

## Creating Patient Lists by Age with eClinicalWorks Registry

New Yorkers ages 16 and older are now eligible for COVID-19 vaccination. Please note, patients ages 16 and 17 are ONLY eligible for the Pfizer vaccine as the Moderna and Johnson & Johnson vaccines have only been authorized for people ages 18 and older. Vaccination for people ages 16 and 17 requires child assent and parental consent.

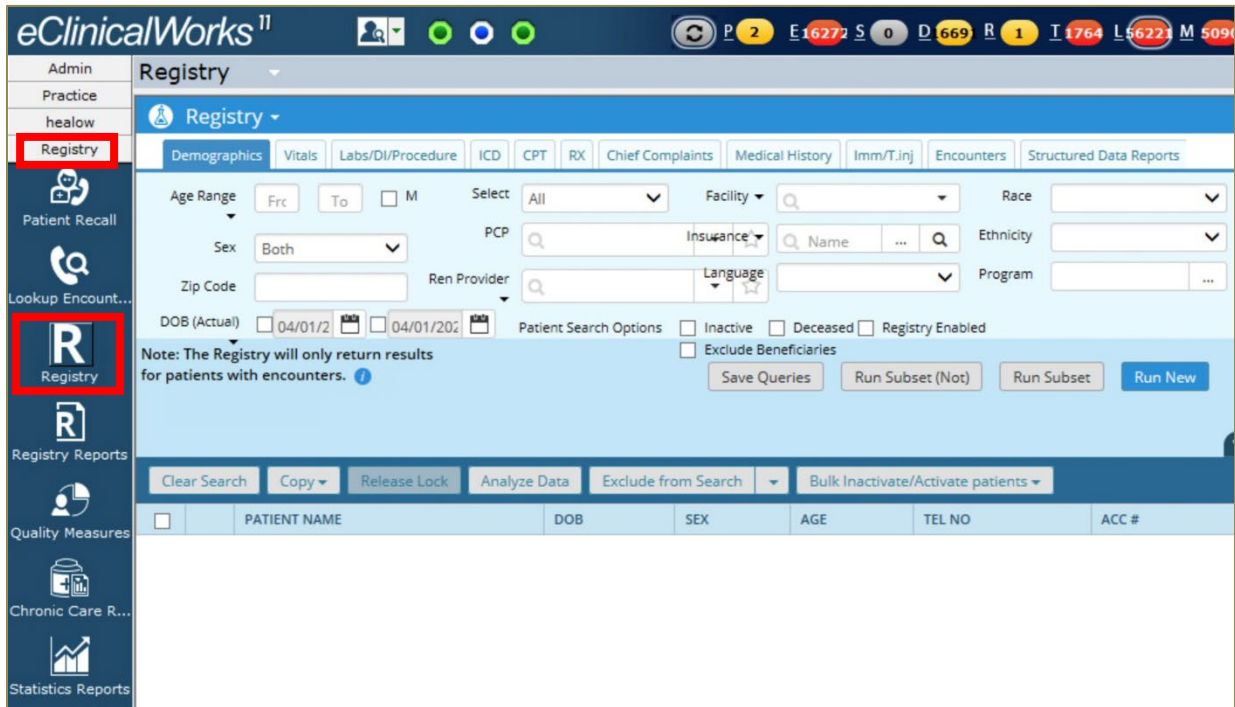
Organizations that administer the vaccine or refer patients for vaccination should use their electronic health record to identify patients ages 16 and older and proactively inform them about the vaccine. Follow this guide to generate a list of patients ages 16 and older using the eClinicalWorks (eCW) Registry and send messages to those patients through eCW. For the full list of people who are eligible for vaccination in New York State, click [here](#).

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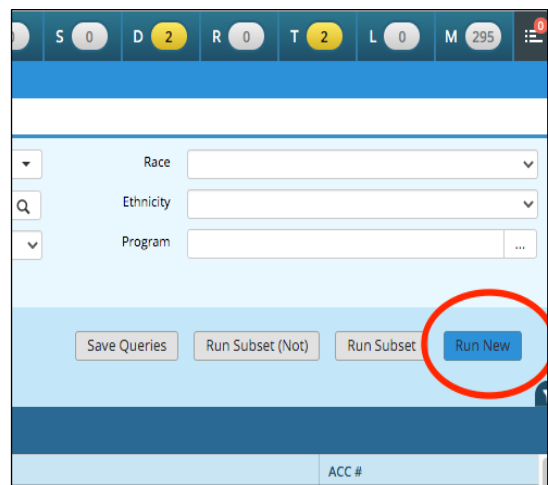
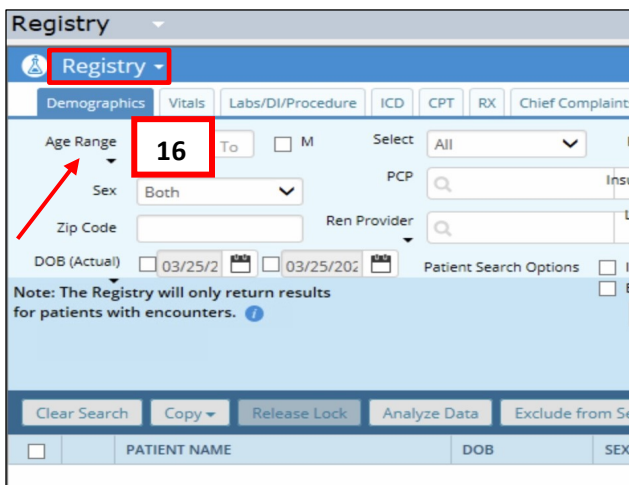
# Running a Registry Report

Note: the screenshots in this section are from the eCW v11 (Browser). Your EHR may look slightly different, but the steps will be the same.

1. **Open the eCW Registry.** Click on the Registry band on the left and then the Registry button.

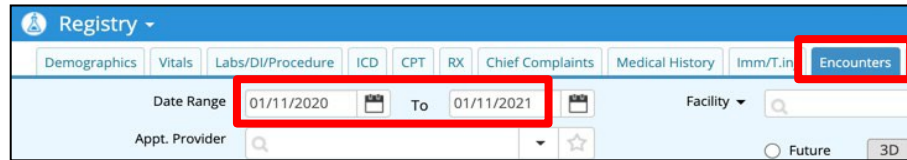


2. **Generate list of all patients ages 16+:** On the Demographics tab, find the first empty box next to the Age Range and type in 16. Then click on the Run New button on the right-hand side of the screen. Note: When the eligibility age changes again, enter that new number here in place of 16.

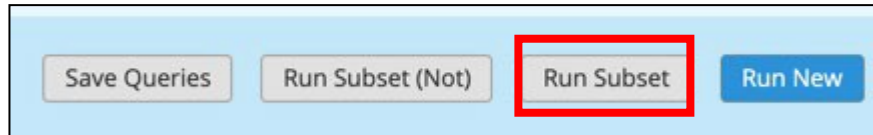


3. **Narrow down the list to only active patients.** The list you just ran will include all patients ages 16 and older, even if they have not visited your practice in many years. Narrow down the list to patients who have visited in the past one or two years, depending on your preference.

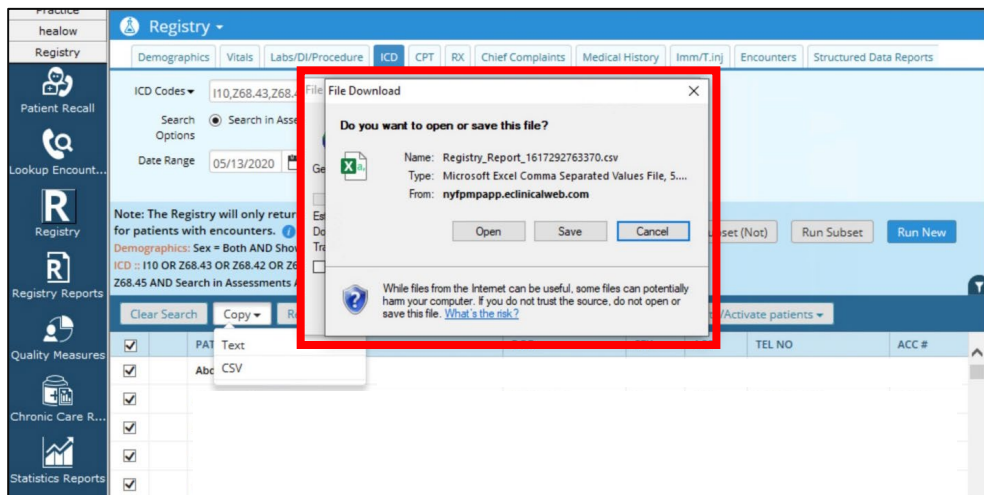
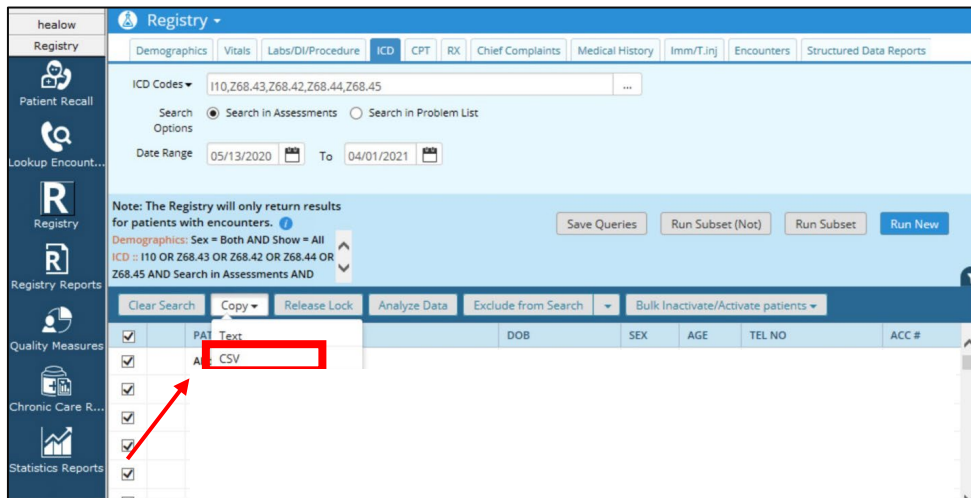
a. In the Encounters tab, enter a date range (start date on the left, end date on the right) to narrow the list down to patients who visited during that time.



b. Click Run Subset. The new list will only include patients ages 16 and older who had a visit within the date range you selected.



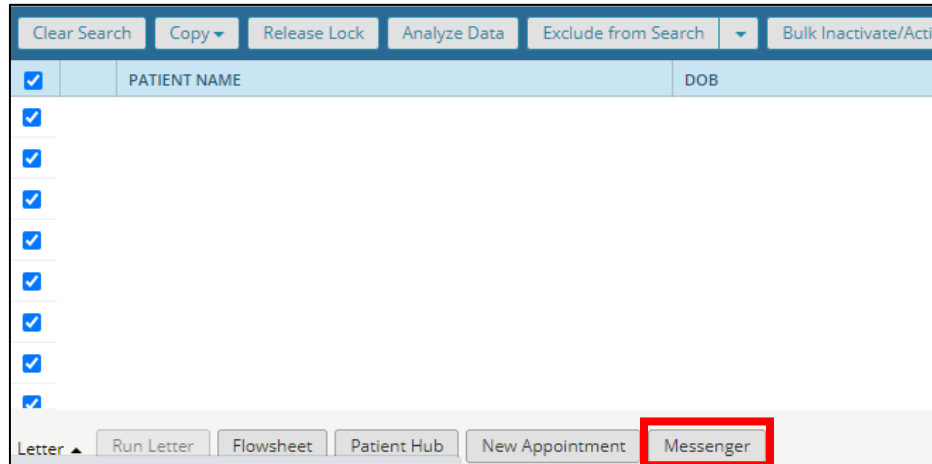
4. **Export the list.** Export this list from eCW to Excel to print, analyze, and track outreach. Select the Copy drop-down menu and click CSV. If you are using the web version of eCW, you will see the report downloading at the bottom left corner of the browser. Click on the file to open.



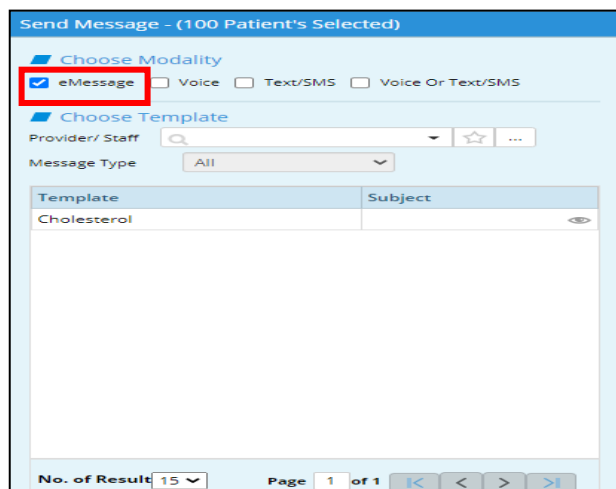
## Sending a Message

If your practice has the Patient Portal (for eMessages) and/or eClinicalMessenger (for text/SMS and voice messages), you can send a message to all the patients on the Registry list you created. Follow the steps below to send an eMessage, which is a message to the Patient Portal. The steps for voice or text/SMS messages are similar.

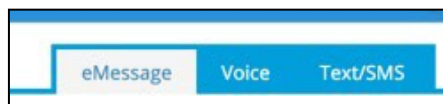
1. **Open Messenger.** After running your report, select Messenger at the bottom of the screen.



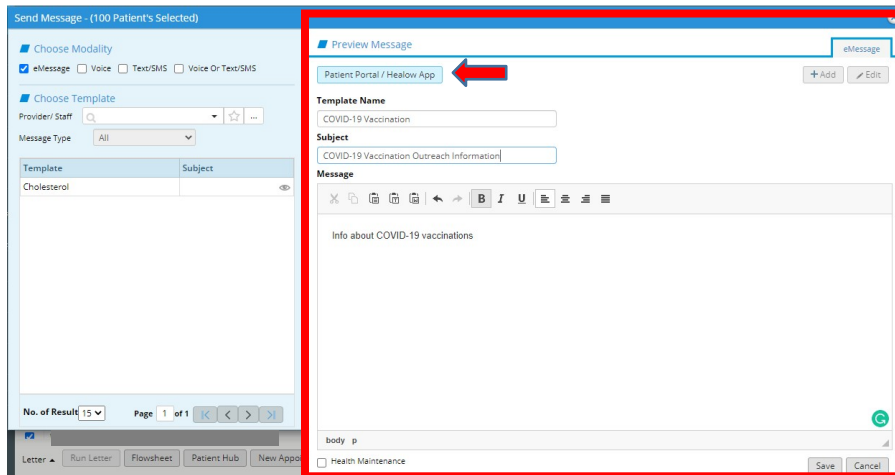
2. **Select Modality.** In the pop-up window, choose eMessage as your modality to send a patient portal message. Note that this will only be sent to patients who are web-enabled. You may also select Voice or Text/SMS to reach patients through those modalities.



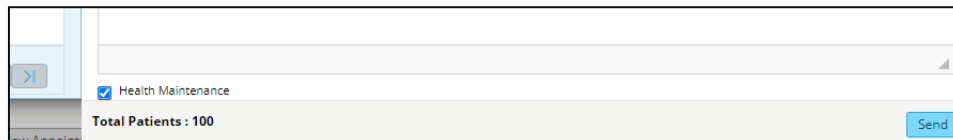
3. **Create Message.** On the right half of the Messenger screen, type the message you want to send. You will need to create a message for each modality (eMessage/Voice/Text). If you are sending more than one kind of message, type the message in each of the tabs.



- If sending an eMessage to the Patient Portal, click the Patient Portal/Healow App button on the eMessage tab.
- Type your message subject (e.g., COVID-19 Vaccination Outreach Information) into the Subject field and type your message into the Message field.
- To save this message as a template to use in the future, click Add, name the template, and click Save. You will be able to use this template for future patient lists.



- Send the message.** When you are ready to send the message, check the Health Maintenance box in the bottom left corner and press Send.



To access a previously saved message template in the future, look at the left-hand side of the eMessage window.

