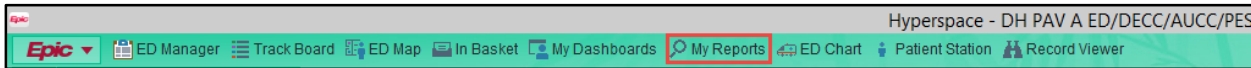


PROCEDURE REPORT

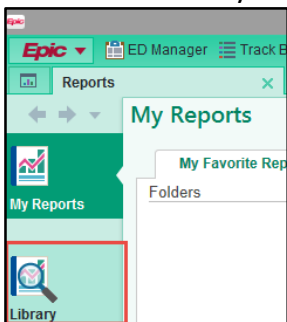
It is possible for all providers, including Residents to track their documented procedures to support their educational initiatives. Use this tip sheet to locate and modify a report to track procedures.

GENERATING THE ED PROCEDURES REPORT FOR THE FIRST TIME

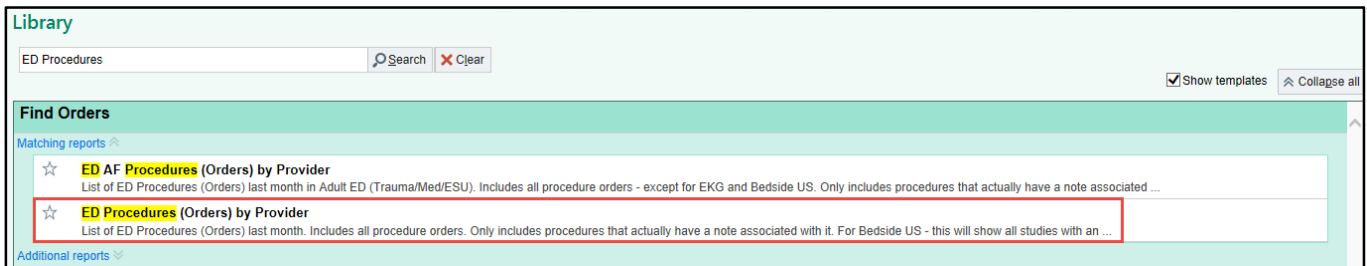
1. Click My Reports from the Hyperspace toolbar. My Reports is only available to Residents when logged into DH PAV A ED/DECC/AUCC/PES.



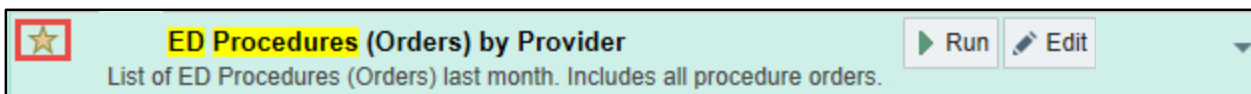
2. Click the Library activity to open the report library



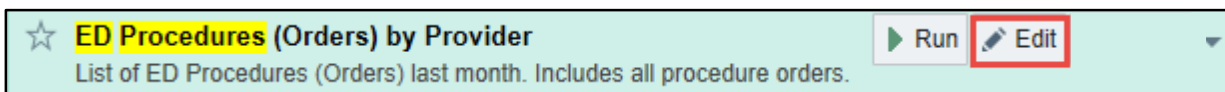
3. Type ED Procedures into the search bar to find ED Procedures (Orders) by Providers.



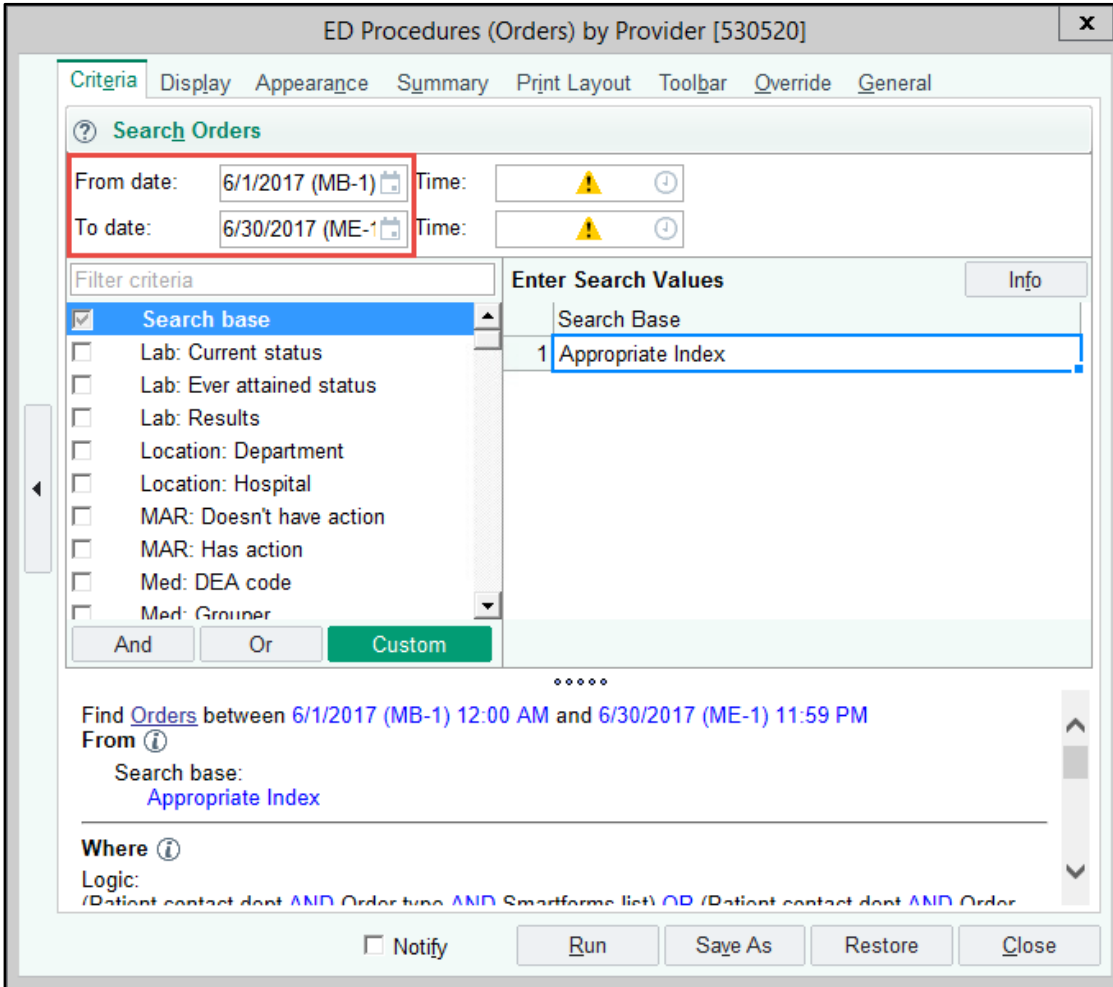
4. Select the star to add this report to the My Reports activity, making future report generation more efficient.



5. Hover the mouse over the report title to reveal addition action icons. Click Edit



6. Customize the report by:
 - a. Adjust the Date Range for the relevant time period. The Report defaults to the most recent complete month. Reports greater than 30 days will take both a long time to generate and will contribute to performance issues in the Production (PRD) environment.



7. Click Run.

FILTERING THE REPORT

By default, the report includes all procedures completed by all ordering, performing and authorizing providers. After the report runs, filters can be applied to limit results.

To apply filters to refine your results:

1. Click the Filters button.
2. Select the appropriate filters to apply
3. Click Accept

For example:

- a. Select Performing Provider
- b. Select names to include
- c. Click Apply

This report will filter all results by the performing provider.

Order Date	Order ID	Patient Name (MRN)	Patient CSN	Ordering Provider	Performing Provider	Auth Provider	Procedure	Note	HNO	Study Status	Images
06/01/2017					BERGAMO, CARA [3407]	BRODERICK, KERRY B [966]	ECG 12-LEAD [ECG1]	SmartForm 49982		Final	06/01/2017 04:59:40 PM
06/02/2017					BERGAMO, CARA [3407]	JOSEPH, DANIEL A [13180]	ECG 12-LEAD [ECG1]	SmartForm 49982	[47369165]	Final	06/02/2017 05:04:50 PM
06/03/2017					BERGAMO, CARA [3407]	ENGELN, ANNA K [1072]	LACERATION REPAIR [PRO83]	SmartForm 49996	[47436891]		
06/09/2017					BERGAMO, CARA [3407]	TRENT, STACY A [1727]	LACERATION REPAIR [PRO83]	SmartForm 49996	[48153160]		

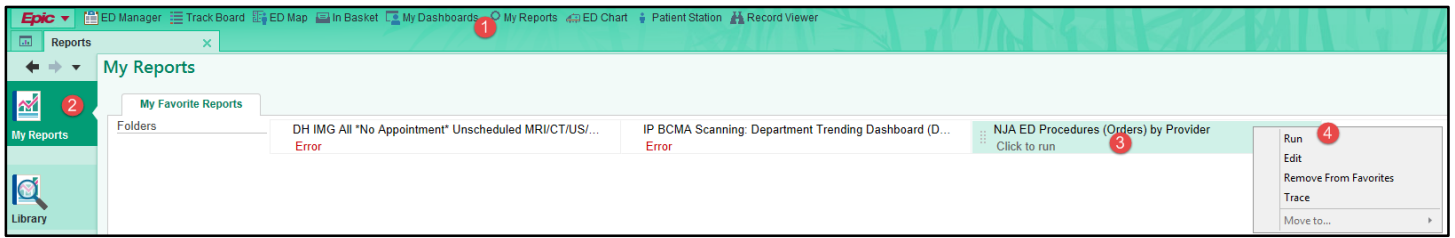


Multiple filters can be applied to report. Using the example above, the user could also select Procedures and select the procedures they wish to include in or exclude from the report.

RUNNING SUBSEQUENT REPORTS

Once marked as a favorite, the report will appear in your in the My Reports activity, under My Favorite Reports.

1. Click My Reports
2. Select the My Reports activity
3. Locate the report
4. Right-Click the report title and select Edit



5. Edit the Date Range for the report
6. Click Run