You can print a CCN report from the **Care Coordination** screen > **Print CCN Reports** tab or from **Reports > Misc > 21.12 Care Coord Reports**.

- Select the From and Thru dates = Date of the Care Coordination Note
- Select **Print All Patients, Print All Employees,** or **Print Complete Text** (you can select all three if needed). If **Print All Patients** is unchecked then only the patient currently selected will show on the report. If **Print All Employees** is unchecked then only the currently logged in employee will show on the report.
- **All But [Exclude]** will ignore the dates and print ALL notes, excluding the topics with [exclude] in the description, with the filters you have applied.
- You can print the status of **All CCNs**, **Open CCNs**, or **Closed CCNs (Finished)**
- When you click on the **Select From/To** or **Select Topic(s)** button a list of all names used in the that field will appear. To print a report on select Topics or From/To click on the name(s).
- Report Seq allows you to select how you want the report to be ordered by. Report Seq #1 is the first way it will be order, followed by Seq #2 and #3.
- Click on Print Report after all selections have been made.

You can use a combination of the above options to create the report you need.