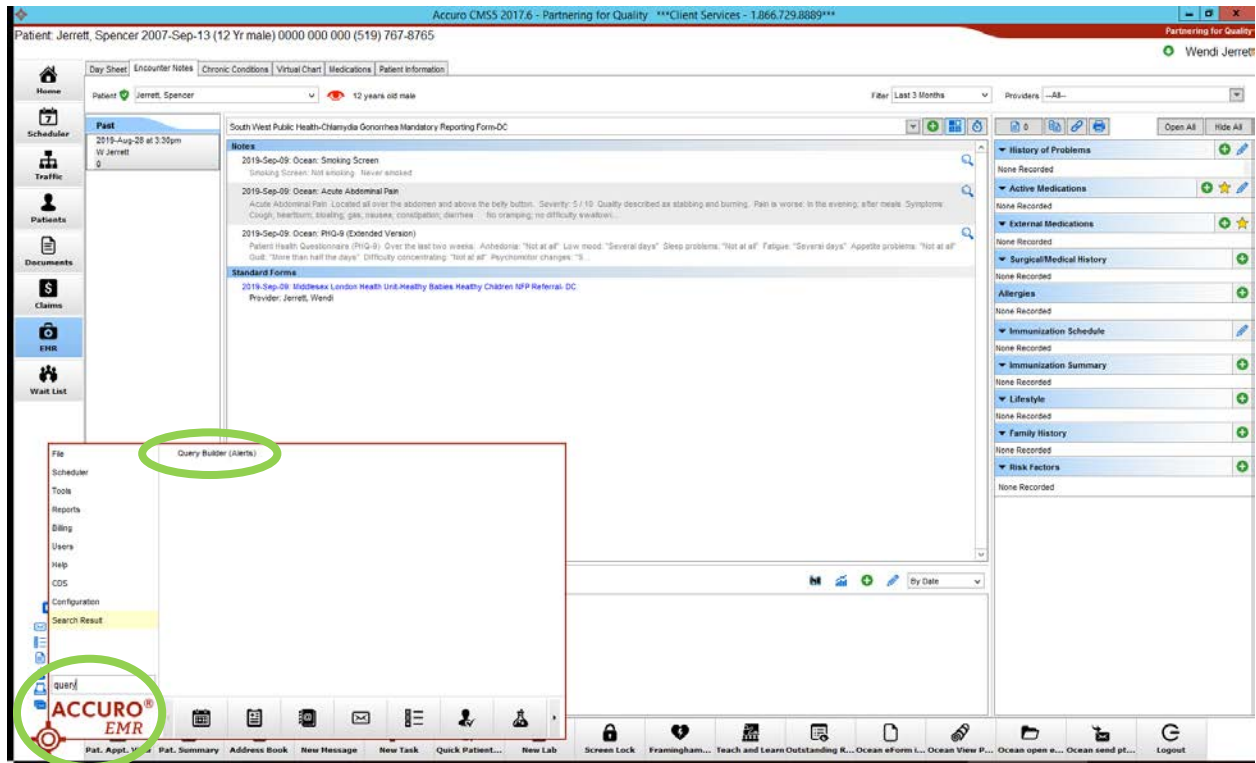
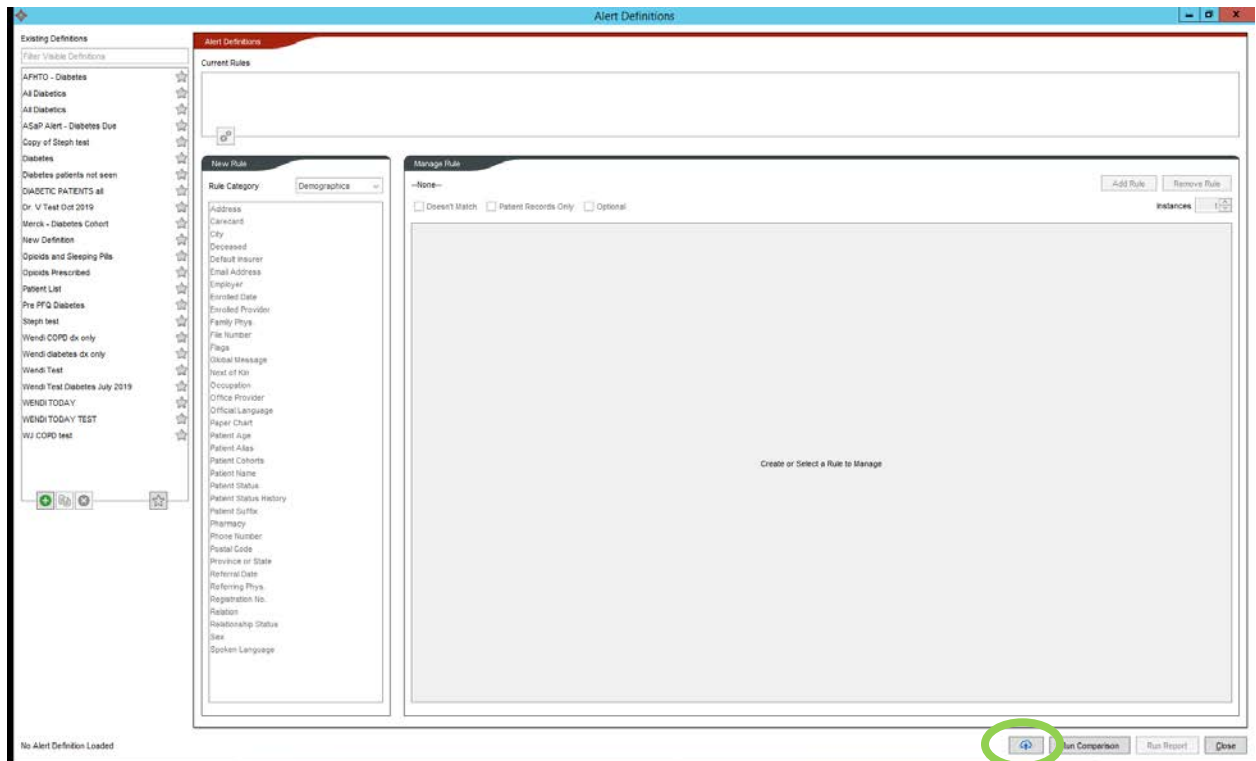


Importing Searches in Accuro

Step 1: From the Accuro Start Button, type “Query” and select “Query Builder (Alerts)”



Step 2: Click the “Blue Cloud Icon” to access the Accuro Query Publisher

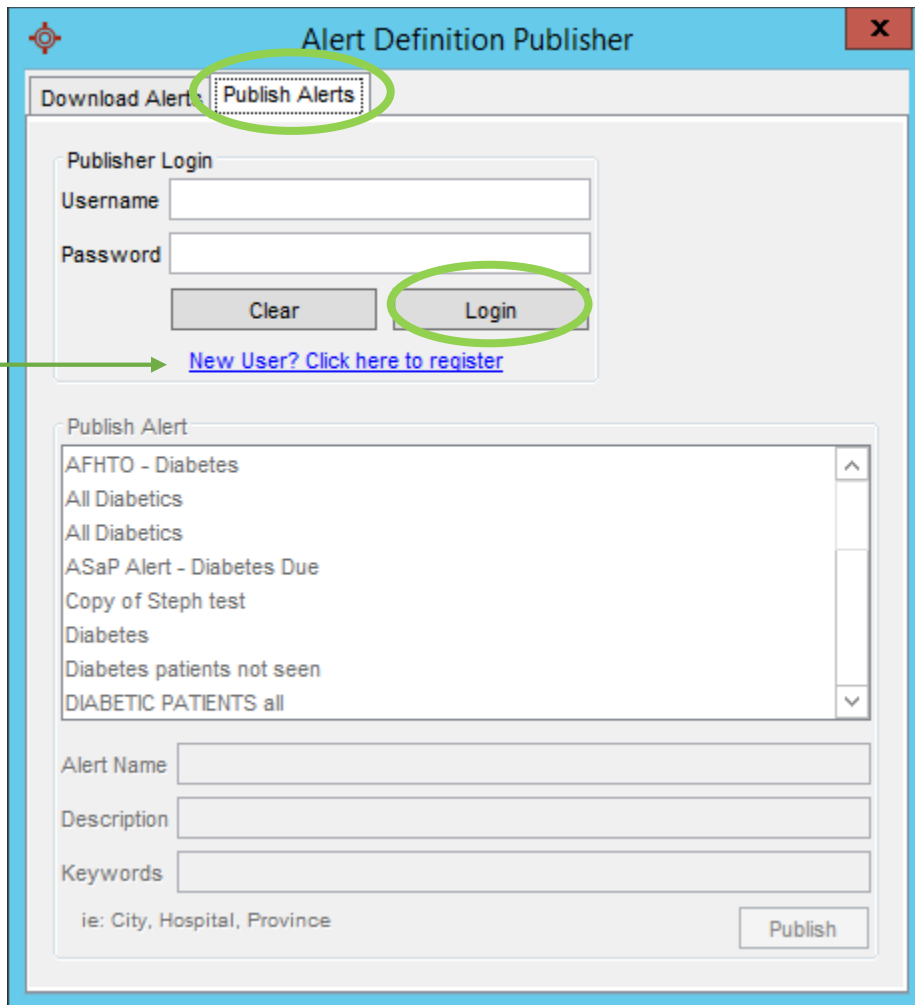


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Step 3: Select the “Publish Alerts” tab on the Alert Definition Publisher window.

Enter your previously created Username and Password and select Login

****NOTE: if you have not previously used published Queries in Accuro, you will need to register as a new user. To do so, click the new user link and follow the instructions.**



The screenshot shows the 'Alert Definition Publisher' window. At the top, there are two tabs: 'Download Alerts' and 'Publish Alerts'. The 'Publish Alerts' tab is selected and circled in green. Below the tabs is a 'Publisher Login' section with 'Username' and 'Password' input fields, a 'Clear' button, and a 'Login' button, both of which are circled in green. Below the login section is a blue link that says 'New User? Click here to register'. A green arrow points from the text above to this link. Below the link is a 'Publish Alert' section with a scrollable list of queries: 'AFHTO - Diabetes', 'All Diabetics', 'All Diabetics', 'ASaP Alert - Diabetes Due', 'Copy of Steph test', 'Diabetes', 'Diabetes patients not seen', and 'DIABETIC PATIENTS all'. Below the list are three input fields for 'Alert Name', 'Description', and 'Keywords'. Below the 'Keywords' field is a small text 'ie: City, Hospital, Province' and a 'Publish' button.

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Step 4: Once you have logged in, select the “Download Alerts” tab.

In the search bar, type key words of the search type you are looking for and click the magnifying glass.

Browse the queries and highlight the one(s) that you would like to use (one at a time) and click the “Download Alert” button.

Alert Name	Description	Date	Publisher	Keywords
Patients 80 and over- DC	Active patients over the age of 80	2021-Feb-22	wejerrett	Active, Patients, Over 80, DC

The Digital Coalition has created a query to locate all patients 80 and over. To download this use the keywords: “Patients 80 “

The Alert name is: **Patients 80 and over – DC**
Publisher: **wejerrett**

Step 5: Locate the Query that you just downloaded in your list of “Existing Definitions”. Select the query and click the “Run Report” button

****NOTE: if you are not happy with a query you have downloaded you can remove from your list by highlighting and selecting the red X to delete from your list.**

Diabetes

Current Rules: 1 OR 2 OR 3 OR 4 OR 5

1. Diagnosis = '250'

2. Worksheet Title Contains 'Diabetes' AND Field Contains a Value

3. CDM Field = 'A1C' AND Field Contains a Value

Prescription Contains 'METFORMIN HCL' AND Prescription Status = 'Active' AND Prescription External = False

Diabetes patients not seen

DIABETIC PATIENTS all

Dr. V Test Oct 2019

Merck - Diabetes Cohort

New Definition

Opioids and Sleeping Pills

Opioids Prescribed

Patient List

Pre PFQ Diabetes

Steph test

Wendi COPD dx only

Wendi diabetes dx only

Wendi S Test

Wendi Test Diabetes July 2019

WENDI TODAY

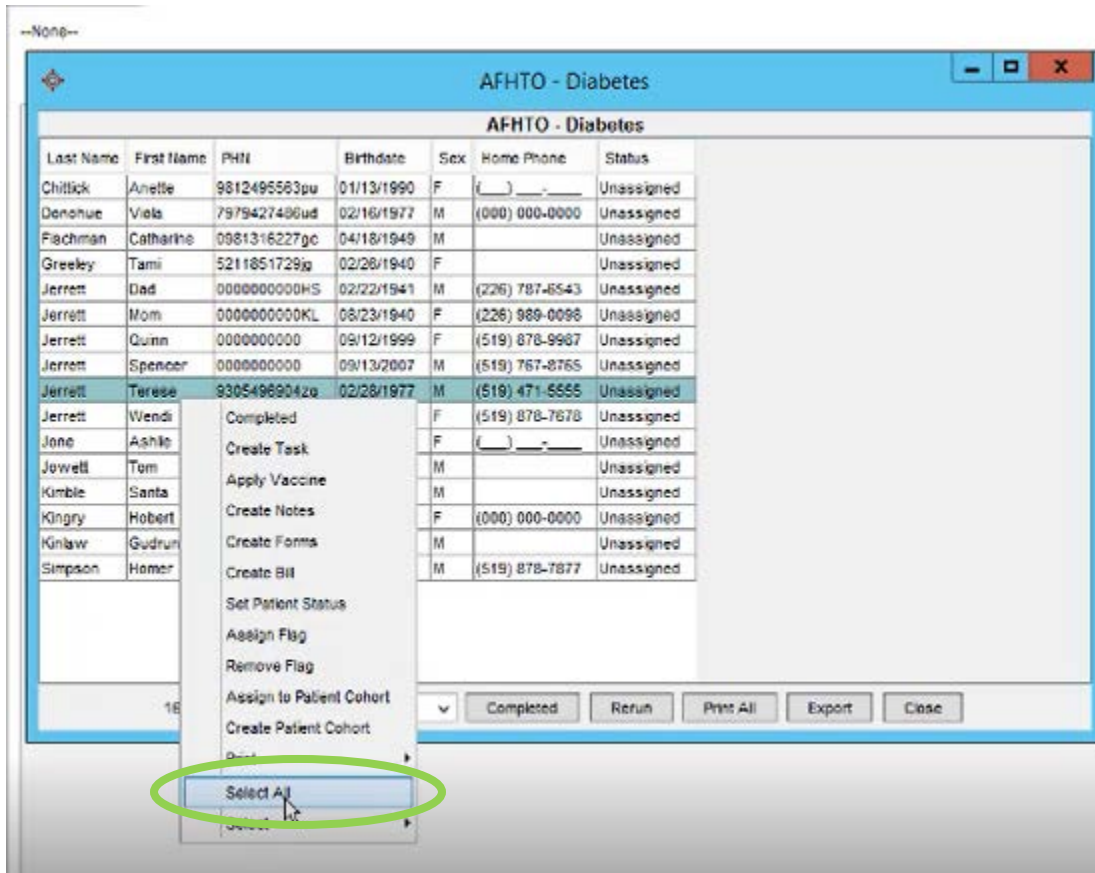
WENDI TODAY

WU COPD test

Last Report Run on 2019-Oct-28 by Wjerrett

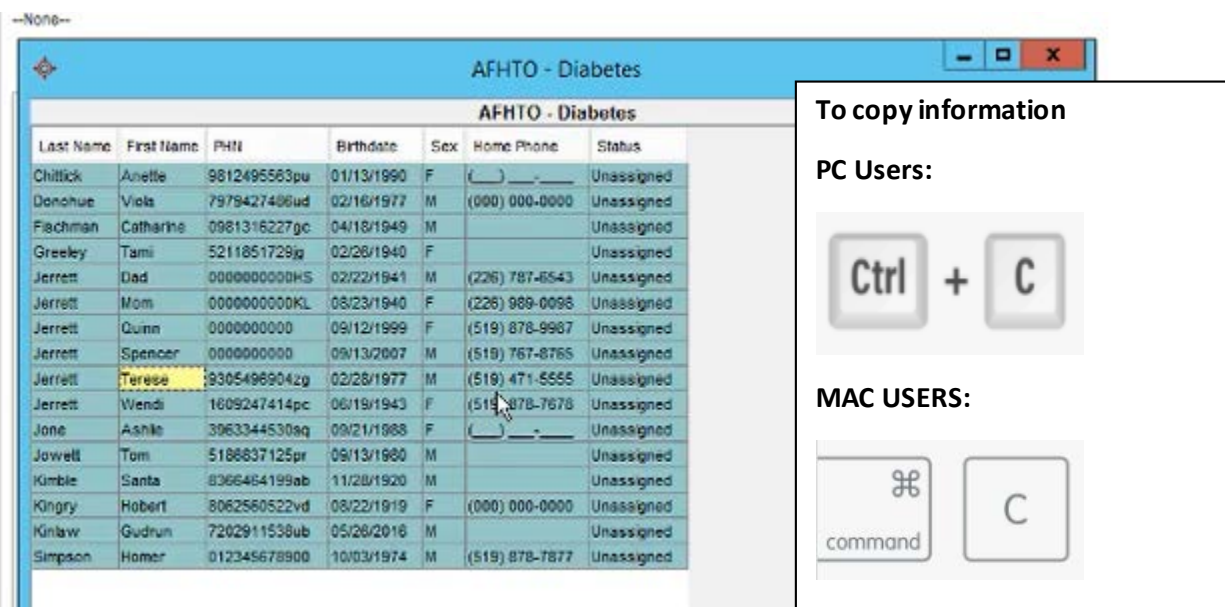
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Step 6: Once the report has finished running, to add the results of the query to excel, on one of the results of the report, using your mouse “right click” and “select all”.



Step 6a: Once the results have been highlighted, on your keyboard press “Ctrl and c” to copy the information

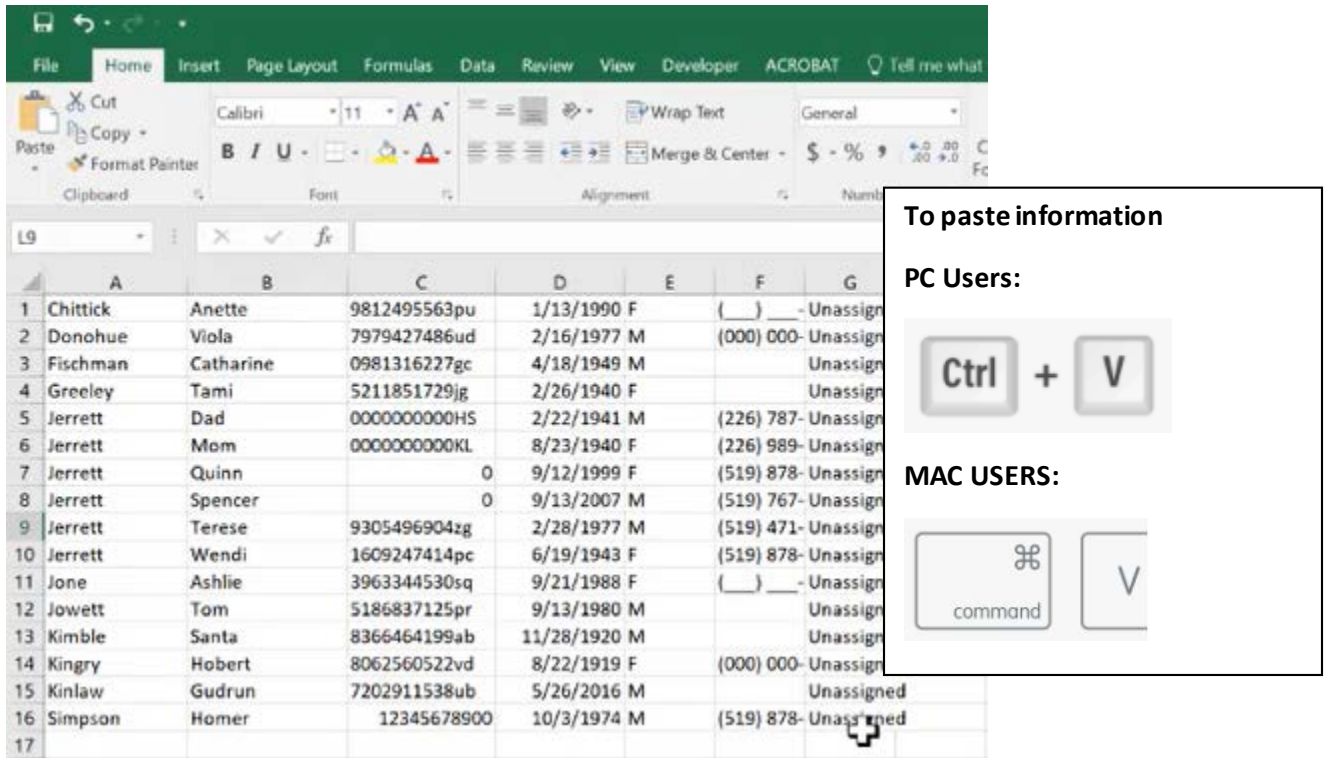
****MAC USERS:** would use “Command and c”



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Step 6b: Open excel on your computer, put the cursor in cell A2 and using your keyboard press “Ctrl and v” to paste the information into your excel workbook

****MAC USERS: would use “Command and v”**




To paste information

PC Users:



MAC USERS:



	A	B	C	D	E	F	G
1	Chittick	Anette	9812495563pu	1/13/1990 F		() - Unassign	
2	Donohue	Viola	7979427486ud	2/16/1977 M		(000) 000- Unassign	
3	Fischman	Catharine	0981316227gc	4/18/1949 M			Unassign
4	Greeley	Tami	5211851729jg	2/26/1940 F			Unassign
5	Jerrett	Dad	0000000000HS	2/22/1941 M		(226) 787- Unassign	
6	Jerrett	Mom	0000000000KL	8/23/1940 F		(226) 989- Unassign	
7	Jerrett	Quinn	0	9/12/1999 F		(519) 878- Unassign	
8	Jerrett	Spencer	0	9/13/2007 M		(519) 767- Unassign	
9	Jerrett	Terese	9305496904zg	2/28/1977 M		(519) 471- Unassign	
10	Jerrett	Wendi	1609247414pc	6/19/1943 F		(519) 878- Unassign	
11	Jone	Ashlie	3963344530sq	9/21/1988 F		() - Unassign	
12	Jowett	Tom	5186837125pr	9/13/1980 M			Unassign
13	Kimble	Santa	8366464199ab	11/28/1920 M			Unassign
14	Kingry	Hobert	8062560522vd	8/22/1919 F		(000) 000- Unassign	
15	Kinlaw	Gudrun	7202911538ub	5/26/2016 M			Unassigned
16	Simpson	Homer	12345678900	10/3/1974 M		(519) 878- Unassign	
17							

(No real patient information was used for this document)

At this time, depending on clinic policy and process, you can now save the excel document as required.

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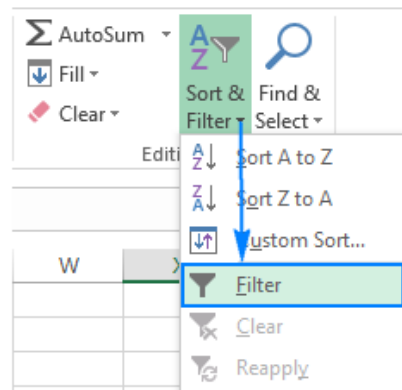
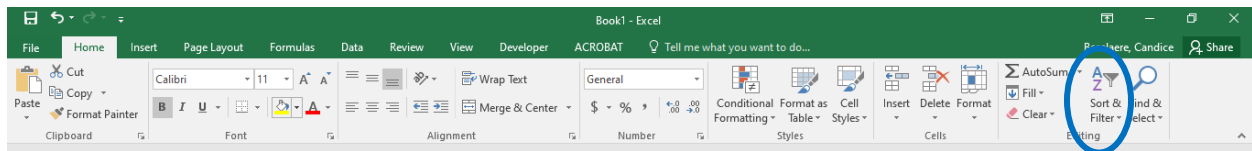
Excel Tips:

Adding Filters

1. Once the Column headings are in place, select any cell within your dataset

F	G	H	I	J
Business Phone	Mobile Phone	Email Address	MD Name	Primary Care Provider
			Phil Dalton	Dr. Phil Dalton
		spacejam@gmail.com	Phil Dalton	Dr. Phil Dalton
	519-123-4558		Phil Dalton	Dr. Phil Dalton
	519-123-4559	mickey@disney.com	Candice Beselaere	Dr. Phil Dalton
	519-123-4560		Candice Beselaere	Dr. Candice Beselaere
			Wendi Jerrett	Dr. Wendi Jerrett

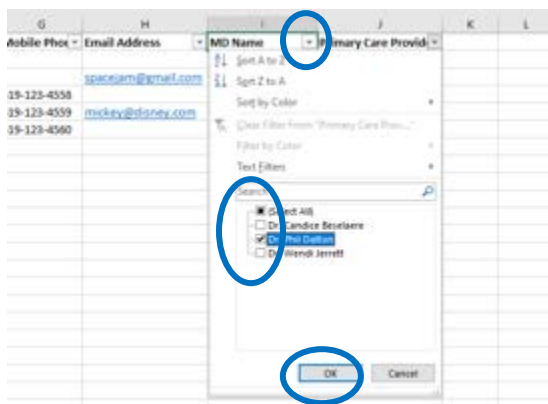
2. On the “Home Tab” click the “Sort and Filter” button, and select Filter



3. You can now filter your export to list only those patients have been assigned to a selected physician(s) if required.

Click on the down arrow, then select/unselect the filters, and hit OK

(To revert to the original list of all patients, select the “Select All” option until checkmarks appear in all filter boxes)



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