

Access Assignment- Cardiac Patients

Directions: You are to take the information you typed to perform the tasks given to you today. The data you entered should have been about patients at a cardiac unit in a hospital. You are a clerk in this unit and your boss wants a couple of reports made based upon the data you have.

1. Report #1 (from Cardiac Patients data):

Older patients need to be looked at a little closer so you need to create a form showing the following fields:

- 1) Patient ID
- 2) Room #
- 3) Patient Last Name
- 4) Patient First Name
- 5) Age

The list should show patients 70 and over. Next, sort the list in alphabetical order by last name. **Make sure it fits to one page!!!!**

2. Report #2

The next report needs to show the amount owed by each patient. Your boss wants this on there so this can be sent to the financial office. You will need to add a field for the amount owed. You only need to show:

- 1) Patient ID
- 2) Last Name
- 3) First Name
- 4) Amount Owed

You can keep this report sorted by Patient ID. Here are the amounts owed by Patient ID:

1- \$10,000	11- \$0
2- \$3,500	12- \$17,000
3- \$0	13- \$5,000
4- \$5,000	14- \$3,600
5- \$12,200	15- \$2,400
6- \$3,000	16- \$0
7- \$50,000	17- \$35,000
8- \$0	18- \$0
9- \$115,000	19- \$45,000
10- \$13,400	20- \$27,000