoukat at nadia.shoukat@snddivision.ca.