

# Which report contains patient's names and addresses?

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1. Open **OP Reports**.
  2. Once you have logged in, open the **Administration** folder, then open the **Patient Register Lists** folder.
  3. Double-click the **Patient Directory** report.
    - You have the option of specifying the current status of the patient. It defaults to include only 'Active' patients. Change the text to select a different status, or select 'Show All Values' to include all patients in the database.
  4. Click **OK** to run the report.
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