

Quick Reference Guide: Reports

Purpose

The new Reports Admin selection allows users to generate all transcription and management reports on-demand. Reports were previously generated automatically at set times for defined time frames.

Reports Permissions

There are two reports permissions:

- **Access Reports for Current User:** assign this permission to a typist to give her access only to her own User Performance Current User report.
- **Access Reports Account Wide:** assign this permission to any user who needs to generate any report other than her own User Performance Current User report.



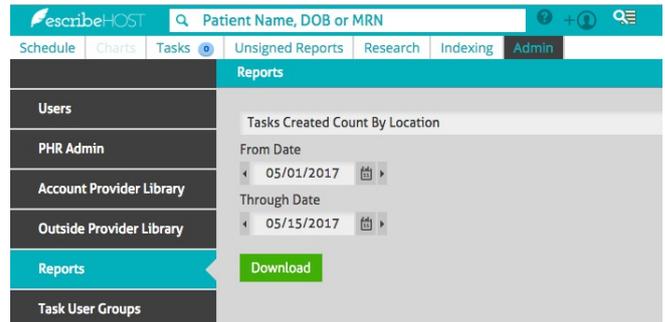
Access Reports

1. Click the Admin Module tool in the Module row.
2. Click the Reports tool in the Admin vertical tool bar.



Generate A Report

1. Select a report from the Report list box.
2. If the report supports a date range, define the From Date and Through Date.



3. Click Download. A message appears to let you know that it takes time to generate the report. DO NOT CLOSE THIS TAB or you will interrupt the process. Open another browser tab if you have other work to do in eScribeHOST.



4. You are notified when the report file is finished. You are then prompted to save the report file to your hard drive.

Note: The default filename uses this format: [date]_[file ID number]_[username]_[report name].csv Example: 2017-05-10_14-24-27-621_daberdale_active_users.csv

Open A Report

1. Access the saved report and open it in Excel.
2. In Excel, click Data > Text to Columns to convert the .csv file to columns so you can change the sort.

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Report Descriptions

Active Patients

Description: List of all patients with a status of "Active" in Demographics when the report is run.

Report Columns: Last Name, First Name, MRN, DOB, Email Address

Availability: All accounts

Active Patients Count

Description: Count of all patients with a status of "Active" in Demographics when the report is run

Report Column: Count

Availability: All accounts

Active Users

Description: List of all users in the account with the date of their most recent login action

Report Columns: Date of Last Login, Last Name, First Name, Username, Employer Name, Note

Availability: All accounts

Documents In Progress

Description: List of all documents with a status of "In Progress" at the time the report is generated

Report Columns: Date Created, Created by Last Name, Created By First Name

Modified By* Last Name, Modified by* First Name, DOS, Patient Last Name, Patient First Name, Patient MRN, Patient DOB, Physician Last Name, Physician FirstName, Document Type

Availability: All accounts

Indexing Jobs Count By User By Date

Previous title: Batch Scan Index Report

Description: Counts of number of pages indexed by each user on each day of the defined date range

Report Columns: Last Name, First Name, Indexing Date, Pages Indexed (number of pages)

Availability: All accounts

Outside Providers Without Fax Report

Description: List of all Outside Providers who have no Fax number recorded in their profile

Report Columns: Provider Last Name, Provider First Name, NPI, eScribeHOST Provider ID

Availability: All accounts

Patients Needing Office Visit Report

Description: List of active patients who have not had an Office Visit in the past 13 months

Report Columns: Last DOS, Patient Last Name, Patient First Name, MRN, DOB, Contact Preference, Home Phone, Work Phone, Mobile Phone, Email Address

Availability: All accounts

*Modified By references the user who saved the most recent update to the document.

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Report Descriptions (cont.)

Non-Invasive Procedure Count By Procedure By Provider

Previous title: Benton Non-Invasive Productivity Report By Examiner

Description: Counts of each type of non-invasive diagnostic report read by Reading Cardiologist (Provider) during the defined date range

Report Columns: Provider Last Name, Provider First Name, Procedure Name, Count

Availability: Limited to accounts with these entry forms: Accelerated Bruce

Protocol 2 min, Carotid Dopplers, Holter Monitor, MUGA, Nuclear Stress Test, PVR, Pharmacologic Stress Test, Stress Bruce 3 min, Stress Bruce Modified, Venous Doppler, Transthoracic Echo

Non-Invasive Procedure Count By Procedure By Provider By Date

Previous title: Benton Non-Invasive Productivity Report by Examiner

Description: Counts of non-invasive diagnostic reports read by Reading Cardiologist (Provider) by Date during the defined date range

Report Columns: Procedure Date, Provider Last Name, Provider First Name, Procedure Name, Count

Availability: Limited to accounts with these entry forms: Accelerated Bruce

Protocol 2 min, Carotid Dopplers, Holter Monitor, MUGA, Nuclear Stress Test, PVR, Pharmacologic Stress Test, Stress Bruce 3 min, Stress Bruce Modified, Venous Doppler, Transthoracic Echo

Non-Invasive Procedure Count By Referring Physician

Previous title: Benton Non-Invasive Procedure Productivity Report by Referring Physician

Description: Counts of each type of non-invasive diagnostic report referred by Referring Provider for the defined date range

Report Columns: Referring Physician Last Name, Referring Physician First Name, Procedure Name, Count

Availability: Limited to accounts with these entry forms: Accelerated Bruce

Protocol 2 min, Carotid Dopplers, Holter Monitor, MUGA, Nuclear Stress Test, PVR, Pharmacologic Stress Test, Stress Bruce 3 min, Stress Bruce Modified, Venous Doppler, Transthoracic Echo

Non-Invasive Procedure Count By Referring Physician By Date

Previous title: Benton Non-Invasive Procedure Productivity Report by Referring Physician

Description: Counts of non-invasive diagnostic reports referred by Referring Physician by Date during the defined date range

Report Columns: Procedure Date, Referring Physician Last Name, Referring Physician First Name, Procedure Name, Count

Availability: Limited to accounts with these entry forms: Accelerated Bruce

Protocol 2 min, Carotid Dopplers, Holter Monitor, MUGA, Nuclear Stress Test, PVR, Pharmacologic Stress Test, Stress Bruce 3 min, Stress Bruce Modified, Venous Doppler, Transthoracic Echo

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Report Descriptions (cont.)

Tasks Created Count By Location

Previous title: Tasks Created By Office Location And AreaType

Description: Counts of tasks created during the defined date range by Location

Report Columns: Location, Count

Availability: All accounts

NOTE: Tasks with blank Location are included in this report.

Tasks Created Count By Location by Task Type

Previous title: Tasks Created By Office Location And AreaType

Description: Count of tasks created during the defined date range by Location by Task Area/Task Type

Report Columns: Location, Task Area, Task Type, Count

Availability: All accounts

NOTE: Tasks with blank Location are included in this report.

Tasks Created Count By Provider

Previous title: Tasks Created By Examiner And AreaType

Description: Count of tasks created during the defined date range by Provider

Report Columns: Provider Last Name, Provider First Name, Count

Availability: All accounts

NOTE: Tasks with blank Provider are included in this report.

Tasks Created Count By Provider By Task Type

Previous title: Tasks Created By Examiner And AreaType

Description: Count of tasks created during the defined date range by Provider by Task Area/Task Type

Report Columns: Provider Last Name, Provider First Name, Task Area, Task Type, Count

Availability: All accounts

NOTE: Tasks with blank Provider are included in this report.

Tasks Created Count By User

Previous title: Tasks Created By User And AreaType

Description: Count of tasks created during the defined date range by User

Report Columns: User Last Name, User First Name, Count

Availability: All accounts

Tasks Created Count By User By Task Type

Previous title: Tasks Created By User And AreaType

Description: Count of tasks created during the defined date range by User by Task Area/Task Type

Report Columns: User Last Name, User First Name, Task Area, Task Type, Count

Availability: All accounts

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Report Descriptions (cont.)

Tasks Resolved

Previous title: Resolved Detail Report

Description: List of tasks resolved during the defined date range by patient name with process time (duration between Created Date/Time and Resolved Date/Time)

Report Columns: Patient Lastname, Patient Firstname, MRN, Date Created, Time Created, Task Area, Task Type, Resolved By User Last Name, Resolved By User First Name, Date Resolved, Time Resolved, Total Process Time

Availability: All accounts

Tasks Resolved Count By User

Previous title: Tasks Resolved By User and AreaType

Description: Count of tasks resolved during the defined date range by user with total process time for all resolved tasks

Report Columns: Resolved By User Last Name, Resolved By User First Name, Count, Process Time

Availability: All accounts

Tasks Resolved - Count By User By Task Type

Previous title: Tasks Resolved By User and AreaType

Description: Count of tasks resolved during the defined date range by User by Task Area/Task Type with total process time.

Report Columns: Resolved By User Lastname, User First Name, Task Area, Task Type, Count, Total Process Time

Availability: All accounts

Transitional Care Management

Previous title: Transitional Care

Description: List of all Transitional Care Management Notes created during the defined date range by Discharge Hospital

Report Columns: Discharge Hospital, DOS, MRN, DOB, Provider Last Name, Provider First Name, Date of Discharge, Follow Up Date, Reason No Followup, Creator

Availability: Restricted to accounts using the Transitional Care Management Note

Transitional Care Management Count

Description: Count of all Transitional Care Management Notes created during the defined date range

Report Columns: Count

Availability: Restricted to accounts using the Transitional Care Management Note

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Report Descriptions (cont.)

Transitional Care Management Count by Document Creator

Description: Count of Transitional Care Management Notes created during the defined date range by Creator

Report Columns: Document Creator, Count

Availability: Restricted to accounts using the Transitional Care Management Note

Transitional Care Management Counts by Hospital

Description: Count of Transitional Care Management Notes created during the defined date range by Discharge Hospital

Report Columns: Discharge Hospital, Count

Availability: Restricted to accounts using the Transitional Care Management Note

User Performance Current User

Previous title: Typist Performance Report - Single Typist

Description: Total line count for the logged in user for the defined date range

Report Columns: Account Name, User Last Name, User First Name, Provider Last Name, Provider First Name, Document Count (created, edited, deleted), Document Lines, Task Lines*, Total

Availability: Restricted to a logged in user with the "Access Reports for Current User" permission

User Performance All Users Current Account

Previous title: Typist Performance Report - All Typists in Account

Description: Total line counts for all typists in a single account for the defined date range

Report Columns: Account Name, User Last Name, User First Name, Provider Last Name, Provider First Name, Document Count (created, edited, deleted), Document Lines, Task Lines*, Total Lines

Availability: All accounts; available only a logged in user with the "Access Reports Account Wide" permission

User Performance All Users All Accounts

Previous Title: Typist Performance Report - All Typists in All Accounts

Description: Total line counts for all typists in all accounts for the defined date range

Report Columns: Account Name, User Last Name, User First Name, Provider Last Name, Provider First Name, Document Count (created, edited, deleted), Document Lines, Task Lines*, Total

Availability: Restricted to logged in users with Master Administrator permission

*Task Lines = number of Transcription Clarification Tasks created x 2.