# Patient History Report



The patient Change History report displays an audit log of every change made to an individual patient record, such as noting each time a data field changes.

## To generate for one patient

1. Find the patient or client record:
   - In a client list gadget.
   - By clicking the view icon in the client list gadget to open the patient list.
   - By clicking an area in a client summary gadget to open the patient list.
   - By using the Filters tab.
2. In the gadget, patient list, or search results or in the dashboard, click the view icon for the patient. The *Detailed Patient Information* window opens.
3. Click **More**, point to **Views**, and select **History Report**.
4. Save or open the file, as appropriate.

## To generate for one or more patients

1. Find the set of records by:
   - Clicking the view icon in the client list gadget to open the patient list.
   - Clicking a group in a client summary gadget to open the patient list.
   - Using the Filters tab.
2. In the patient list or your search results, select the check box for each patient and client you want to include in the report.
3. Click **Views** and select **History Report**.
4. Save or open the file, as appropriate. The system generates the report in PDF format.