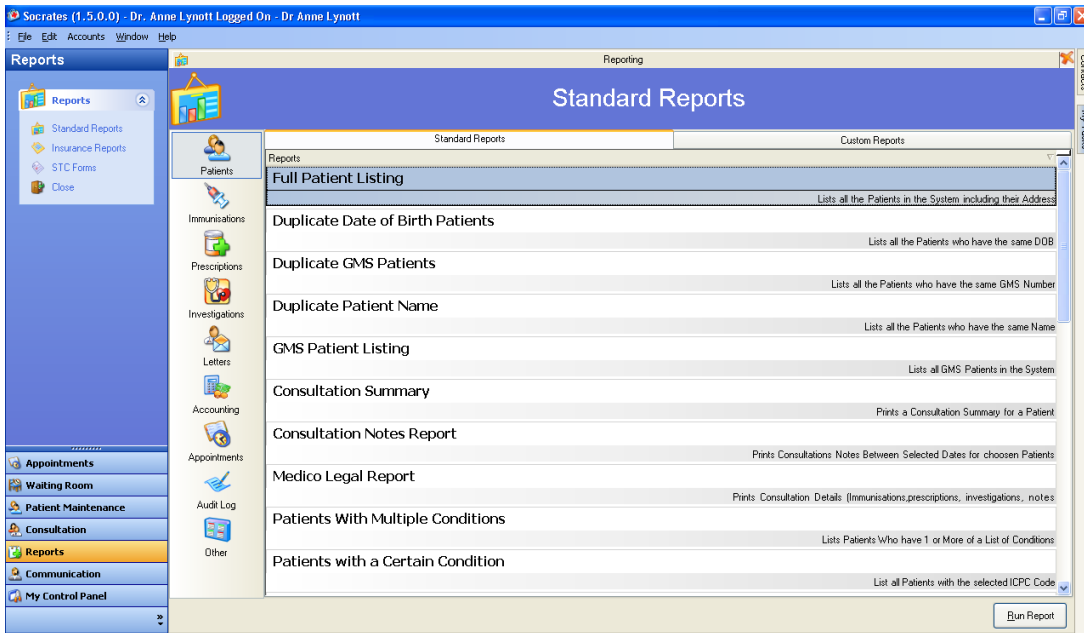


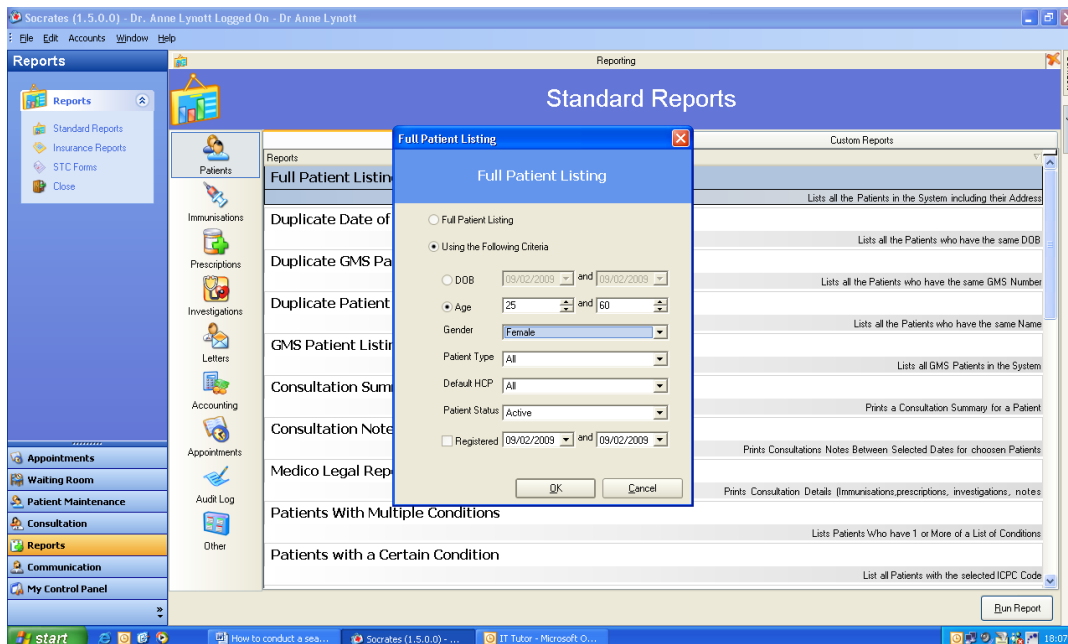
Conduct a search within Socrates practice management software for a specified patient demographic e.g. Women aged 25-60 years.

A. Generate a list of names and addresses

1. Click on the bottom left hand corner button 'Reports'. Then click 'Patients' icon from standard reports options. Then double click 'Full Patient Listing' option.

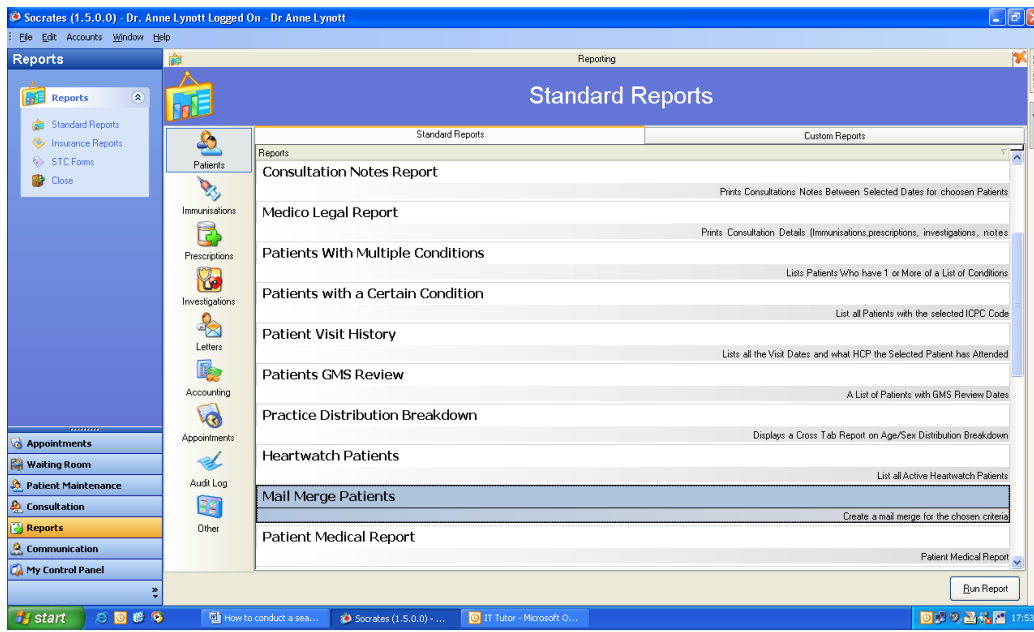


2. Select the 'Using the following criteria' option, then select 'Age' and type in the required age range e.g. 25-60 yrs, then select 'Female' in 'Gender' field. Finally select 'OK' and you will generate a list of women aged 25-60yrs.



B: Mail Merge: Send a letter to a specified demographic e.g. women aged 25-60

1. Click on the bottom left hand corner button 'Reports'. Then click 'Patients' icon from standard reports options. Scroll down the headings and double click the 'Mail Merge Patients' option.



2. Select the 'Using the following criteria' option, then select 'Age' and type in the required age range e.g. 25-60 yrs, then select 'Female' in 'Gender' field. Type in the body of the letter you want to send in the field provided. (The header and footer for Mail Merge letters are set up by Socrates support and can be adapted). Finally, select 'OK'. You can then preview the letters before printing.

Using Socrates to Carry Out a Practice Audit

A screenshot of the Socrates (1.5.0.0) software interface. The window title is "Socrates (1.5.0.0) - Dr. Anne Lynott Logged On - Dr Anne Lynott". The main menu includes "File", "Edit", "Accounts", "Window", and "Help". The "Reports" menu is open, showing options like "Standard Reports", "Insurance Reports", and "STC Forms". A "Full Patient Mail Merge" dialog box is displayed in the center, with the following settings:

- Radio button: Full Patient Listing
- Radio button: Using the Following Criteria
- DOB: and
- Age: and
- Gender:
- Patient Type:
- Default HCP:
- Patient Status:
- Letter Body:

The dialog box has "OK" and "Cancel" buttons. The background shows a "Reporting" window with a list of reports and a "Run Report" button at the bottom right. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 18:05.