How to run the ED Physician Billing Report

Signing in FirstNet at the beginning of a shift is 'check in' time.

Written Instructions (Basic Instructions):

- 1. As an available provider in the FirstNet solution, sign up for your patient on the Tracking Board
- 2. At the end of shift, select the ICON found on the grey menu bar called 'Reporting Portal'.
- 3. Choose "ED Physician Billing by Check in Times"
- 4. Choose the word "Run"
- A window will populate to that prompts a choice for the correct group. ie. QEH NED Track Group. Names will appear in the window below after a group is chosen
- 6. Find the correct name in the window below the group selection window
- 7. Your list should appear, you can modify dates

Instruction with screen shots:

Step One (setting the correct report 'pulls'):

Under the column "DR" on the Tracking Board, assign provider by left click on the box in the column on the patients row, choose assign provider, and find your name or the name of the provider you wish to assign.

	a a	1.9.1	et s	🗟 🗎 💅 Total: 12 Filter: My Patier	nts and Una	ssion - Patie	ent: 77TEST PATIENT BEDEIL -							
CI Vall	Ded. State 04401/01			Ann Cox Aller Dessen for Visit						DN	Events Bad Lab Car			
Ded	Bed AcINPt 14LV/ Name			Age Sex Allei Reason for Visit		LOS VITHISAd Admiss DR		PN	Events Rad Lab Cor	mment				
WR	3			ZZTEST, PATIENT BEDTHREE	52 yea	ar: Fem 🍕	1:Anxiety	73:49	khf				🛨 🤜	
RTA	\01 ,.		V	ZZTEST, PATIENT BEDNINE	71 yea	ar:Fem 📿		1655:5					🕂 🖘 🏶	
WR			V	ZZTEST, PATIENT BEDFIFTEEN	21 yea	ar: Male 🧶		1396:0						
WR				ZZTEST, PATIENT BEDTEN	37 yea	ar: Fem 🧶		1345:5					Open Patient Chart	
WR			V	ZZTEST, PATIENT BEDTWENTY	20 yea	ar: Fem 🍳		1345:1					Assign Provider	
Pre	-Arri			zztest, Pre-Arrival	78	Fem	1:? Renal Failure	1345:0				1	Cat County	
Pre	-Arri			gyg gu uyg, hu huhuih			1:tfgbrtfbtrfdbg	1343:4					Set Events	
WR		6	21 🔽	ZZTEST, PATIENT BEDTWENTY	20 yea	ar:Fem 🍕		1251:0					Discharge Process	
Pre	-Arri			test, test	55	Male		1251:0					Patient Summary Report	
WR		5	2	ZZTEST, PATIENT BEDTEN	37 yea	ar: Fem 🧶		1251:0						
Pre	-Arri			,		Fem	1:rerere	1198:3					ED Quick Reg	
WR			V	ZZ TEST, PATIENT NINE	92 yea	ar: Fem 🧶		1198:3					Vital Signs	
Pre	-Arri			rere, rer		Fem	1:rere	1198:3					Reactivate Patient	
Pre	-Arri			,	12	Male		1198:3				-		
WR				ZZTEST, PATIENT BEDTHREE	52 yea	ar: Fem 🍕		149:28					+ ⊂3	
WR				ZZTEST, NBF MARY	20 mo	nt Fem 🍳		73:52					+	
WR			V	ZZTEST, MARK	42 yea	ar: Male 🧶		73:48					🕂 «3	
WR				ZZTEST, MED2020 SEVEN	61 yea	ar: Male 🎴	1:Mental health disorder	73:47					+ ⊂3	

Step Two:

To find the billing report for a physician, choose the ICON "Reporting Portal" on the grey menu bar

📲 Exit 📓 Calculator 🎬 AdHoc 🖪 Patient Product Inquiry 🧔 Collections Inquiry 🕞 Documents 💠 Add 🗸 🥵 Depart 👔 Medical Record Request 🐵 Reporting Portal 🔒 PM Conversation 👻

Step Three:

Choose "ED Billing Report by Check in Time"

≡	All Reports (4) My Favorites (0)		G
Filters	Report Name 🔺	Categories	Favorite
✓ Source ☑ All □ Dublic (4(4))	Dr Fox's Emergency Patient Rpt	Emergency	\$
Categories	Dr Fox's Emergency Patient Rpt	Explorer Menu (Main Menu)	☆
Recent Reports	ED Physician Billing by Patient Name	Explorer Menu (Main Menu)	☆
	ED Physician Billing by Check In Time	Explorer Menu (Main Menu)	☆

Step Four:

Choose the word "Run"

ED Physician Billi	ng by Check In Time	Explorer Menu (N	lain Menu) ☆
Description:	Suggested Report User:	Reporting Application: CCL	Run
	Suggested Report	Alternate name:	Run in Background
	Frequency:	1_JKM_ED_PC_CHECKIN:	
	Support Reference	00M	View Previous Run
	Number:		
	1421268		
Path: Explorer Mer	nu / Explorer Menu (Main	Menu) / Emergency	

Step Five:

In the window that appears, find the appropriate group.

OUTPUT TO FILE/PRINTER/MINE	MINE 👻 🖻			
START_DATE	2020-Apr-02			
END_DATE	2020-Apr-02			
GROUP	ED Tracking Group KCMH Track Group PCH Track Group QEH NED Track Group WH Track Group			
PROVIDER	{Empty}			
Execute Cancel				

Step Six:

Choose the correct name in the bottom window. Names appear after the group has been selected. Then click "Execute".

OUTPUT TO FILE/PRINTER/MINE	MINE 👻 🖻				
START_DATE	2020-Apr-02				
END_DATE	2020-Apr-02				
GROUP	ED Tracking Group KCMH Track Group PCH Track Group QEH NED Track Group WH Track Group				
PROVIDER	Test, CPOE ED Phys 2, MD Test, CPOE ED Physician, MD Test, Hospitalist, MD				
Execute Cancel					

Step Seven:

When your report appears, save it for later viewing