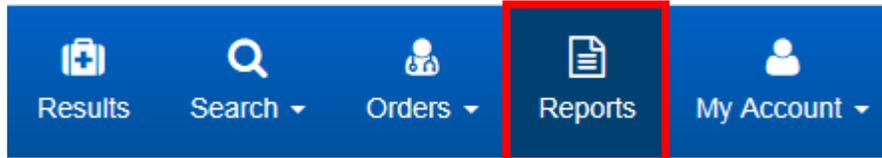


➤ Reports

- Preauthorization is required to view and create reports from the Reports Module.
- Reports are specific to facility and user authorization. Some reports may not be available to all users depending on the level of authorization.
- Click Reports on the navigation menu

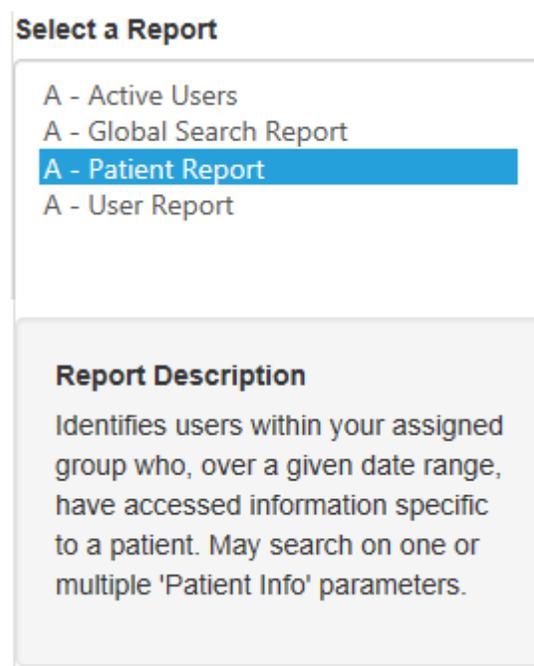


- Select the intended Report in the Select a Report section.

Audit Reports



- When selecting a Report, the Report Description will appear below the Reports List.



- Enter the report parameters and click Search.

Filters

Begin Date: 07/11/2018 *

End Date: mm/dd/yyyy 

Patient Last Name: 

Patient First Name:

Patient DOB: 11/11/2011 

Patient MRN:

Patient Account Number:

Clear

- Sort search results by clicking on the column headings.

User ID	Account Status	User First Name	User Last Name	Email	User Group	User Role	Date of Last System Logon	Number of Days until Account Disabled Due to Inactivity	Number of Days until Account Expiration	Number of Days until Password Expiration
										

- Search results may be exported to an Excel worksheet by clicking the Export to Excel button.