

Steps to Export and Print Reports

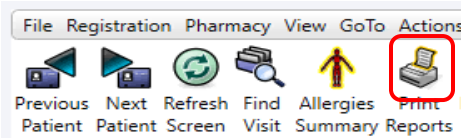
NOTE: Access to reports is based on the user's security level. If there is a report you need but do not have access to or cannot find, please contact the DeKalb Operating Unit (DOU) IS Help Desk at 404-501-5757 or email at edh.ishelpdesk@emoryhealthcare.org.

Sections:

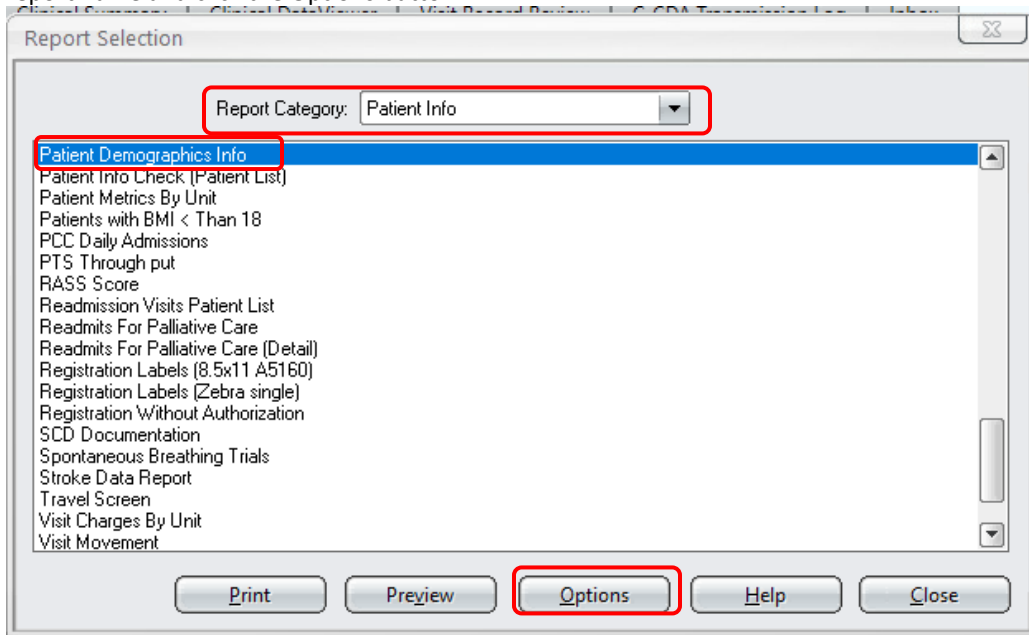
1. Patient Demographic Information report
2. Orders report
3. Results report
4. Document report

1. Patient Demographic Information Report

- a. Click on the Print Reports icon

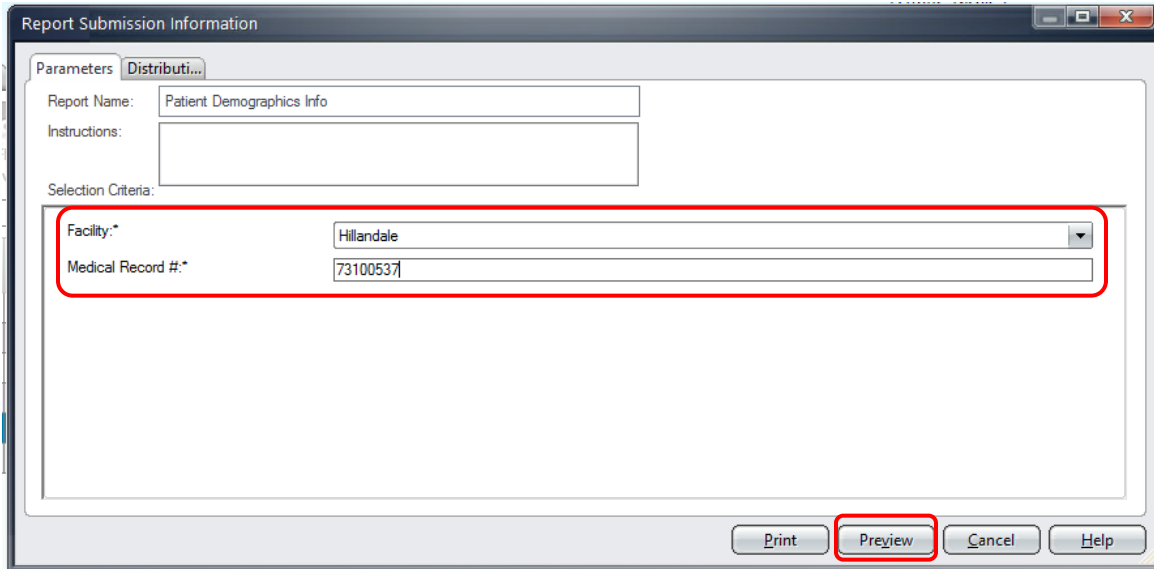


- b. In the Report Selection window, go to the Report Category of Patient Info. Highlight the Patient Demographics Info report name and click the Options button.

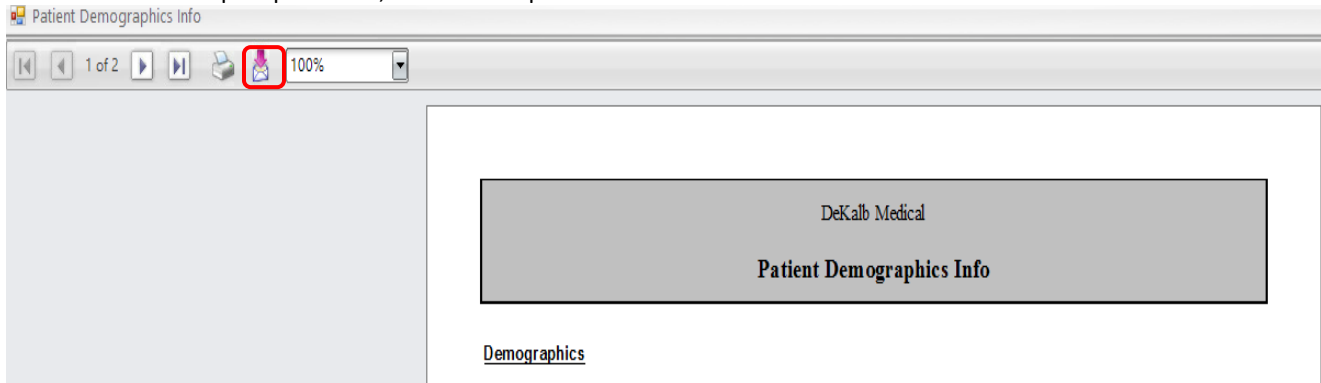


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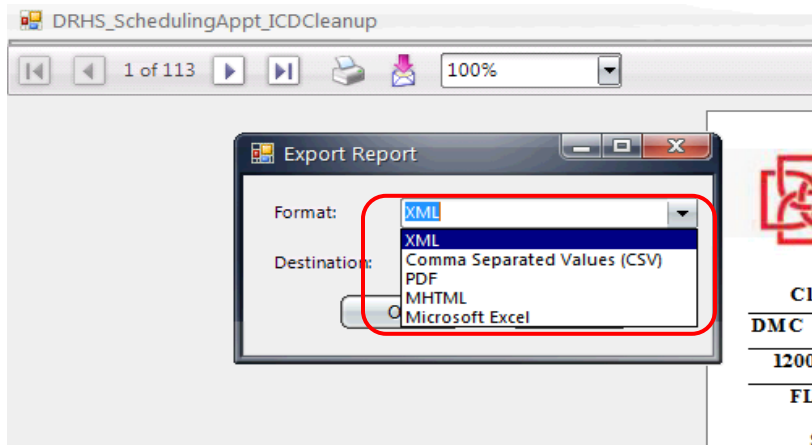
- c. Fill out the required information for Facility and MRN and then click the Preview button. Note: Information required to run a report are denoted by an * next to the parameter name.



- d. Once the report processes, select the export icon.

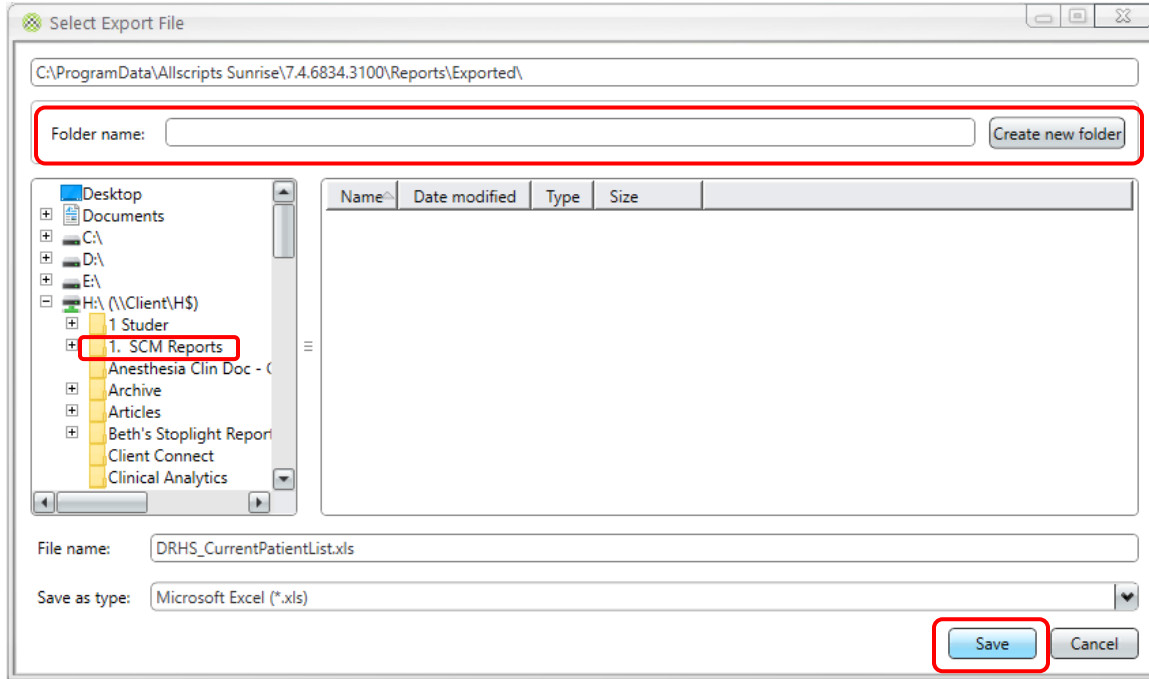


- e. In the Export Report window, select the correct export format for your file (ex: pdf or Excel). The Destination should remain the default of Disk File.




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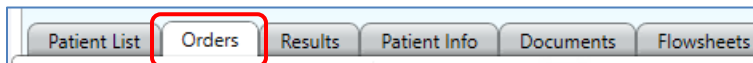
- f. Select the location where you will be exporting the file on your **H drive** and click on Save. If you need to create a folder to save these reports, select the H drive and then type the new Folder name in the box and click “Create new folder”.



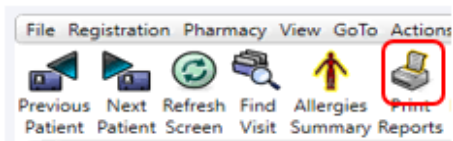
- g. Your file will be exported to the selected location.
h. Go to the folder where you saved the file and open the file...print per normal process.

2. Orders report

- a. Find your patient and select the correct visit 
b. Go to the orders tab

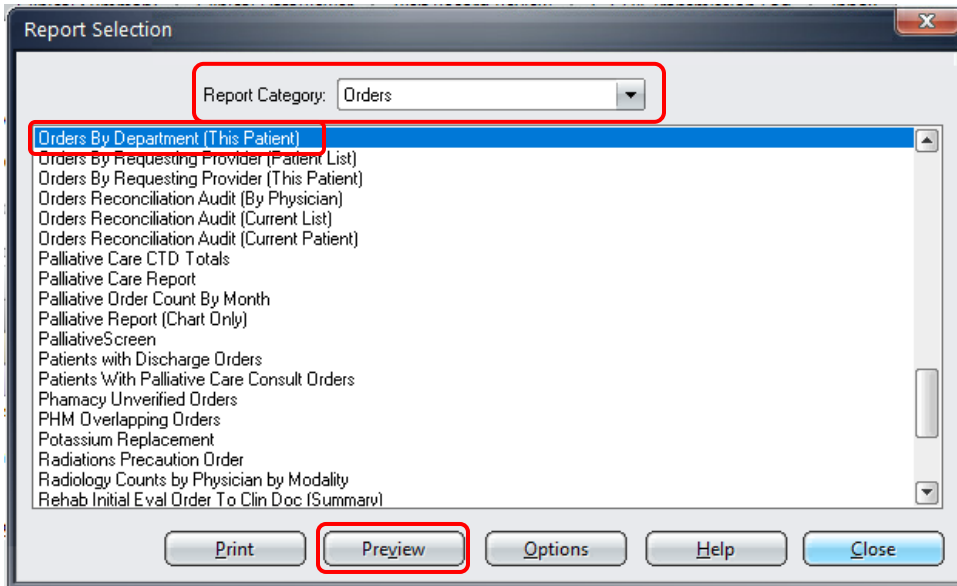


- c. Go to the Print Reports Icon – it should default to the Report Category of Orders as that is the tab you are on.



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- d. Select the “Orders by Department (This Patient)” report and click the Preview button.

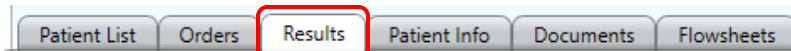


- e. Once the report processes, follow steps 1.d - h to export and print (if needed).

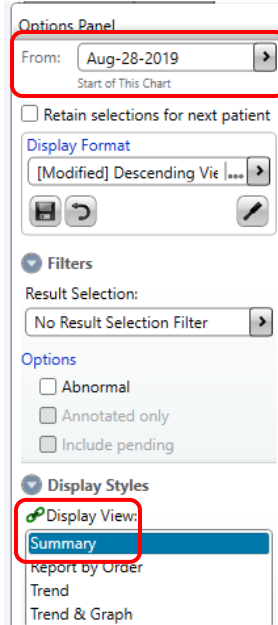
3. Results report

***Note: The Results reports print the information that is displayed on the screen, so filtering the data by Date, Result Selection and/or Type (Abnormal)/Status (Pending) can limit what is in the report.**

- a. Find your patient and select the correct visit 
 b. Go to the Results tab



- c. Set your filters in the Options Panel on left side of screen to the desired date range or start of chart and set your Display View to Summary.



- d. If a single result is desired just double-click the flag in the corresponding cell to open that result.



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- e. If multiple results are desired, select the row(s) or column(s) of results. If more than one result type and/or date column is desired, select by holding the Ctrl key and clicking the Result Type(s) or the Date(s). Example is shown as selecting ALL results for Hematology.

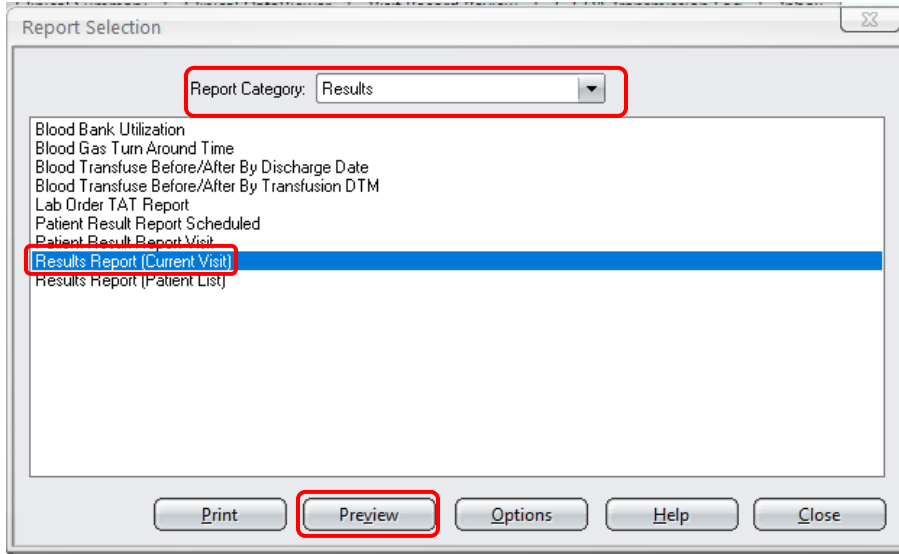
- f. Change the Display View to Report by Order – you will see the details of every result you selected.

Lab Test	Value	Reference Range
WBC	6.4	[4.8-10.8 10 ³ /uL]
RBC	4.29	[4.20-5.40 10 ⁶ /uL]
Hgb	13.1	[12.0-16.0 g/dL]
Hct	40.0	[37.0-47.0 %]
MCV	93	[81-99 fL]
MCH	30.5	[27.0-31.0 pg]
MCHC	32.8	[31.0-37.0 g/dL]
Platelet Count	211	[130-400 10 ³ /uL]
MPV	8.5	[7.4-10.4 fL]
RDW	12.3	[11.6-14.8 %]
Nucleated RBCs %	0.0	[0 %]

- g. Go to the Print Reports Icon – it should default to the Report Category of Orders as that is the tab you are on.


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- h. In the Report Selection window, click on the “Results Report (Current Visit)” report and click the Preview button.



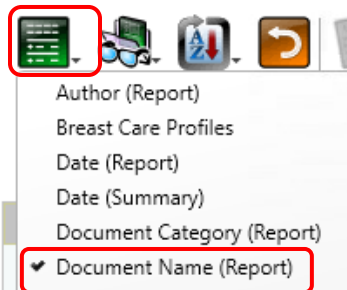
- i. Once the report processes, follow steps 1.d - h to export and print (if needed).

4. Document report

- a. Find your patient and select the correct visit 
- b. Go to the Documents tab



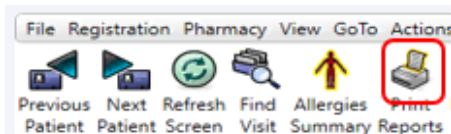
- c. Change your display format by clicking on the Display Format icon and selecting “Group by: Document Name”.



- d. Find the document you need to print and single click to highlight the document name. Hold down the **Ctrl** key to select multiple documents to print if needed.

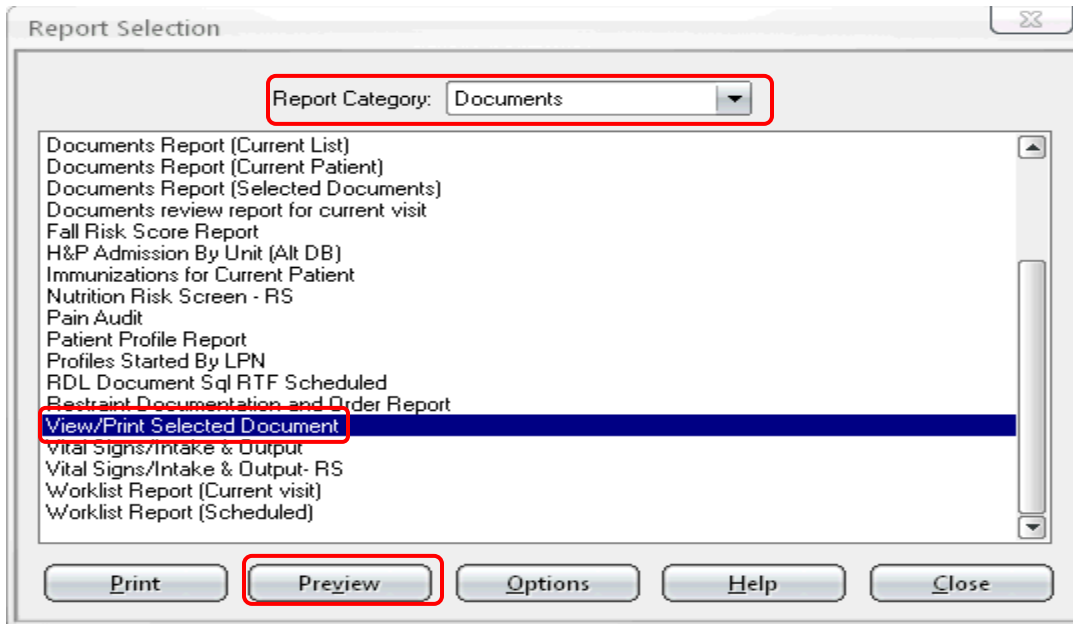
Physician Daily Progress Note-Surg General								
Sep-18-2019	07:06	Physician Daily Progress Note-Surg General	Quinones, Michael (MD)	Surg General	Sep-18-2019	07:06	Final	
Sep-17-2019	06:50	Physician Daily Progress Note-Surg General	Quinones, Michael (MD)	Surg General	Sep-17-2019	06:50	Final	
Sep-16-2019	19:42	Physician Daily Progress Note-Surg General	Quinones, Michael (MD)	Surg General	Sep-16-2019	19:42	Final	

- e. Go to the Print Reports Icon – it should default to the Category of Documents as that is the tab you are on.



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- f. In the Report Selection window, click on the “View/Print Selected Document” report and click the Preview button



- g. Once the report processes, follow steps 1.d - h to export and print (if needed).

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