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**Chapter XIV: Reports**

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**Reports Overview**

There are a number of reports available through CRIS. There are two basic types of reports:

- those that are printed on demand and
- those that are printed automatically at either scheduled times of the day or as the result of specific actions taking place within CRIS

<b>Scheduled Reports</b>		
<b>Report Category</b>	<b>Report Name</b>	<b>Report Type</b>
<b>Admin Reports</b>	Patients on Pass	Documents Review Report
<b>Admin Reports</b>	Inpatients With Held Radiology Orders	Orders by Department View
<b>Consultation Note Summary</b>	Consultation Notes Summary, Visit	Result Report Visit
<b>Document Reports</b>	I & O Totals	Documents Review Report Visit
<b>Document Reports</b>	Rehabilitation Note Summary	
<b>Document Reports</b>	VAD Removal Notification	Worklist Report Scheduled Visit
<b>Documentation</b>	Interdisciplinary Notes Summary	Documents Review Report
<b>MAR</b>	7-Day Medications	Scheduled MAR Visit
<b>Orders</b>	Worklist for an Order Department/Subdepartment sorted by Location	Miscellaneous
<b>Orders Reports</b>	Patients with special instructions in diet order	
<b>Patient List</b>	Daily Discharge List	Patient List by Location
<b>Patient List</b>	Inpatients Admissions List	Patient List by Location

**Table 1: Automatic Reports**

<b>On Demand Reports</b>		
<b>Report Category</b>	<b>Report Name</b>	<b>Report Type</b>
<b>Admin Reports</b>	Document Review by Patient List	Document Review RTF
<b>Admin Reports</b>	Document Review Report	Document Review RTF
<b>Admin Reports</b>	Outpatient Summary	Documents Review Report
<b>Admin Reports</b>	Patients on Pass	Documents Review Report
<b>Admin Reports</b>	Positive FAST Assessment Report	
<b>Admin Reports</b>	Protocol History	
<b>Admin Reports</b>	Signatures Report	Orders
<b>Admin Reports</b>	Bed Status	Patient List by Location
<b>Document Reports</b>	Rehabilitation Note Summary	
<b>Documentation</b>	Interdisciplinary Notes Summary	Documents Review Report
<b>Labels</b>	Admission Labels	Labels
<b>Labels</b>	Specimen Labels	Labels
<b>Labels</b>	Specimen Labels	Labels
<b>MAR</b>	Discharge Medication Administration Summary	Discharge MAR
<b>MAR</b>	Medication Administration History for the Current Visit	Medication Administration History
<b>Nursing</b>	Department Worklist	Worklist
<b>Nursing</b>	Pediatric Emergency Drug Sheet (PEDS)	
<b>Orders</b>	Daily Order Summary - List	
<b>Orders</b>	Daily Order Summary - Patient	
<b>Orders</b>	Inpatients with held lab orders	Active Order List
<b>Orders</b>	Order Review List In the Requested by Details View (Current List) & Order RequestedByViewDetails	Active Order List All Patients
<b>Orders</b>	Order Review List In the Requested by View (Current List)	Active Order List All Patients
<b>Orders</b>	Order Summary	Active Order List All Patients
<b>Orders</b>	Order Summary	Active Order List
<b>Orders</b>	Order Summary	

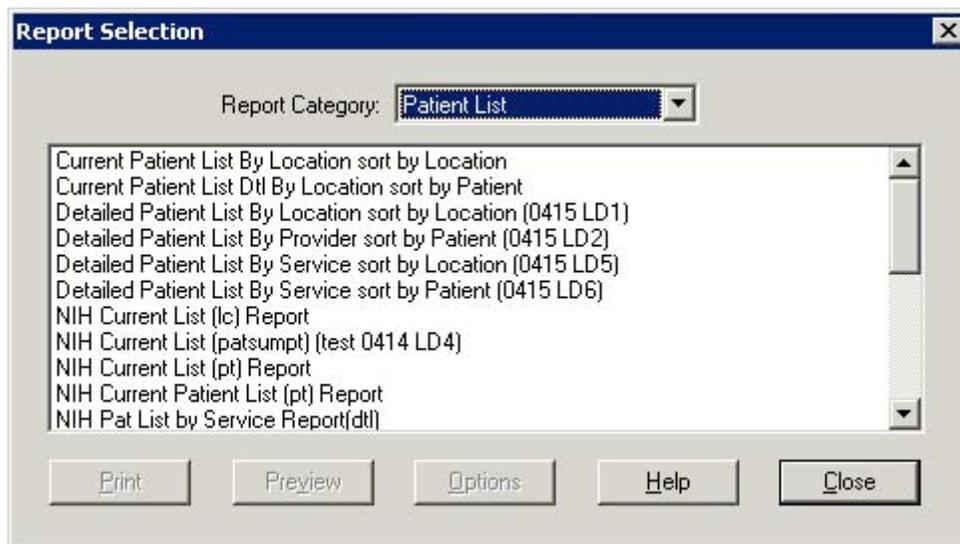
<b>On Demand Reports</b>		
<b>Report Category</b>	<b>Report Name</b>	<b>Report Type</b>
<b>Orders</b>	Patients with special instructions in diet order	
<b>Orders</b>	Specimen Collection Worklist	Orders
<b>Orders</b>	Unsigned Orders over 72hrs Old	
<b>Orders</b>	Worklist for an Order Department/Subdepartment sorted by Location	Active Order List by Department
<b>Orders</b>	Worklist for an Order Department/Subdepartment sorted by Location	Active Order List
<b>Patient List</b>	Alphabetic InPatient List	
<b>Patient List</b>	Current Patient List by Location, Sorted by Location & Patient List by Provider, Sorted by Location	Patient List by Location
<b>Patient List</b>	Current Patient List by Location, Sorted by Patient & Patient List by Provider, Sorted by Patient	Patient List by Location
<b>Patient List</b>	Detailed Current Patient List by Location, Sorted by Location / Detailed Patient List by Provider, Sorted by Location	Patient List by Location
<b>Patient List</b>	Detailed Current Patient List by Location, Sorted by Patient / Detailed Patient List by Provider, Sorted by Patient	Patient List by Location
<b>Patient List</b>	Detailed Patient List by Service, Sorted by Location	Service List by Location
<b>Patient List</b>	Detailed Patient List by Service, Sorted by Patient	Service List by Patient
<b>Patient List</b>	Inpatient List Under 18 Years	Patient List by Location
<b>Patient List</b>	Religion Worksheet	Religion Worksheet
<b>Results</b>	Consultation Note Summary	Result Report Visit
<b>Results</b>	Results Trend View	Result Trend View
<b>Results</b>	Results Trend View	Result Trend View

**Table 2: On Demand Reports**

### Selecting a Report to Print

The process of printing or previewing reports begins with the **Report Selection** dialog box, where you select the report you want to print. The reports listed depend on the chart section you are using. For example, if you have the **Patient List** displayed, the reports are related to the patient list and to patient visits.

**Note:** When printing a detailed patient list report, if any patient data is not available, the message, "Patient visit detail is unavailable," prints in the report in lieu of the patient information. An icon indicating unavailable information displays to the left of the patient name in the **Patient List**.



Screen 1: Patient List Report Selection Dialog box

### To select a report to print:

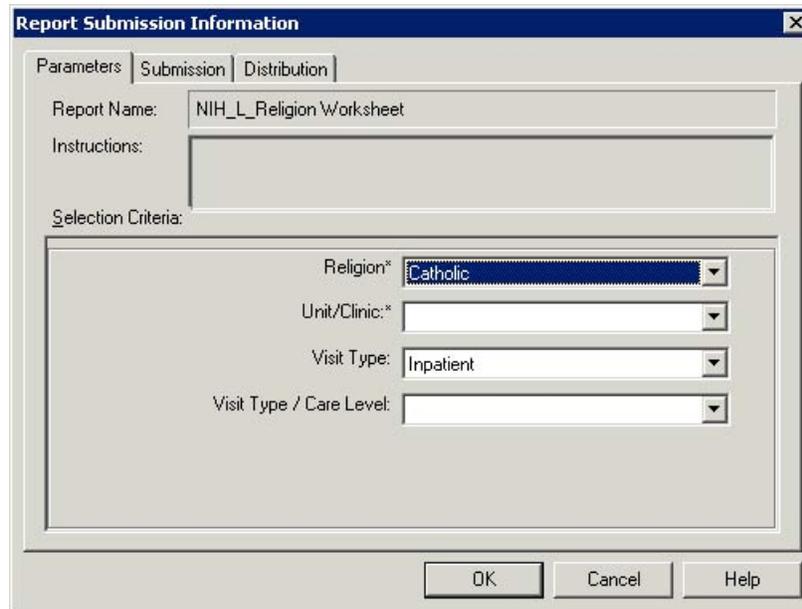
1. Do one of the following:
  - a. From the **File** menu, choose **Print Reports**.
  - b. Click the **Print Report** icon on the toolbar. The **Report Selection** dialog box opens.



Screen 2: Print Reports Icon

2. From the **Report Category** drop-down list, select the type of report you want to print. The reports that fall into the selected category appear in the **Report** list.
3. Select the report you want to print.

4. If necessary, specify the submission criteria for the report. If the report requires that you set submission criteria, you receive a message telling you so when you click **Preview** or **Print**.



**Report Submission Information**

Parameters | **Submission** | Distribution

Report Name: NIH\_L\_Religion Worksheet

Instructions:

Selection Criteria:

Religion\*: Catholic

Unit/Clinic:\*

Visit Type: Inpatient

Visit Type / Care Level:

OK Cancel Help

**Screen 3: Report Submission Information Dialog box**

5. If you want to see how the report will look when printed, click **Preview**.  
The report will display on your screen.
6. If you want a paper copy of the report, click **Print**.

### ***Previewing a Report***

You can preview a report before you print it. This allows you to see how the report will look when printed, or to read the report online instead of printing it.

National Institute of Health Clinical Center			
July 13, 2004 13:16 Page 1 of 1			
Patient List Summary Report (Sort by Location)			
Brigglio, c Female	Birthday: Age:	x-xx-xx-x 6/10/2004 10D-10D3-CC	
HEIDELBAUGH, TAMMY J Female	Birthday: Age: Visit Reason:	8/25/1959 44y 2001-AA-0141	30-44-69-5 7/9/2004 10D-MICU-05-CC
Houston, Susan M Female	Birthday: Age:	2/29/1960 44y	44-44-44-4 7/12/2004 3E-03B07A-CC
Mouse, Minnie Female Attending: Williams, Angela	Birthday: Age:	4/15/1990 14y	0 6/9/2004 10D-10D1-CC
peds, bsa test Female	Birthday: Age:	1/1/2004 6m1w	1113-32-22-2 6/16/2004 SICU-SICU-10-CC
Temp hr, Simon Male Attending: Bove, Lisa	Birthday: Age:	6/11/2004 32d	7896541-23-65-4 6/11/2004 10D-MICU-01-CC
Test, Lab Results Male	Birthday: Age:	12/12/1965 38y	10-00-00-7 6/8/2004

Screen 4: Report Print Preview

**To preview a report:**

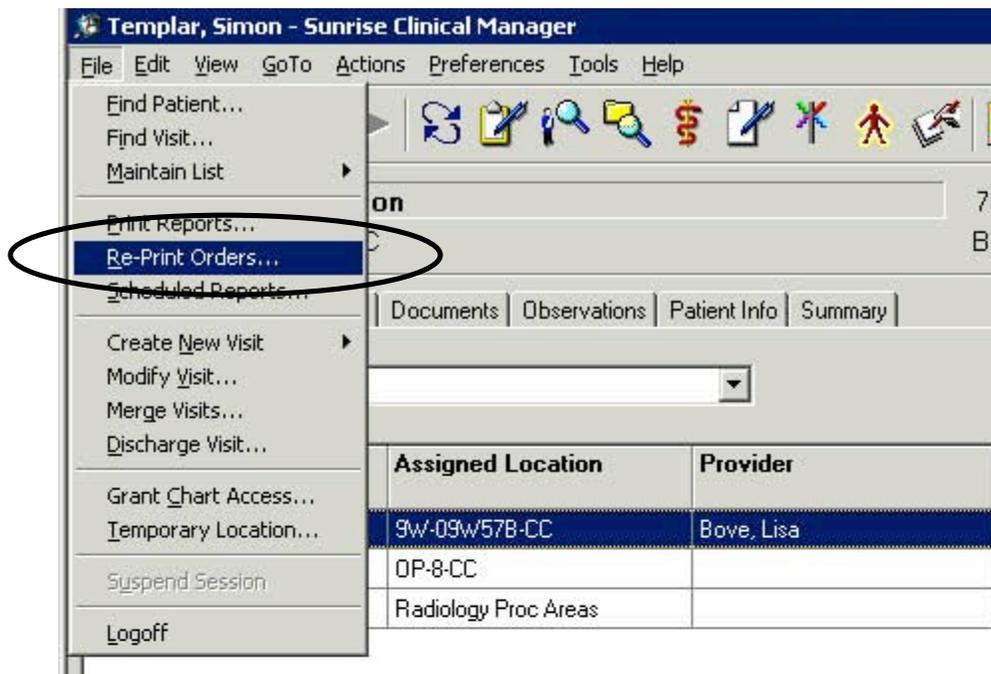
1. From the **File** menu, choose **Print Reports**, or click the **Print Report** icon on the toolbar.
2. In the **Report Category** drop-down list, select a report category containing the type of report you want to print. The category that initially displays in the list depends upon the CRIS chart section you are currently using.
3. In the **Report List**, select a report name.
4. Click **Preview**. If the report allows you to specify the content or distribution, you receive a message prompting you to provide that information. Click **OK**. Then, open the **Report Submission Information** dialog box and enter the requested information on the appropriate tab. The **Preview** screen opens with the report displayed as it will look when printed.
5. To close the **Preview** screen, click the **Close** button in the upper right corner of the window.

**Re-Print Order Requisitions**

You can reprint orders or specimen labels that have already been submitted to your department or for your patient. You may want to do this, for example, if the printer jammed or if the order request or specimen label was misplaced. The **Reprint Orders** dialog box allows you to reprint submitted orders (both Diagnostic Requisitions and Order Summaries).

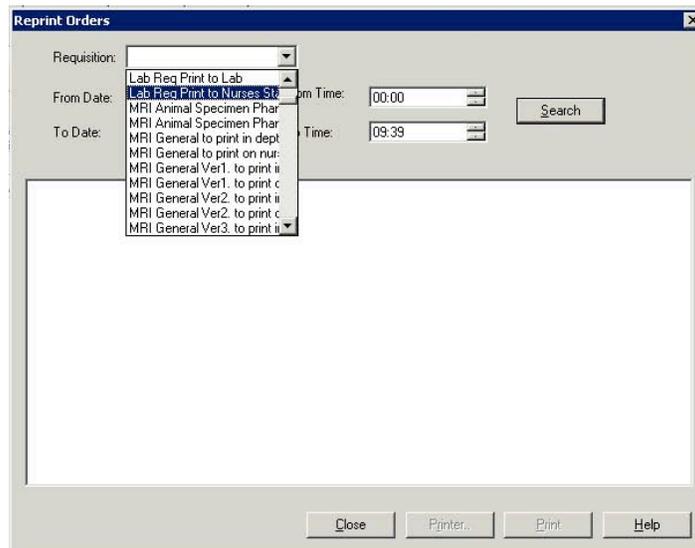
**Re-print order Requisitions**

1. From the Menu, select **File, Re-Print Orders**.



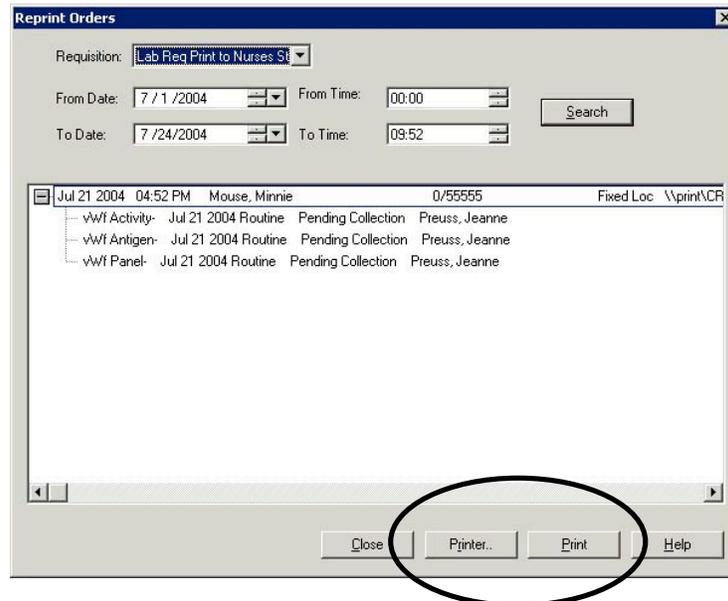
**Screen 5: Re-Print orders menu option**

2. In the **Requisition** field, select the order requisition that you want to re-print.



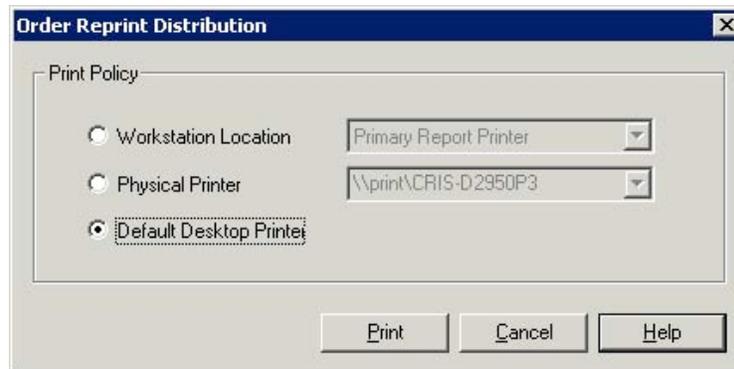
**Screen 6: Requisition listing**

3. Modify the **From Date** and **To Date**, if needed.
4. Click **Search**.
5. Select the patient for whom you need to re-print orders.



**Screen 7: Select patient to re-print orders**

- Click **Print** to print to the default desktop printer or change the printer as needed.



**Screen 8: Order Reprint Distribution window**

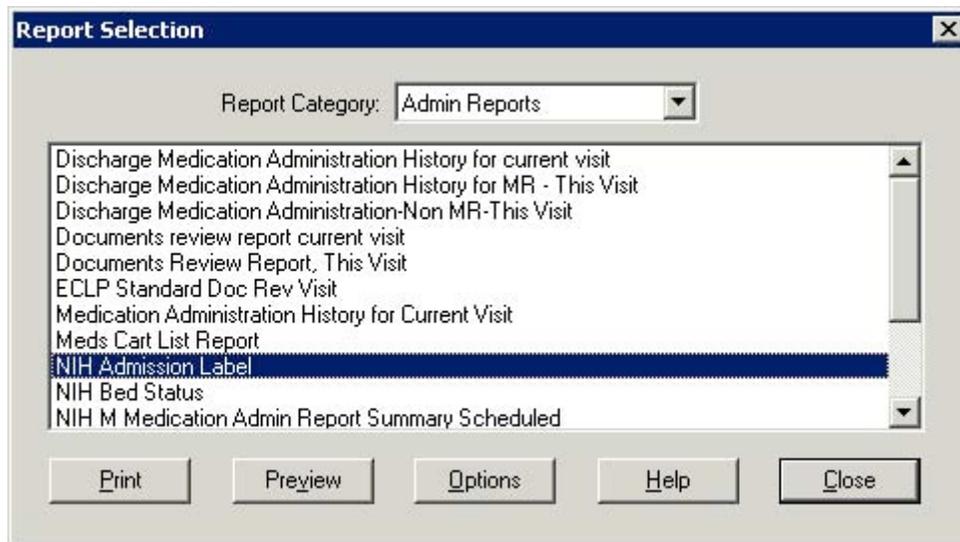
### ***Print Admissions Labels***

You can print Admissions labels as needed from CRIS. Use these labels when no bar-coded specimen labels are available.

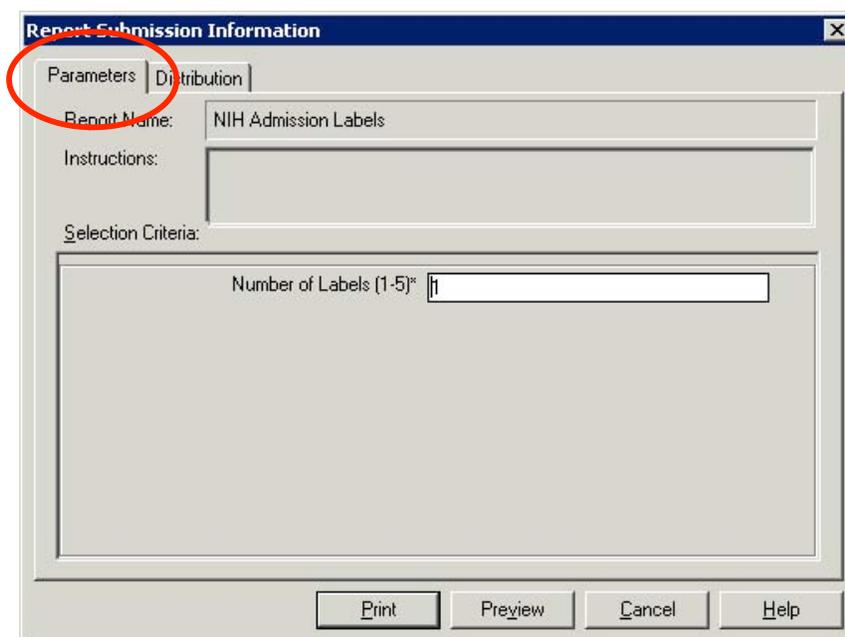
**Note:** Labels will print for all the patients on the current list displayed on the Patient Infor screen. If you want labels for only one patient you need to create a temporary list with just that patient. See Chapter V: Working with patient lists for instructions on how to create a temporary list.

**To print and admissions labels**

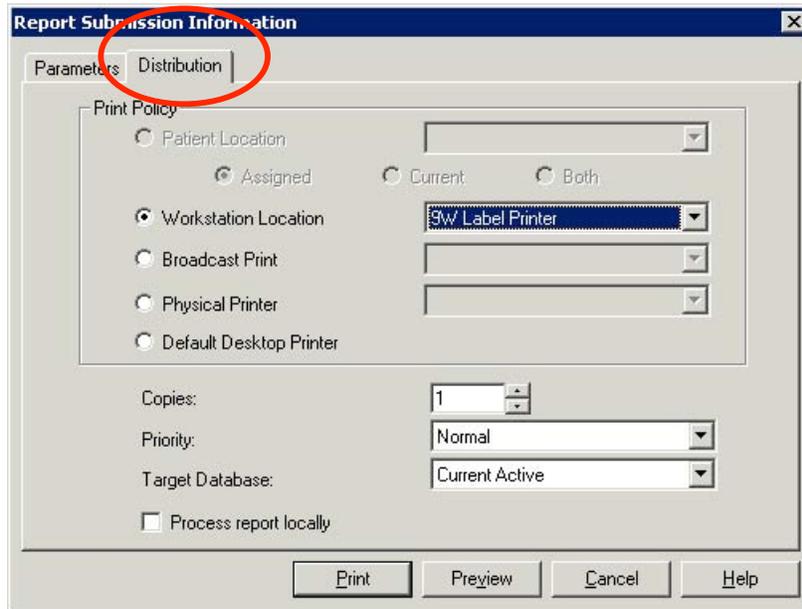
1. Select the Reports icon.
2. Select Admin Reports from the drop down menu.

**Screen 9: Report Selection window**

3. Select NIH Admission Label
4. Under Options, select the quantity (default is 1).

**Screen 10: Report Submission Information Window**

5. Under Distribution, select the printer - verify the right printer is selected. The system defaults to the primary label printer for the patient location.



Screen 11: Select printer for Admission labels