

How to run the ED Physician Billing Report

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

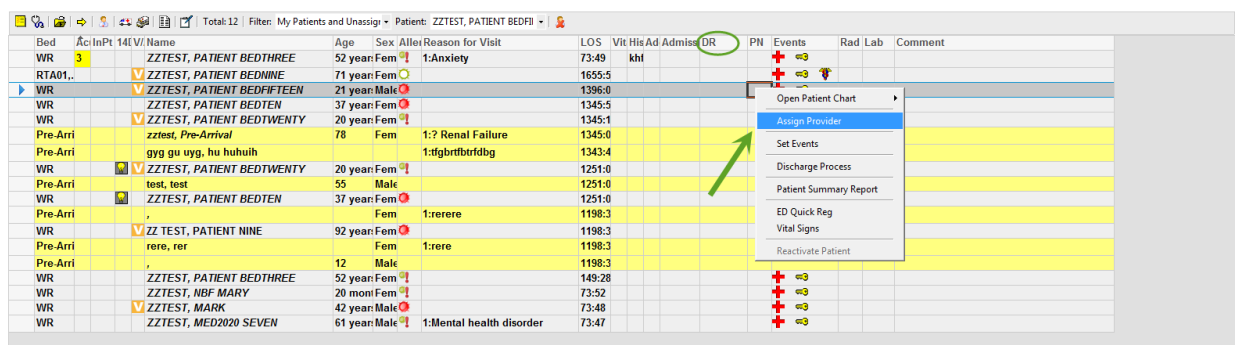
Written Instructions (Basic Instructions):

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"
5. 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:

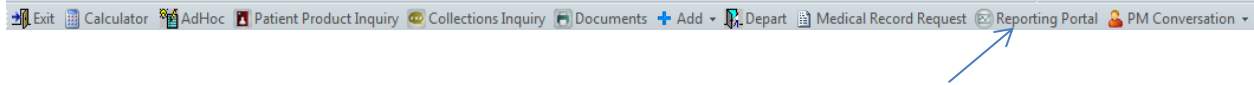
Step One (setting the correct report 'pulls'):

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.



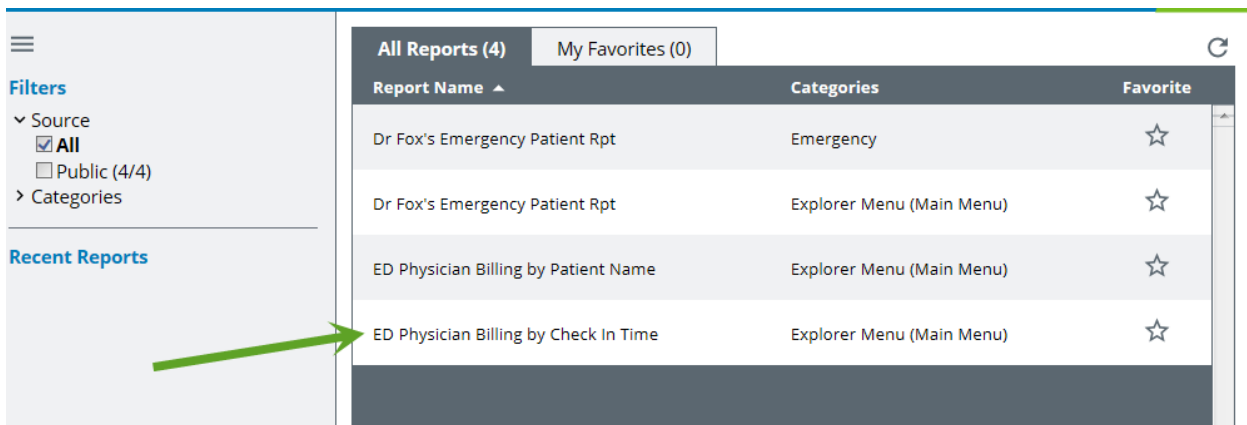
Step Two:

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



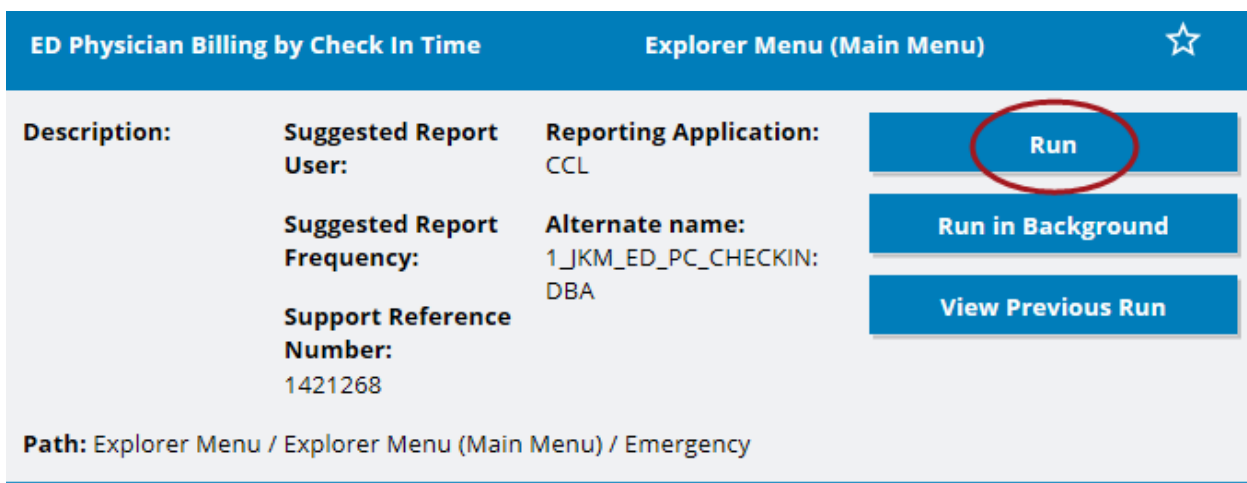
Step Three:

Choose “ED Billing Report by Check in Time”



Step Four:

Choose the word “Run”



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, CPQE ED Phys 2, MD; Test, CPQE ED Physician, MD; Test, Hospitalist, MD

Execute Cancel

Step Seven:

When your report appears, save it for later viewing