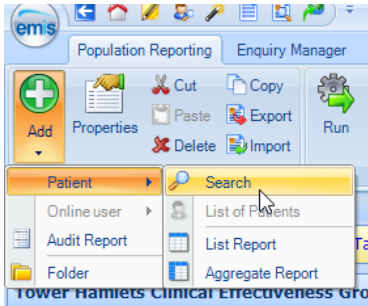


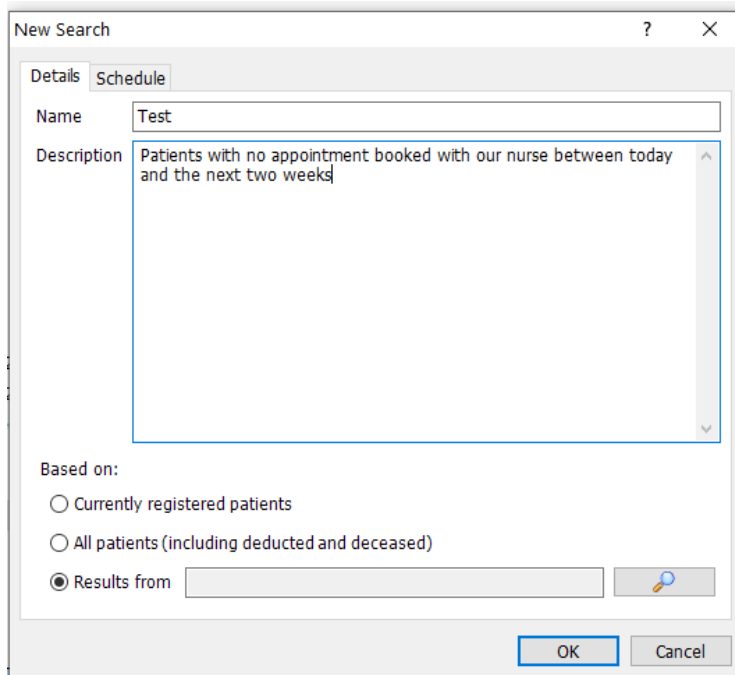
# How to write an appointment search in EMIS Web

Once you have exported a filtered list of children from APL-Imms, you can use this method to see which of them has/hasn't got an appointment booked already.

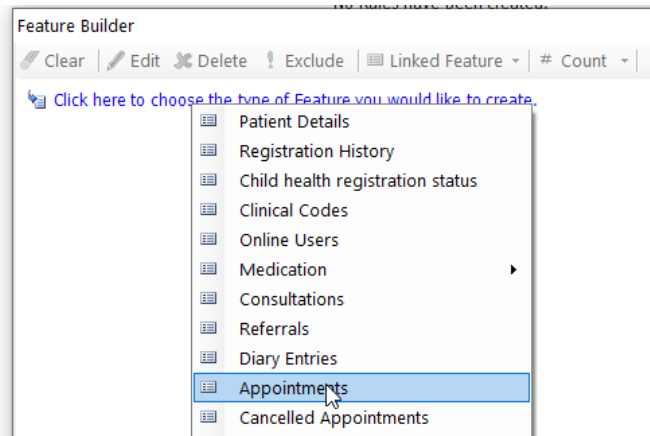
1. Open EMIS, go to Population Reporting, choose the folder where are you going to work, and in the top ribbon click 'Add', 'Patient', 'Search'.



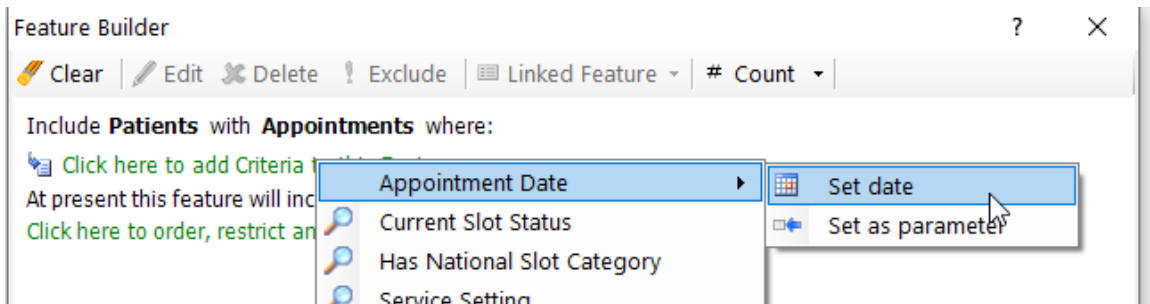
2. Give it a name (and a description if you want to, so others know what you have done). Tick 'Results from' and use the magnifying glass to choose the parent population, for example the 'List of Patients' you created with data from the APL-Imms tool.



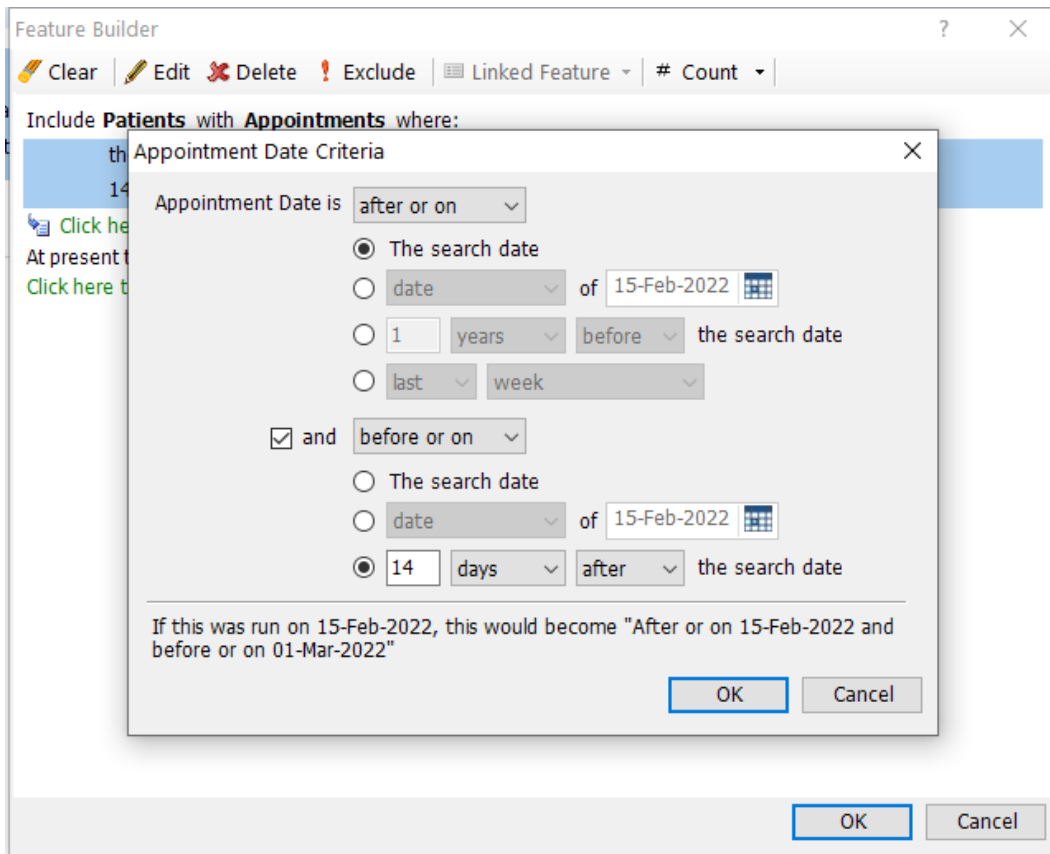
3. You will then have to add a 'Feature', in this case, 'Appointments'.



4. Add criteria to this feature. The criteria you are going to use is Appointment Date and you want to set the date.

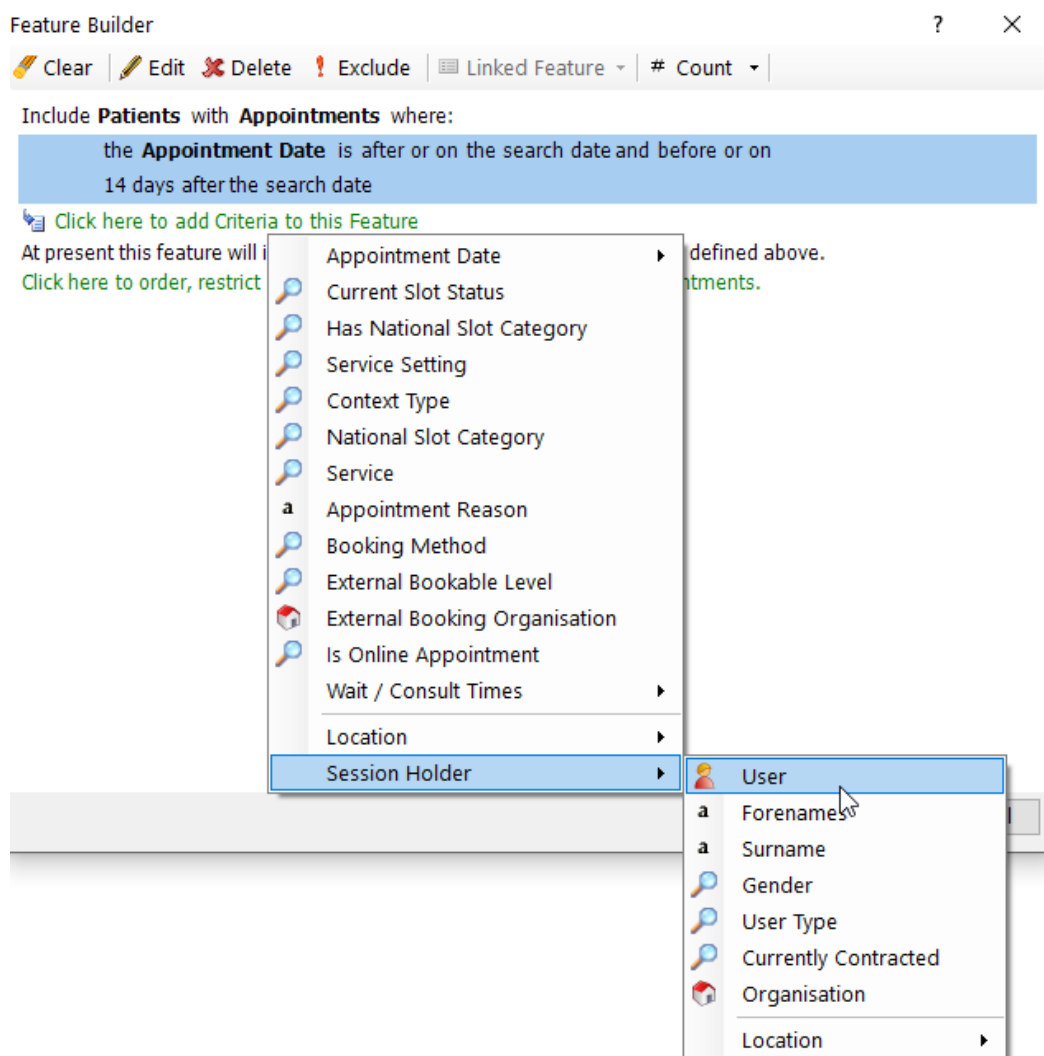


The Appointment date criteria will be as follows:



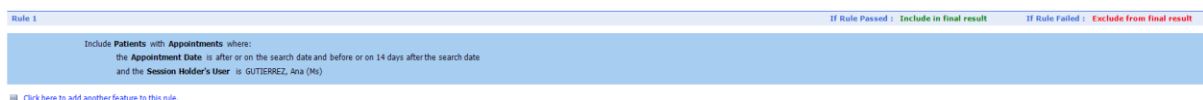
The criteria is saying you want to know if a patient has an appointment today, or within the next two weeks.

5. If you only want to know about appointments with certain members of staff, for example your practice nurses, you can add more criteria: 'Session holder', 'User'.



This will open another dialogue screen that will allow you to select your desired members of staff.

6. If you save the search now, you will obtain a list of patients who have an appointment with that member of staff within the next two weeks. If you want the opposite: those who do **not** have an appointment with that person, you need to change the inclusion rules from this:



To this:

Rule 1 If Rule Passed : **Exclude from final result**    If Rule Failed : **Include in final result**

Include **Patients** with **Appointments** where:  
the **Appointment Date** is after or on the search date and before or on 14 days after the search date  
and the **Session Holder's User** is GUTIERREZ, Ana (Ms)

7. Now you can save and run it. If you check on the definition tab it will look like this:

Rule 1 If Rule Passed : **Exclude from final result**    If Rule Failed : **Include in final result**

Include **Patients** with **Appointments** where:  
the **Appointment Date** is after or on the search date and before or on 14 days after the search date  
and the **Session Holder's User** is GUTIERREZ, Ana (Ms)

**Tip!** You can use this search again and again by copying and pasting it, and then editing the properties. By using the 'Results from' option mentioned at the beginning, you can attach it to any search or patient list you want.