Allscripts Patient Flow 22.1

Reports
User Guide

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Table of Contents

Chapter 1

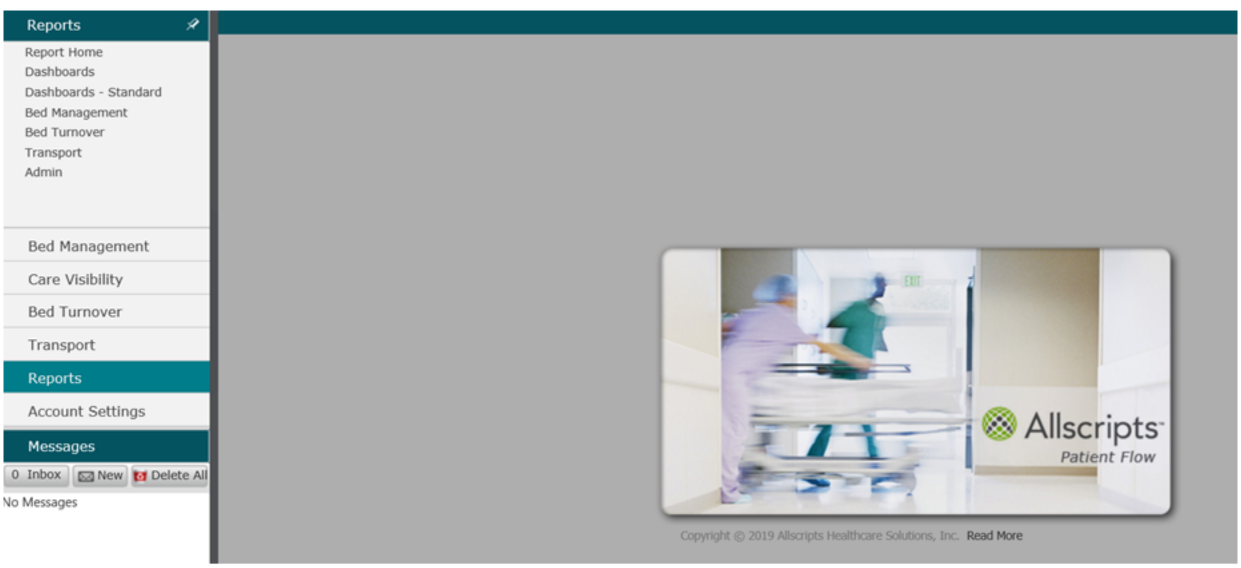
Reports overview

The Reports User Guide provides information for the dashboards and reports for the Reports module of Allscripts Patient Flow™.

Access to reporting tools are based on user permissions and authorizations. The dashboard function enables you to choose different metrics to create various dashboards for each module. The reports function enables you to start standard reports based on specific report parameters you select. Forty-one reports can be run: 15 administrative reports and 26 operational reports.

Clicking **Reports** displays **Report Home**, **Dashboards**, **Dashboards- Standards**, and the list of reports in the left navigation pane. The **Reports Home** Allscripts® splash window displays on the right. Click the specific option or name of the report to display it on the right side of the window. You must use the vertical scroll bar in the left navigation pane and scroll down to view the names of some reports. To view the entire name of long reports, use the horizontal scroll bar in the left navigation pane.

Figure 1: Reports Dashboard



> **Note:** For best viewing of the application, set your web browser to full window mode and your window to a minimum of 1024 x 768 resolution.

Chapter 2

Dashboards

Dashboard metrics

The dashboard function enables you to select different metrics to create various dashboards in Allscripts Patient Flow™.

You can also select the display format (one metric or multiple metrics) and the type of graphical representation of the data, such as a bar chart and pie chart. The available metrics to create the dashboards are listed in the following table.

Table 1: Dashboard metrics

Modules	Available metrics
Bed Management	Current Occupancy
	Current Occupancy %
	Average Time of Completed Bed Requests
	Count of Available Beds
	Count of Pending Discharges
	Count of Reserved Bed Requests
	Count of Closed Beds
	Count of Pending Transfers Out
	Count of Observation Patients
	Count of Unavailable Beds
	Count of Clean Beds
	Count of Dirty Beds
	Count of Admissions
	Count of Discharges
	Count of Open Bed Requests

Modules	Available metrics
Bed Turnover	Bed Turnover Time
	Bed Turnover Request Response Time
	Count of Bed Turnover Requests
	Count of Checked-In Employees
	Count of Potential Jobs
Transport	Transport Turnover Time
	Transport Request Response Time
	Count of Transport Requests
	Count of Check-In Employees
Dashboards	Count of Future Admits
	Closed Cases Since Midnight
	Count of Open Cases
	Open Cases By Type
	Avg Time to Closed Cases
Label	Not a metric, but used to create labels for columns and rows on a dashboard

Bed Management Dashboard Metrics

The metrics that can be manipulated to customize the Bed Management dashboard are described in detail.

Current Occupancy

The **Current Occupancy** metric is the count of beds identified to be included in the occupancy count where the patient in the bed is in the Arrive or Assign status. The technical definition is the count of the unique bed locations for any bed that is Occupied and has its CountPatientYNattribute = Y. Occupied is (from the PersPatientVisitLocnAssnStatHist table) an AssignStatCd of ASSN or ARRV.

Current Occupancy %

The **Current Occupancy %** metric is the Current Occupancy divided by the count of operational beds where operational beds are not closed (for example, the bed does not have an active bed repair workflow).

> **Note:** Current occupancy and currently available beds are adjusted based on selected patient attributes and selected bed attributes. For example, if filtering on bed–related attributes, then apply the same filter for beds considered in the denominator. If filtering on patient–related attributes, then consider all beds for the given organization.

The technical definition is the count of unique bed locations that are occupied and have a CountPatientYNattribute = Y divided by count of the unique bed locations that are open and have a CountBedYN attribute = Y. Occupied is (from the PersPatientVisitLocnAssnStatHist table) an AssignStatCd of ASSN or ARRV Closed is (from the LocnLocnStatHist table) LocnStatCd– CLSD.

Average Time of Completed Bed Requests

The **Average Time of Completed Bed Requests** metric is the average of the From Request Created Time until Completed Time, excluding any requests which have faulted or been canceled. For Time Range, requests that start within the time range are included.

The technical definition is the average time from the start of the request to its completion, excluding requests that have faulted or canceled. Only the workflow types Transfer (TRAN),Patient Placement (PATP), and Direct Admit (DADM) are considered. Only requests that start within the time range are included.

Count of Available Beds

The **Count of Available Beds** metric is the count of all operational bed locations where the bed attribute is not set to include in the count and bed is not closed (for example, no active bed repair workflows) and not occupied (for example, no patient is associated with that bed in assign or arrive status). The technical definition is the count of unique bed locations that are not closed, not occupied, and have a countBedYN=YNotclosed – LocnStatCd=OPEN.Not occupied – AssignStatCd notequal ASSN or ARRV.

Count of Pending Beds

The **Count of Pending Discharges** metric is the count of the discharge workflows that are not canceled, completed, or faulted (for example, a discharge workflow that is in pending). The technical definition is the count of unique request numbers associated with locations where the patient is still in the bed (from PersPatientVisitLocnAssnStatHist table), excluding faulted workflows. Only the workflow type Discharge DSCH is considered. EstimatedStartTime for time range is used. The start time of the workflow for Now is used.

Count of Open Bed Requests

The **Count of Open Bed Requests** metric is the count of any currently open bed requests excluding intra–unit moves with all workflow states except closed, canceled, and faulted. The technical definition is the count of the unique request numbers for requests that have not faulted, not canceled, and not completed. Only consider workflow types Transfer (TRAN), Patient Placement (PATP), and Direct Admit (DADM).

Count of Closed Beds

The **Count of Closed Beds** metric is the count of beds with an active bed repair workflow. The technical definition is the unique bed locations that are Closed and have a countBedYN=Y.Closed –LocnStatCd=CLSD.

Count of Pending Transfers Out

The **Count of Pending Transfers Out** metric is the count of all open transfer requests that are not faulted, canceled, completed, or arrived. The technical definition is the count of unique request numbers associated with locations where the patient is still in the bed (from PersPatientVisitLocnAssnStatHist table), excluding faulted workflows. Only the workflow type Transfer TRAN is considered. The EstimatedStartTime for time range is used. The start time of the workflow for Now is used.

Count of Observation Patients

The **Count of Observation Patients** metric is the count of all outpatients in an Observation status assigned to or arrived at a bed during a configured number of hours. The technical definition is:

Part 1

Count of each unique patient/visit for outpatients that are assigned or have arrived. Outpatient – PatientClassCd = 'E' (emergency) or 'O' (outpatient). AssignStatCd = ASSN. AssignStatCd= ARRV.

Part 2

The average time of (Now–PersPatientVisitLocnAssnStat EffDateTime) for each patient or visit. This average is grouped by the start and end of the threshold range.

> **Note:** This metric uses the PersPatientVisitLocnAssnStatHist table directly for EffDateTime.

Count of Unavailable Beds

The **Count of Unavailable Beds** metric is the sum of total closed, total occupied and total reserved beds. The technical definition is the count of unique bed locations that are closed or occupied or reserved and have a countBedYN=Y.Closed –LocnStatCd=CLSD.Occupied –AssignStatCd notequal ASSN or ARRV.Reserved –AssignStatCd = RSRV.

Count of Clean Beds

The **Count of Clean Beds** is the count of unique bed locations that are not closed, not occupied, not reserved and have the CountPatientYN flag = 'Y'.

Closed

LocnStatCd=’CLSD’

Occupied

AssignStatCd not equal ‘ASSN’ or ‘ARRV’.

Reserved

AssignStatCd = 'RSRV

Count of Dirty Beds

The **Count of Dirty Beds** is the count of unique bed locations that are not closed, have the CountPatientYN flag= 'Y' and have a started, but not completed BDTO work flow.

Closed

LocnStatCd=’CLSD’

Occupied

AssignStatCd not equal ‘ASSN’ or ‘ARRV’.

Reserved

AssignStatCd = 'RSRV

Count of Admissions

The **Count of Admissions** is the count of unique bed locations that an Admission DateTime within the time ranges and have a the CountPatientYN flag = 'Y'.

Count of Discharges

The **Count of Discharges** is the count of unique bed locations that a Discharge DateTime within the time ranges, have the CountPatientYN flag = 'Y' and have been previously assigned or arrived to the location.AssignStatCd = ASSN. AssignStatCd = ARRV.

Bed Turnover Dashboard Metrics

Bed Turnover Time

The **Bed Turnover Time** metric is the completed time minus initial time minus air time minus all post cleaned delays. Only Completed (not faulted, not canceled) jobs are considered. Only jobs that start within the selected time range are included.

The technical definition is the average of the difference of the start of the job (INIT) and the completion of the job (CMPL) minus all airing and cleaned delay time. Only jobs that have completed are considered, exclude faults and cancels. Only jobs that start within the time range are included.

Bed Turnover Response Time

The **Bed Turnover Request Response Time** metric is the Unassigned to In Progress time. Last unassigned to first in-progress. Only include jobs that start within the selected time range.

The technical definition is the average of the First In Progress time after the most recent unassigned time minus the most recent unassigned time. Only jobs that start within the time range are included.

Count of Bed Turnover Requests

The **Count of Bed Turnover Requests** metric is the count of jobs created in the selected time frame. Only jobs that start within the selected time range are included. The technical definition is the total count of the unique request numbers for BDTO workflows. Excludes Faulted jobs. The Start Time of the job for ranges is used.

Count of Checked-in Employees

The **Count of Checked-In Employees** metric is the count of total currently checked in employees; employees that are checked in and on break are included. Only housekeeping employees are included. It is meant to be used for current status (for example, now). The technical definition is the total count of unique employees that are housekeepers and currently checked in and are checked into the organization supplied by the organization filter.

Count of Potential Jobs

The **Count of Potential Jobs** metric is the sum of open pending discharges and open pending transfers based on ETA time. The technical definition is the total count of unique request numbers associated with locations where the patient is still in the bed (from PersPatientVisitLocnAssnStatHist table). Only Discharge workflows (DSCH) and Transfer workflows (TRAN) that have not faulted are considered.

Transport dashboard metrics

Transport turnover time

The **Transport Turnover Time** metric is the Last Unassigned to Complete. Only non-scheduled jobs are included. Only the jobs where the pickup time is in the time range are included.

The technical definition is the average of the difference of the most recent unassigned time and the completion of the job. Only jobs that have completed are considered; faults and cancels are excluded. Only jobs that start within the time range are included. Only non-scheduled jobs are considered unless scheduled jobs are requested.

Transport request response time

The **Transport Request Response Time** metric is the Unassigned to In progress time. Last Unassigned to next In progress. Only non-scheduled jobs are included. Only jobs where the pickup time is in the time range are included.

The technical definition is the average of the first In Progress time after the most recent Unassigned time minus the most recent Unassigned time. Only jobs that start within the time range are included. Only non-scheduled jobs are considered unless scheduled jobs are requested.

Count of transport requests

The **Count of Transport Requests** metric is the count of jobs created in the selected time frame. Only jobs where the pickup time is in the time range are included. The technical definition is the total count of the unique request numbers for TPRT workflows. Faulted jobs are excluded.

Count of checked-in employees

The **Count of Checked-In Employees** metric is the count of total currently checked in employees; include employees that are checked in and on break. Only transport employees are included. This is meant to be used for current status (for example, now). The technical definition is the total count of unique employees that are transporters and currently checked in and are checked into the organization supplied by the organization filter.

Transfer center dashboard metrics

Count of Future Admits

The **Count of Future Admits** metric is the Worklist which has only Future Admits. The count is controlled by the following System Option: **TCFD**. This value defaults to 12 hours and can be changed to present Future Admits on a rolling hour basis, when the Future Admit hits the Default Value (set by client) it will move the Future Admit to the Transfer Center Worklist which is all current cases.

Closed Cases Since Midnight

The **Closed Cases since Midnight** metric is the total number of cases that have been closed since midnight.

Count of Open Cases

The **Count of Open Cases** metric is the total number of cases that are currently open on the Transfer Center Worklist.

> **Note:** If a user is working off of a subset tab, that worklist tab only shows a partial count of the open cases. This is tied to the main Transfer Center worklist tab.

Open Cases By Type

The **Open Cases By Type** metric is the total number of cases that are currently open on the Transfer Center Worklist, by Case Type.

Avg Time To Closed Cases

The **Avg Time to Closed Cases** metric is the average time to close a case. The cases are sorted by Case Type and Average Time taken to close from the main Transfer Center worklist.

Create a dashboard

Before you begin

All Dashboards are created using SSRS tools. This requires a user who has experience working with SSRS. This is typically done in the secondary database node.

> **Note:** Authorization is provided by selecting the Dashboard Report name from the Dashboard Authorization Roles in the Admin>User guide. Users can start with a sample report (provided) and modify as needed to meet the needs of the practice. There is an option to set the refresh rate on each report.

Assign the dashboard authorization item to a role

Every dashboard created in SSRS (Sql Server Reporting Services) will have a corresponding Dashboard Auth Item associated with it in the Dashboard Authorization Roles Maintenance. The named dashboards will be in the Dashboard Auth Item list and selectable based on Role Name.

Before you begin

To view any named Dashboard, you must have it assigned to your Auth Role in Admin>User Maint> Dashboard Authorization Roles. Please consult your System Administrator to have any named Dashboard associated to your role.

Chapter 3

Dashboards Standard

View the hospital health dashboard

You can use Dashboards-Standard to view the overall health of your facility. Dashboards-Standard displays a graphical view of Current Occupancy, Bed Turnover, Transport, and Admissions and Discharges metrics for your facility.

You can use Dashboards-Standard to view the overall health of your facility. Dashboards-Standard displays a graphical view of Current Occupancy, Bed Turnover, Transport, and Admissions and Discharges metrics for your facility. The Hospital Health Dashboard refreshes at a default rate of once every 5 minutes. If you must see metrics before the automatic refresh, you can use to view updated information immediately.

1. Click **Reports > Dashboard-Standards**.
2. Select **Hospital Health Dashboard**.
3. Select the facility to view information you have permission to view.

The dashboard is displayed.

Figure 2: Dashboards-Standard

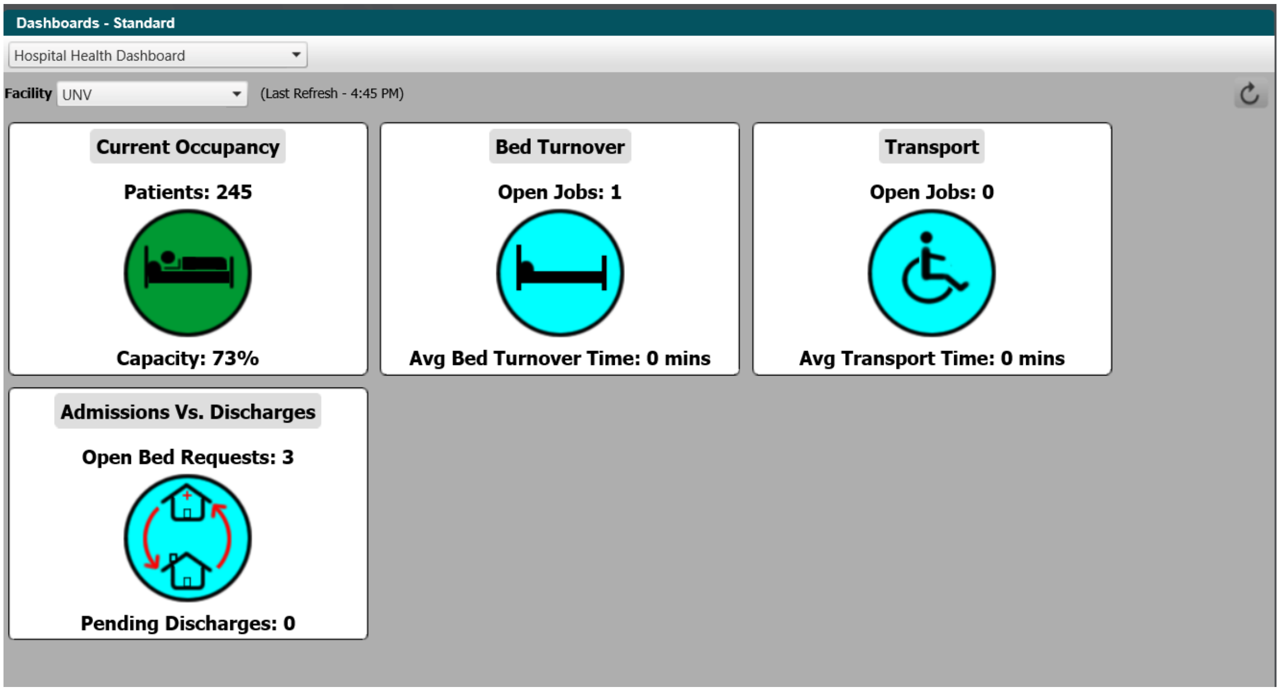


Table 2: Hospital Health Dashboard

Hospital Health Dashboard	Description
Current Occupancy	The **Patients** metric is the count of beds identified to be included in the occupancy count and where the patient in the bed is in the Arrive or Assign status. Additionally, **Current Occupancy** is shown as a percentage in the **Capacity** metric. Capacity is defined as Current Occupancy divided by the count of operational beds when the operational beds are not closed. The panel changes color (red, yellow, or green) based on the facility's risk of having a high or low number of open beds.

Hospital Health Dashboard	Description
Bed Turnover	The **Open Jobs** metric is the count of bed turnover requests at the current time the metric runs. **Avg Clean Time** provides the average Bed Turnover time for jobs completed within the past 24 hours.
Transport	The Transport metric is the total number of unique requests for transport assistance. Open Jobs is the number of pickup times between the 8-hour time period before the metric is run and the 8-hour time period after the metric is run. The Avg Transport Time provides a breakdown (in minutes) ranging from less than 2 minutes to greater than 90 minutes. This metric uses the difference between the most recent unassigned time and the completion time of the job and calculates the average for the jobs.
Admissions Vs. Discharges	The Open Bed Request metric matches the total of Direct Admits and Admissions Request on the Bed Management Worklist. It includes both the requests that have a reservation and the requests that are unfulfilled. Pending Discharges is the total number of active pending discharge workflows.

Chapter 4

Reports

Available reports

Reports are grouped by module and application area.

Clicking the module name (for example, **Bed Turnover**) in the left navigation pane displays the available reports for that module/area. The available reports for each module/area are listed in the following table.

Table 3: Reports

Module	Report Name
Bed Management	Closed Bed Report
	Discharges Detail
	Discharges Summary
	Occupancy Detail Report
	Pending Discharges Detail
	Pending Discharges Summary
	Pending Transfers Detail
	Pending Transfers Summary
	Portal of Entry Detail
	Portal of Entry Summary By Portal
	Portal of Entry-Summary By Destination
	Transfers Detail
	Transfers Summary

Module	Report Name
Bed Turnover	Bed-Turnover Performance Summary
	Check In-Out / Break Time Summary
	Employee Check In-Out / Break Time Detail
	Employee Summary
	Job Activity Detail
	Recent Activity Detail
Transport	Employee Check In-Out / Break Time Detail
	Employee Check In-Out / Break Time Summary
	Employee Summary
	Job Activity Detail
	Job Summary by Location
	Recent Activity Detail
	Transport Performance Summary

Module	Report Name
Admin	Alert Configuration
	Bed– Zone Configuration
	Bed Attribute Configuration
	Bed Configuration
	Bed Listing by Attribute Value
	Device – Zone Configuration
	Device – Zone Coverage Configuration
	Employee – Zone Configuration
	Escalation Configuration
	Non Physician User Configuration
	Physician User Configuration
	System Values
	Transporter and Housekeeper List
	Unit – Pod Configuration
	Zone Listing

Report Parameters (Filters)

Whenever you click a report name on the left navigation pane, a set of report parameter (filter) boxes displays on the right side of the screen. Values must be selected in these boxes to submit the data and view the report.

Most boxes have an arrow that can be clicked to view list of options. Lists that have multiple boxes enable you to select multiple options. These lists might also include **Select All** that enables you to select all options.

Auto-Select feature for several parameters (Filters)

An auto-select feature for the **Facility**, **Unit**, and **Pod** parameters is present on all reports.

At report run time, if any of these parameters has a single value, then that single value is auto-selected when the report is selected and started again.

Lists with boxes

Some report parameter boxes have a list of boxes. **(Select All)** is displayed at the top of the lists.

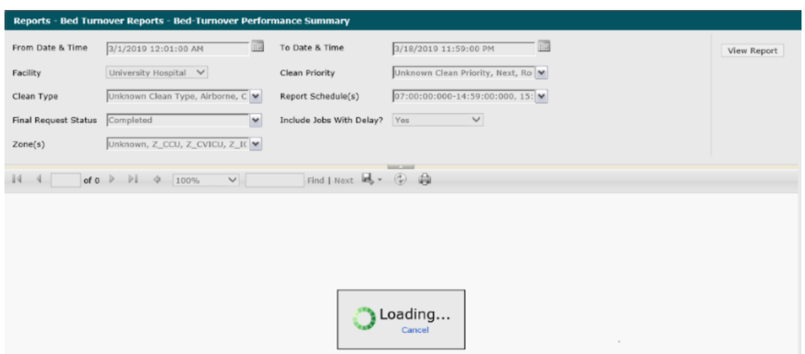
Click **(Select All)** to insert check marks in all boxes displayed. Conversely, to remove all check marks in all boxes, click **(Select All) check** to remove that check mark. You can then click the individual boxes to insert individual check marks. After selecting values, click outside the list to collapse the list.

Loading...Pop-up window with cancel option

When you select options for dependent parameters, a `Loading...` message displays.

For example, on the Recent Activity Detail (BTO) report, when a facility is selected from the **Facility** drop-down list, the `Loading...` message displays while the report loads the **Unit** list with units from the selected facility. All `Loading...` messages have the **Cancel** option that can be clicked to cancel the loading activity, as shown in the following figure.

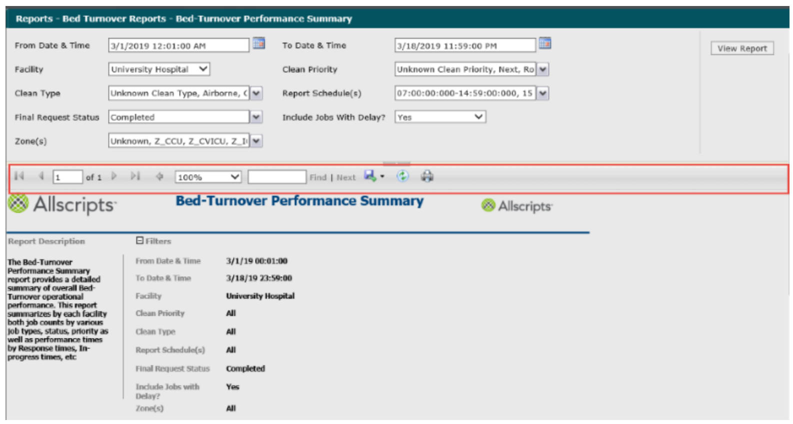
Figure 3: Loading...pop-up window for dependent report parameters



Action bar

The horizontal action bar with multiple icons displaying below the report parameter boxes after submitting a report. The Action Bar functions are explained in the following sections.

Figure 4: Action bar



Hide and show report parameters

You can hide and show report parameters by following the below instructions.

By clicking the small grey arrow at the top and middle of the bar hides the report parameter boxes. Clicking it again shows the boxes.

Navigate through current report records

Navigation functions on the action bar enable you to move through the report to view specific records

- On the left side of the Action Bar, the current page number and the total number of pages display . To move to another page, type the page number in the box displaying the current page number and press **ENTER** on your keyboard. The window displays that page of the report.
- Navigation arrows display on the left and right sides of the page numbers. To advance 1 page, click the single arrow pointing to the right . To advance to the end of the report, click the

arrow-bar pointing to the right . Similarly, click the arrows pointing left (and) to move to previous pages in the report.

> The right arrows display in a grey color and are not available when you have reached the end of the report. The left arrows display in a grey color and are not available when you have reached the beginning of the report.

To scroll through the records without using the Action Bar, click inside the report window (for example, not in the report parameters area) and either press the **DOWN ARROW** key (¯)continually on your keyboard for continuous scrolling or press the **PAGE DOWN** key to scroll down to the bottom of the current page shown. Most report screens have a vertical scroll bar on the right-hand side that enables you to move up and down the window to view data. Most report screens also have a horizontal scroll bar near the bottom of the window, such as reports displaying wide tables

Change the view size of the current report

By default, the current report is displayed at 100% size as indicated by 100% in the view list box on the action bar.

1. Click **100%** or click the arrow on the right of 100% to display a drop-down list of available **View** options.
2. Click 1 of the available **View** options

   The selected option displays in the list box.

Search for a value in the current report

The **Find Next** box in the middle of the action bar provides a search function.

1. Click in the blank **Find** text box (on the left of **Find**).
2. Enter a search values.
3. Click **Find** to find the value in the report.

   If the value is found, it is highlighted and displayed on the report window. If the value is not found, a message displays stating `The search text was not found.`
4. Click **OK** on the message to return to the report.
5. To find the same value again, click **Next**.

   If another occurrence of the value is found, it is highlighted and displayed on the report window. If another occurrence of the value is not found, a message displays stating `The entire report has been searched.`

6. Click **OK** on the message to return to the report.

Export a report

Clicking the **Export** icon on the right displays a list of export options that can be selected to export the report data into a different format.

You can export a report to different formats (such as Adobe Acrobat PDF, Microsoft Excel,or Microsoft Word files) using the Export function.

1. Click the **Export** icon  to display a list of available format options.
2. Click to select the format for the exported report.

   File Download is displayed.
3. Click **Open** to open the file or **Save** to save the file.

   The file is either opened or saved depending on your selection. To open some formats, such as a PDF file, you must have the associated program loaded on your computer or an error message displays. See your system administrator for additional information.

Refresh the window

Clicking the **Refresh** icon on the right of the **Export** icon on the action bar refreshes the window displaying the report.

Print a Report

You can print the current report displayed by clicking the **Print** icon, on the right of the **Refresh** icon on the Action Bar Action Bar. You can also print the report if you export it by using **Print** in the export application, such as an Excel file.

Pin button to expand or collapse the left navigation pane

The **Pin** button enables you to expand or collapse the pane.

When you initially open Allscripts Patient Flow™, the default view of the pane is **Pinned** (expanded). The **Pinned** view displays the names and icons of the module/function buttons, associated options, and the **Messages** section.

Clicking the **Pin** button changes the display of the pin and the pane is now **Unpinned**. When you click an option in left navigation pane, such as **Discharges Detail**, the pane collapses so that only the module/function icons display on the left. This expands the view of the right side of the screen, such as the Discharges Detail report. The **Pin** button changes to an arrows button at the top of the pane. Clicking this button expands the pane back to its original default view. The **Pin** button displays again, and the pane is still unpinned. Clicking the **Pin** button changes the pane to **Pinned**. When you click an option in the left navigation pane, the pane still displays in the expanded view.

Chapter 5

Bed Management Reports

Bed Management workflow information

The Bed Management workflow types are shown in the following table.

Table 4: Workflow types and codes

Workflow types	Workflow type code
Direct Admit	DADM
Direct Admit Match to ADT	DADD
Discharge	DSCH
Patient Change Information for ADT	PCHG
Patient Movement	PMOV
Patient Placement	PATP
Pre-Admit	PREA
Transfer	TRAN

The following table shows each workflow state and workflow type in the Bed Request (BEDR) subcategory.

Table 5: Workflow types and codes

Workflow state (code)	DADM	PATP	PREA	TRAN
Arrived (ARRV)	X	X		X
Canceled (CANC)	X	X		X
Completed (CMPL)	X	X	X	X
Faulted (FALT)	X	X	X	X
Hold to Bed (HOLD)	X	X		X

Workflow state (code)	DADM	PATP	PREA	TRAN
Initialize (INIT)	X	X		X
Opened (OPEN)	X	X	X	X
Reserved to Bed (R2BD)	X	X		X
Reserved to Unit (R2UN)	X	X		X
Reserved to Bed Waiting for Confirmation (RBWC)	X	X		X
Reservation Rejected (RREJ)	X	X		X
Reserved to Bed Waiting for Confirmation (RUWA)	X	X		X

The workflow states for the Transfer Center workflow type are shown in the following table:

Table 6: Workflow state (code)

Workflow State (Code)	TCNR
Accepted by Facility (ACCF)	X
Canceled (CANC)	
Completed (CMPL)	
Faulted (FALT)	
Initialize (INIT)	
In Review (INRV)	
Opened (OPEN)	
Reserved to Facility (R2FC)	
Rejected by Facility (REJF)	
Rejected (RJCT)	
Waiting For Disposition (WDSP)	

Common Bed Management metric definitions

Some Bed Management reports display common metrics.

Table 7: Bed Management report information

Bed Management report information	Definitions
Licensed	Total number of beds the facility can have available; sometimes this is actual beds in use now, sometimes it is not.
Licensed ICU Beds	Total number of beds that can house intensive care patients. This number is a special subset of licensed. This number becomes important for those hospitals who have acuity adaptable rooms as the facility can have only X number of intensive care patients at any 1 time.
Staffed bed	The subset of licensed beds that are actively used for patients and used for determining staffing and budgeting numbers.

Bed Management report information	Definitions
Current Occupancy	Current Occupancy Count of occupied beds with each patient counted only once where bed is occupied in Allscripts Patient Flow™ (can be prior to ADT placement completed). If the patient displays more than once in the count of occupied beds under the highest level of the selected organization, then count the patient as occupying the bed in the latest assigned location. For example, if patient is in unit 2N (off floor) and in PACU, then the patient should be in occupancy for 2N and in PACU occupancy unless the selected organization includes 2N and PACU, in which case the patient is only counted once.) This would include occupied beds that are defined as Virtual or Overflow beds. (Some of the Bed Count Bed [BDCB] = N) **Note:** The Bed Count Patient (BDCP) bed attribute with a value of Y indicates the patient occupying the bed is counted as a patient for the current occupancy calculation.
Current Occupancy %	Occupancy number divided by a) staffed beds;or b) licensed beds; c) ‘or might not include closed beds in denominator; d) might or ‘not include overflow/virtual beds (usually does not include; however, it depends on how the hospital calculates total beds.) Total beds for the denominator in the %-occupancy calculation = All bed locations where **attribute BDCB =Y** and not closed.
Count of Available Beds	All bed locations where BDCB = Y and not closed and not occupied. Not closed means the LocnStatCd=OPEN, not occupied means the AssignStatCd not equal ASSN or ARRV.
Count of Unavailable Beds	Total closed + occupied (Assn or Arrv state) + reserved beds (state)

Bed Management report information	Definitions
Average Time of Completed Bed Requests	From request created time until completed time excluding any requests which have faulted or been canceled.
Count of Closed Beds	Count of beds with location status equal to closed.
Average Time of Completed Bed Requests	From request created time until completed time excluding any requests which have faulted or been canceled.
Total Transfers From	The total number of transfers occurring from the specified pod. Transfer Requests which are Not Completed and Not Canceled and Not Faulted.
Total Transfers To	The total number of transfers to the specified pod.
Observation Patients over X and Y Hours (Total Outpatients in Inpatient Bed Approaching Some Number)	Count of all out patients assigned to a bed where the duration of a patient in a bed exceeds a predetermined time frame of X and Y as specified during configuration.
Total Pending Discharges	A discharge workflow that is not canceled, completed or faulted (for example, a discharge workflow that is in pending discharge or awaiting ADT confirmation state).
Open Request	Any workflow state except closed, canceled and faulted (refer to other slides in this file for all possible workflow states incl. WADT).
BDCP (Bed Count Patient)	Bed location attribute to indicate the patient occupying this bed location must be counted in occupancy calculations.
BDCB (Bed Count Bed)	Bed location attribute to indicate the bed location must be counted in occupancy calculations.

Bed Management report menu

The Bed Management reports are accessed by clicking the **Bed Management** option in the left navigation pane. **Reports – Bed Management** displays a report menu listing the reports in alphabetical order by name.

Figure 5: Bed Management Reports

Reports - Bed Management

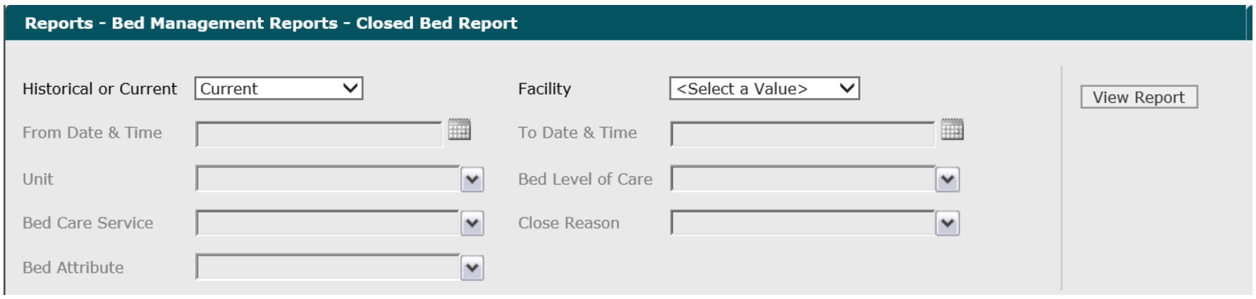
Report Name	Description
Closed Bed Report	The Closed Bed report identifies beds that are currently or have historically been closed and are either still in a closed status or have been reopened.
Discharges Detail	The Discharges Detail report provides patient discharge event details by unit and service, including pending discharge and discharge event times. This report is used to evaluate discharge process performance for various event times.
Discharges Summary	The Discharges Summary report provides an historical summary for patient discharges by unit and service. Used to review discharge process performance and timing of pending and actual discharges.
Occupancy Detail Report	The Occupancy Detail report shows current and future occupancy based on current and anticipated completion of pending patient activity.
Pending Discharges Detail	The Pending Discharges Detail report identifies patients who are currently in the hospital and have a pending discharge status.
Pending Discharges Summary	The Pending Discharges Summary report summarizes counts of patients by Unit/Service, who are currently in the hospital and have a pending discharge status
Pending Transfers Detail	The Pending Transfers Detail report identifies patients with current or future Transfer Requests who have not yet arrived at their new destination. This report is used to evaluate potential available beds.
Pending Transfers Summary	The Pending Transfers Summary report provides a current and future summary count of patients with Transfer Requests who have not yet arrived at their new destination, by Unit/Pod.
Portal of Entry Detail	The Portal of Entry Detail report provides a list of admissions occurring from specific portals or through Direct Admissions, including the destination location. This report is used to review patient placement process performance for various event times and actual patient movements into the hospital.
Portal of Entry Summary By Portal	The Portal of Entry Summary by Portal report provides a summary of admissions occurring from selected portal(s) or through Direct Admissions, including the destination location. This report is used to analyze patient placement process performance for various event times from selected portal (s).
Portal of Entry-Summary By Destination	The Portal of Entry Summary by Destination report provides a summary of admissions arriving from specific Portals and to selected destination(s) or through Direct Admissions. This report is used to analyze patient placement average event times to selected destinations.
Transfers Detail	The Transfers Detail report provides historical details for patient transfers completed during a selected time frame. The Transfers In To Unit section

Closed Bed Report

The Closed Bed report shows a historical and current summary of bed closures. This report is used to review the number of bed closures, reason for closure, identify users who closed or opened the bed, duration of the closure, and if the bed was closed in error. This report also displays current data to help you determine the utilization percentage lost due to staffing levels or maintenance schedules based on bed closure data.

Click **Reports > Bed Management > Closed Bed Report** to access this report.

Figure 6: Closed Bed Report Parameters



1. Click the **Historical** or **Current** and select the report view you want to see.

   The **Historical** or **Current** report name is displayed in box.
2. To change these values, enter the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The default values of the current date and 12:00:01 AM are displayed in **From Date & Time**. The specified date and time values is displayed in **From Date & Time**.
3. To change the default of all units selected (that you have access to), click **Unit** and select the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that are not included in the report.
4. Optional: To change the default of all bed care services selected, click the arrow beside **Bed Care Service** and select the boxes next to the bed care service you do not want to include in the report.

   A check mark is removed from the boxes next to the bed care services that are not included in the report.
5. To change the default of all bed attributes selected, click the arrow beside **Bed Attribute** and select the boxes next to the bed attribute you do not want to include in the report

   A check mark is removed from the boxes next to the bed attributes that are not included in the report.
6. Click the arrow beside **Facility** to display all facilities you have access to and select the specified facility.
7. To change these values, enter the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The default values of the current date and time are displayed in **To Date & Time**. The specified date and time values display in **To Date & Time**.

8. Optional: To change the default of all bed levels of care selected, click the arrow beside **Bed Level of Care** and select the boxes next to the bed level of care you do not want to include in the report.

   A check mark is removed from the boxes next to the bed level of care that is not be included in the report.

9. To change the default of all close reasons selected, click the arrow beside **Close Reason** and select the boxes next to the close reason you do not want to include in the report.

   A check mark is removed from the boxes next to the close reason that is not be included in the report.

10. Click **View Report**.

    The report generation process starts and the loading message is displayed. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement is displayed: No data meets filter criteria. An example of the historical and current report is shown in the following figures.

Figure 7: Historical Closed Bed Report

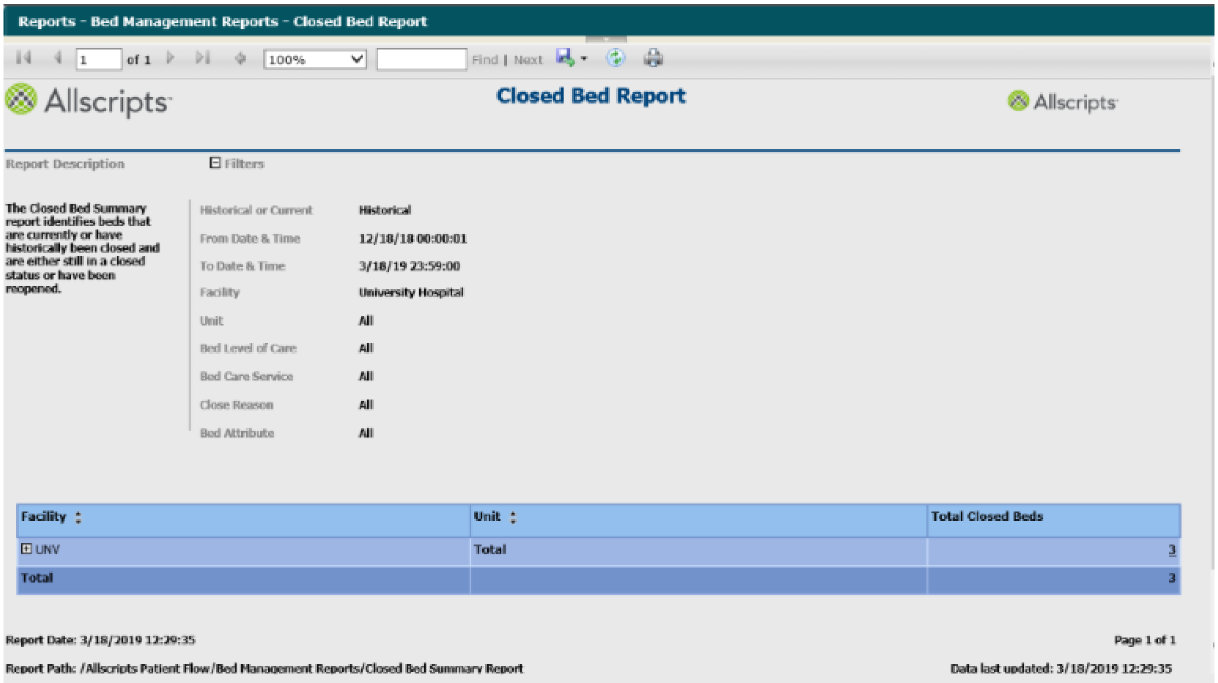


Figure 8: Expanded Historical Closed Bed Report

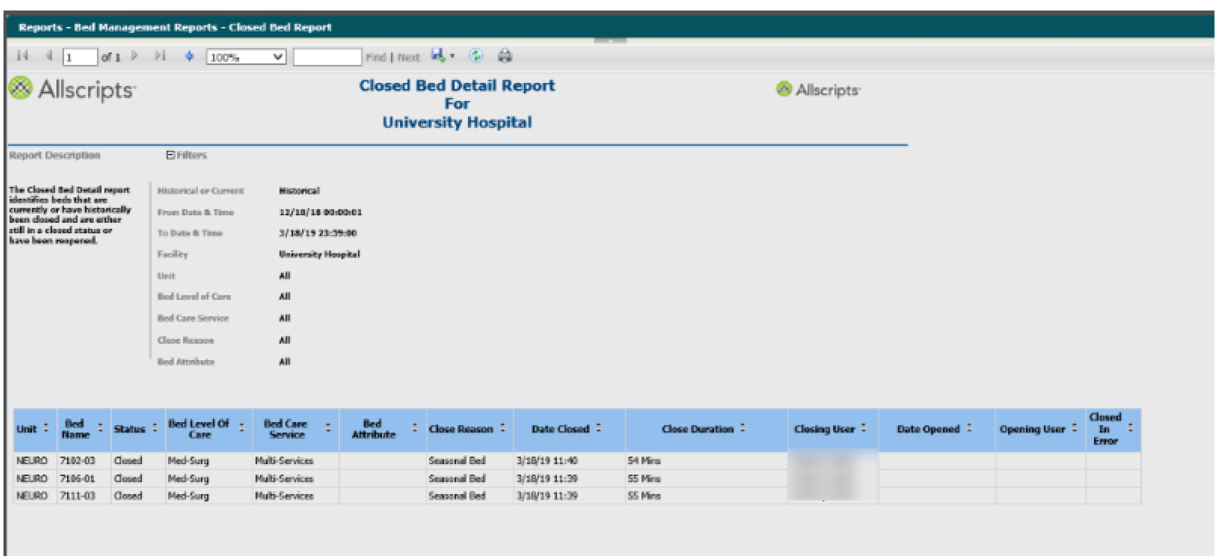
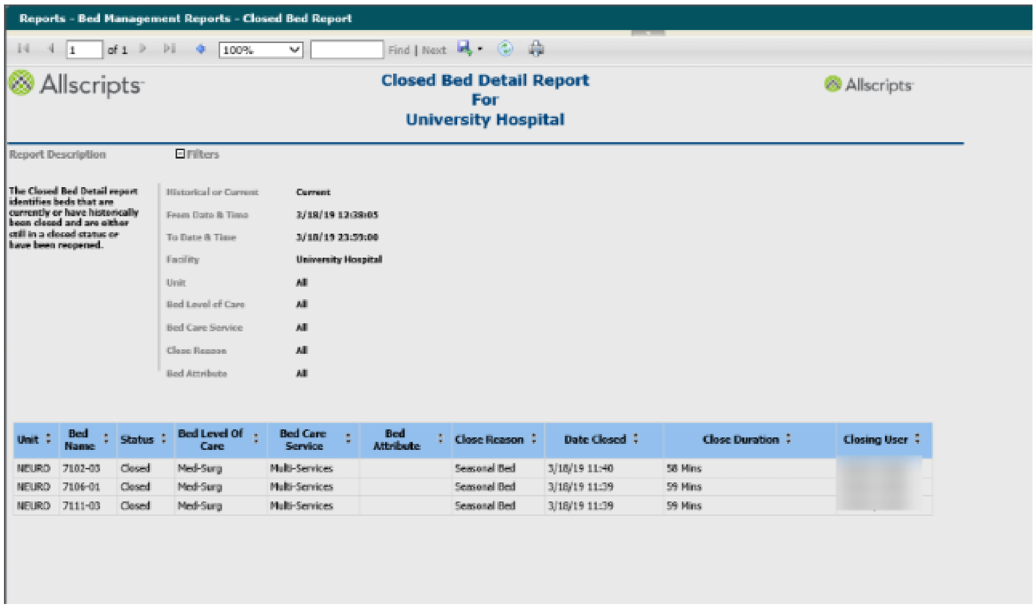


Figure 9: Current Closed Bed Report



View the report

The report columns are explained in the following table (column headings are indicated in bold). Every column heading of the report can be used to sort the information. Clicking the black up arrow on the right of the column heading sorts the information in ascending order. Clicking the black down arrow on the right of the column heading sorts the information in descending order. If times are shown, they are displayed in hours and minutes in the hh:mm (24 hour) format.

Table 8: Closed Bed Report

Report heading	Descriptions
Unit	The unit that the patient was discharged from.
Bed Name	The name of the bed (for example, the room and bed identification code) that the patient was discharged from.
Status	The status used to discharge the patient.
Bed Level of Care	The level of care associated with the bed.
Bed Care Service	The care services associated with the bed.
Bed Attribute	The attributes associated with the bed.

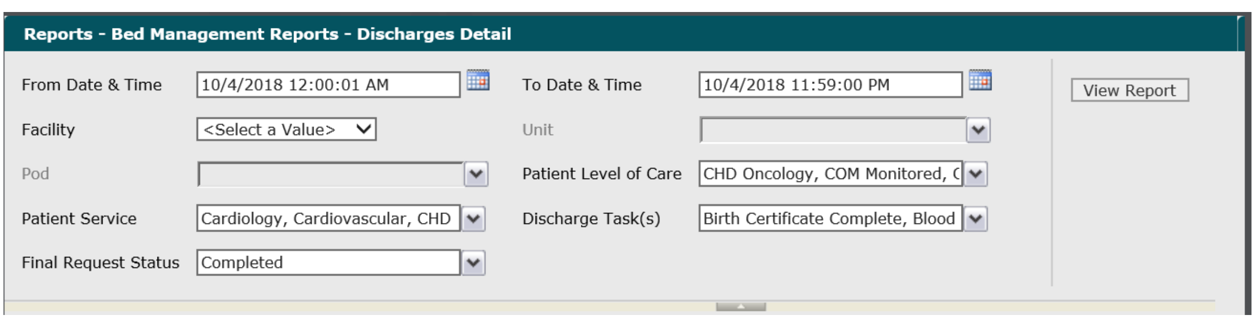
Report heading	Descriptions
Close Reason	The close bed reason provided during the departure request
Date Closed	The date and time the bed was closed.
Closed Duration	The number of days, hours, and minutes since the patient was discharged.
Closing User	The name of the person submitting the discharge.
Date Opened	The date and time the bed was reopened.
Opening User(historical report only)	The name of the person reopening the bed request.
Closed in Error(historical report only)	The explanation used to reopen the bed.

Discharges Detail

The Discharges Detail report provides patient discharge event details by unit and service, including pending discharge and discharge event times.

This report is used to evaluate discharge process performance for various event times. Click **Discharges Detail** on the **Reports – Bed Management** window to access this report. The following report parameters window displays.

Figure 10: Discharges Detail report parameters



1. The default values of the current date and 12:00:01 AM display in the **From Date & Time** box. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The required date and time values display in the **From Date & Time** box.

2. The default values of the current date and time display in the **To Date & Time** box. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The required date and time values display in the **To Date & Time** box.
3. Click the **Facility** arrow to display all facilities you have access to and select the required facility.

   The selected facility displays in the **Facility** box. The `Loading...` message displays while units are loaded for the **Unit** box. When the units are loaded, the **Unit** arrow can be clicked.
4. To change the default of all units selected (that you have access to), click the **Unit** arrow and click the boxes next to the units you do not want to include in the report.

   Remove the check mark from the boxes for the units to exclude from the report. After clicking outside the **Unit** list, the `Loading`… message displays while pods associated with the selected units are loaded for the **Pod** box. When the pods are loaded, the **Pod** arrow can be clicked.
5. To change the default of all pods selected (that you have access to), click the **Pod** arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes for the pods to exclude from the report.
6. To change the default of all values in the **Patient Level of Care** box, click the arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the required patient levels of care.

   A check mark displays in the boxes next to the required patient levels of care
7. To change the default of all values in the **Patient Service** box, click the arrow and click the **(Select All)**box to remove all check marks. Click the boxes next to the required patient services.

   A check mark displays in the boxes next to the required patient services.
8. To change the default of all values in the **Discharge Tasks** box, click the arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the required discharge.

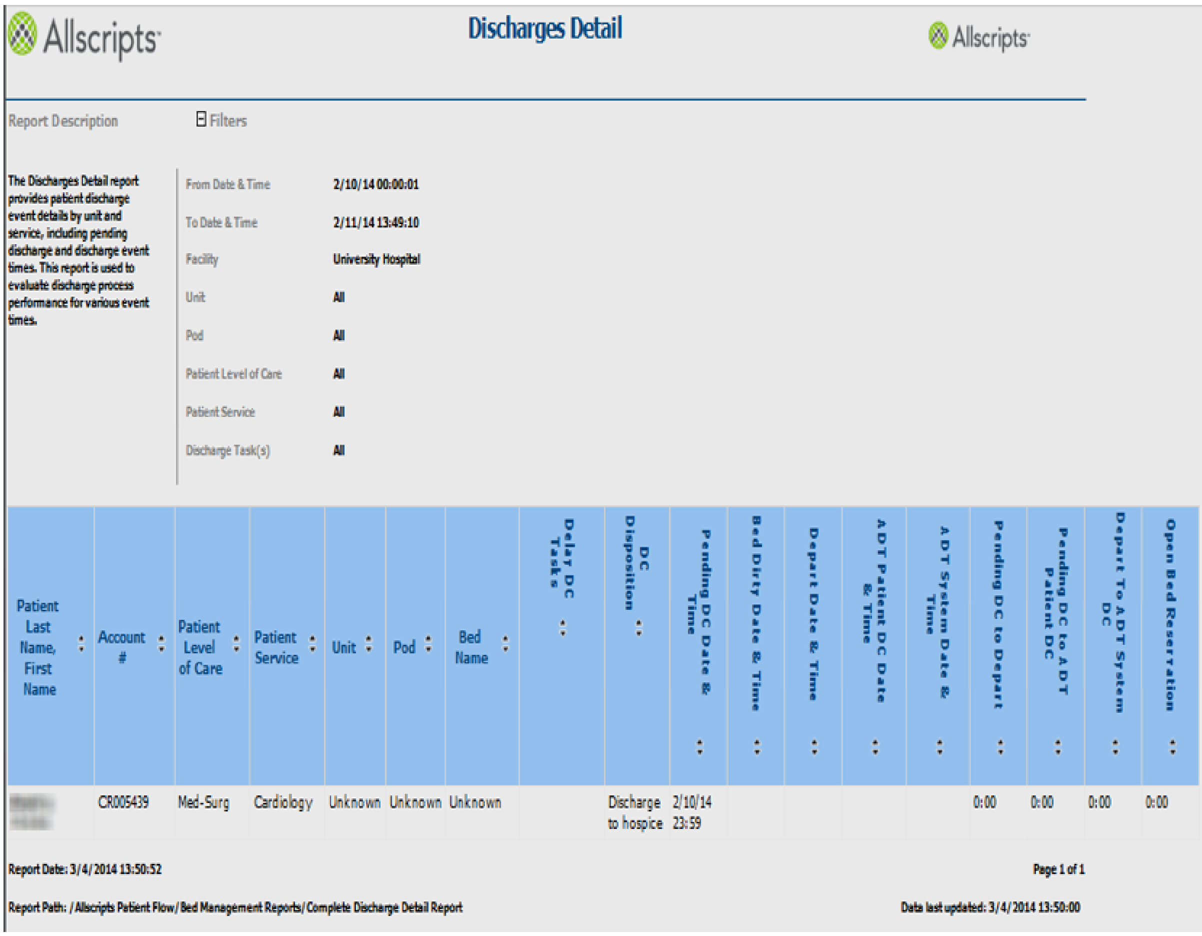
   A check mark displays in the boxes next to the required patient discharge tasks.
9. To add to the default value of **Completed** in the **Final Request Status** box, click the arrow to display all last states and click the boxes next to the required final request statuses. To remove the default value, click the **Completed** box to remove the check mark.

   A check mark displays in the boxes next to the required final request statuses.
10. Click **View Report**.

    The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: `No data meets filter criteria.` An example of this report is shown in the following figure.

Figure 11: Example Discharges Detail report



View the report

The report columns are explained below (column headings are indicated in bold). Every column heading of the report can be used to sort the information.

Clicking the black up arrow on the right of the column heading sorts the information in ascending order. Clicking the black down arrow on the right of the column heading sorts the information in descending order. If times are shown, they display in hours and minutes in the hh:mm (24 hour) format.

Table 9: Discharges Detail report details

Report details	Descriptions
Patient Last Name, First Name	The patient's name in last name, first name format.
Account #	The patient's account number.
Patient Level of Care	The patient's name in last name, first name format.
Patient Service	The patient's level of care at the time of ADT Discharge.
Unit	The unit that the patient was discharged from.
Pod	The pod that patient was discharged from.
Bed Name	The name of the bed (for example, room and bed identification code) that the patient was discharged from.
Delay DC Tasks	Any discharge task where (Discharge task is in the Completed state and Discharge Task Date and Time is >Pending Discharge Date and Time) OR the Discharge task has not reached the Completed state. The distinct tasks are separated by a comma.
DC Disposition	Discharge disposition description.
Pending DC Date and Time	Date and time of the most recently updated non-canceled pending discharge, or blank if there is no non-canceled pending discharge.
Bed Dirty Date and Time	Create date or time of the earliest bed cleaning workflow between the assignments of this discharged patient to the assignment of the next patient to the bed location.
Depart Date and Time	This is manually-entered time of departure using the Depart button. If there are multiple records, the most recently updated 1 is used.

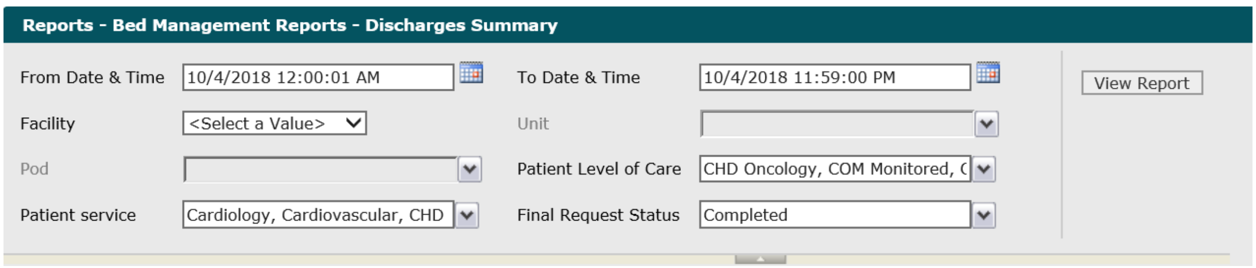
Report details	Descriptions
ADT Patient DC Date and Time	Manually entered time patient left. Might be prior to computer time. A03 is the message type and section PV1 is: PV1-45 (Discharge Date and Time).
ADT System Date and Time	Discharge time stamp from ADT. Information provided by HL7. A03 is the message type and section EVN is: EVN2 (Recorded Date and Time).
Pending DC to Depart	The elapsed time from the Pending DC Time to the Depart Time, in hours and minutes. This cell is blank if either endpoint is blank. This can be negative.
Pending DC to ADT Patient DC	The elapsed time from the Pending DC Time to the ADT Discharge Time in hours and minutes. This cell is blank if Pending DC Time is blank. This can be negative.
Depart to ADT System DC	The Depart Date and Time to the ADT System Discharge time.
Open Bed Reservation	The Pending in ETA for that bed minus the ADT System discharge time. This attempts to determine if a missed discharge is the cause for a delay of getting the next patient in the bed. So if a patient is reserved to a bed for 15:00 based on a pending discharge at 14:00, and the discharge does not occur until after 15:00, the arriving patient is delayed.

Discharges Summary

The Discharges Summary report provides an historical summary for patient discharges by unit and service.

It is used to review discharge process performance and timing of pending and actual discharges. Click **Discharges Summary** on the **Reports – Bed Management** window to access this report. The following report parameters window displays.

Figure 12: Discharges Summary Window



1. The default values of the current date and 12:00:01 AM display in the **From Date & Time** box. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The required date and time values display in the **From Date & Time** box.
2. The default values of the current date and time display in the **To Date & Time** box. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The required date and time values display in the **To Date & Time** box.
3. Click the **Facility** arrow to display all facilities you have access to and select the wanted facility.

   The selected facility displays in the **Facility** box. The **Loading…** message displays while units are loaded for the **Unit** box. When the units are loaded, the **Unit** arrow can be clicked.
4. To change the default of all units selected (that you have access to), click the **Unit** arrow and click the boxes next to the units you do not want to include in the report.

   Remove the check mark from the boxes next to the units to exclude from the report. After clicking outside the **Unit** list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Pod** box. When the pods are loaded, the **Pod** arrow can be clicked
5. To change the default of all pods selected (that you have access to), click the **Pod** arrow and click the boxes next to the pods you do not want to include in the report.

   Remove the check mark from the boxes next to the pods to exclude from the report.

6. To change the default of all values in the **Patient Level of Care** box, click the arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the required patient levels of care.

   A check mark displays in the boxes next to the required patient levels of care.

7. To change the default of all values in the **Patient service** box, click the arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the required patient services.

   A check mark displays in the boxes next to the required patient services.

8. To add to the default value of **Completed in the Final Request Status** box, click the arrow to display all final states and click the boxes next to the required final request statuses. To remove the default value, click the **Completed**box to remove the check mark.

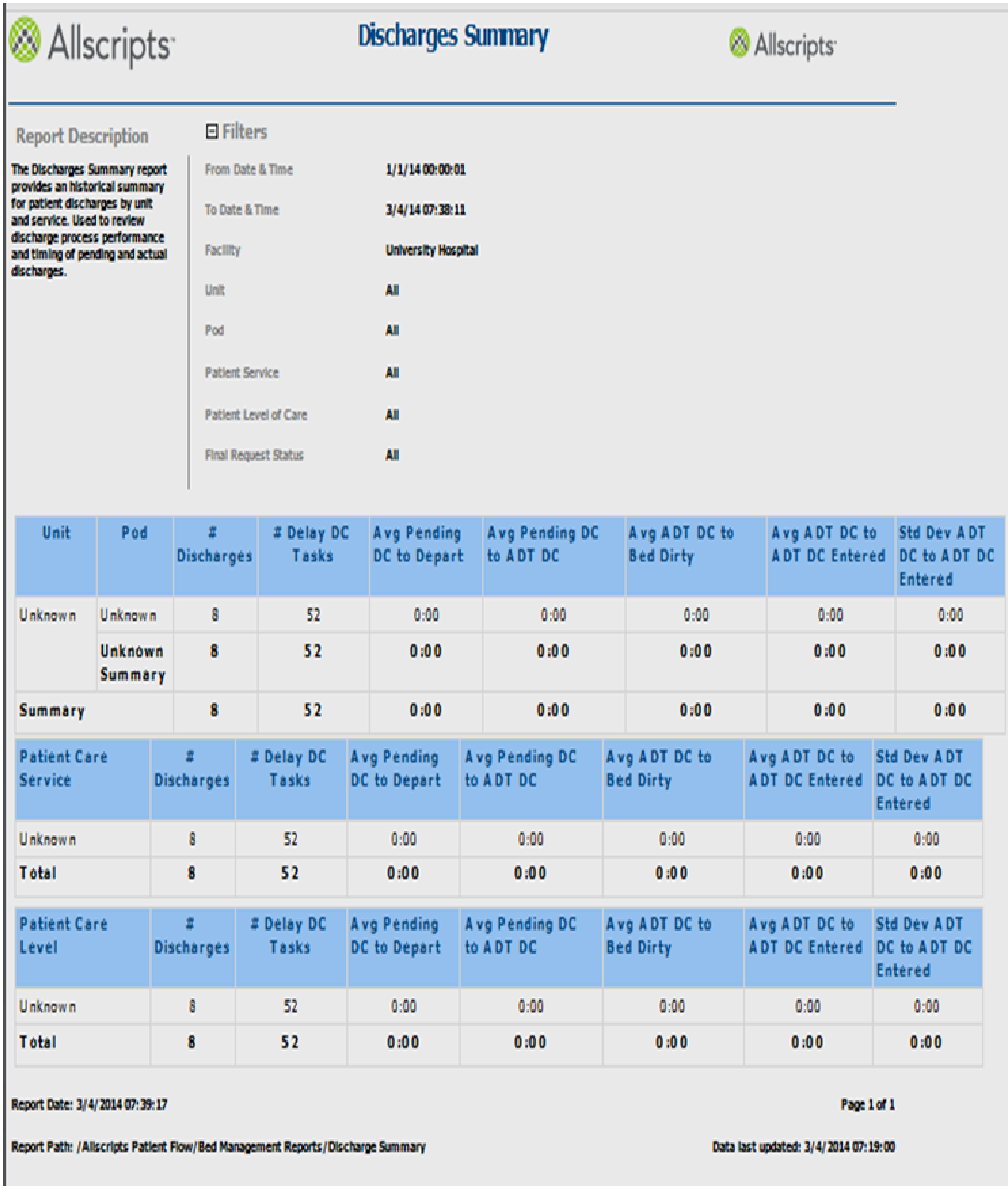
   A check mark displays in the boxes next to the selected final request statuses.

9. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: `No data meets filter criteria.` An example of this report is shown in the following figure.

Figure 13: Discharges Summary Report



Allscripts **Discharges Summary** Allscripts

Report Description

The Discharges Summary report provides an historical summary for patient discharges by unit and service. Used to review discharge process performance and timing of pending and actual discharges.

Filters

From Date & Time	1/1/14 00:00:01
To Date & Time	3/4/14 07:38:11
Facility	University Hospital
Unit	All
Pod	All
Patient Service	All
Patient Level of Care	All
Final Request Status	All

Unit	Pod	# Discharges	# Delay DC Tasks	Avg Pending DC to Depart	Avg Pending DC to ADT DC	Avg ADT DC to Bed Dirty	Avg ADT DC to ADT DC Entered	Std Dev ADT DC to ADT DC Entered
Unknown	Unknown	8	52	0:00	0:00	0:00	0:00	0:00
	Unknown Summary	**8**	**52**	**0:00**	**0:00**	**0:00**	**0:00**	**0:00**
Summary		**8**	**52**	**0:00**	**0:00**	**0:00**	**0:00**	**0:00**

Patient Care Service	# Discharges	# Delay DC Tasks	Avg Pending DC to Depart	Avg Pending DC to ADT DC	Avg ADT DC to Bed Dirty	Avg ADT DC to ADT DC Entered	Std Dev ADT DC to ADT DC Entered
Unknown	8	52	0:00	0:00	0:00	0:00	0:00
Total	**8**	**52**	**0:00**	**0:00**	**0:00**	**0:00**	**0:00**

Patient Care Level	# Discharges	# Delay DC Tasks	Avg Pending DC to Depart	Avg Pending DC to ADT DC	Avg ADT DC to Bed Dirty	Avg ADT DC to ADT DC Entered	Std Dev ADT DC to ADT DC Entered
Unknown	8	52	0:00	0:00	0:00	0:00	0:00
Total	**8**	**52**	**0:00**	**0:00**	**0:00**	**0:00**	**0:00**

Report Date: 3/4/2014 07:39:17 Page 1 of 1

Report Path: /Allscripts Patient Flow/Bed Management Reports/Discharge Summary Data last updated: 3/4/2014 07:19:00

View the report

The report columns are explained following (column headings are indicated in bold). The top section has **Unit** and **Pod** columns, the middle section displays the Patient Care Service information, and the bottom section shows the Patient Care Level information.

Table 10: Discharges Summary report

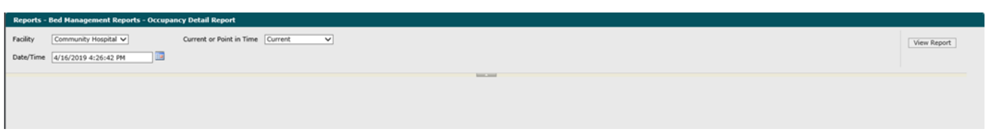
Report information	Description
Unit	The unit corresponding to the last hospital bed for the patient at the time of discharge.
Pod	The pod corresponding to the last hospital bed for the patient at the time of discharge
#Discharges	The total number of completed discharges for this pod/patient service/patient level of care. (Each visit or admission number is counted once only, even if there are multiple non–canceled discharges.) Completed Discharge refers to ADT Completed.
#Pending Discharges	The number of discharges for relevant pod/patient service/patient level of care that had an associated non-canceled Pending Discharge.
#Delay DC Tasks	The number of any discharge task where (discharge task is in the Completed state and discharge task date and time is > Pending Discharge Date and Time) OR the discharge task has not reached the Completed state.
Avg Pending DC to Depart	The time duration from the time the discharge request was marked as Pending for Discharge until the time that the patient actually departs. The average elapsed time between the manually-entered Pending Discharge time and the manually-entered Depart time.
Avg Pending DC to ADT DC	The average elapsed time between the manually-entered Pending Discharge time and the manually-entered ADT Discharge time. (ADT Discharge time is the same as **ADT Patient DC Date & Time** on the **Discharges Detail** report.)

Report information	Description
AvgADT DC to Bed Dirty	The average elapsed time between the manually-entered ADT Discharge time and the time that the discharge bed was put into a Dirty status. Bed Dirty time is the Create Date/Time of the bed cleaning workflow between the arrival (earliest of the grouping of arrivals) of this discharged patient to the arrival (earliest of the grouping of arrivals) of the next patient.
AvgADT DC to ADT DC Entered	The average elapsed time from the ADT Discharge time to the ADT DC Entered time (initial). (ADT DC Entered time is the same as **ADT System Date** & **Time** on the **Discharges Detail** report.)
StdDev ADT DC to ADT DC Entered	The standard deviation elapsed time from the ADT Discharge time to the ADT DC Entered time (initial).

Occupancy Detail Report

The Occupancy Detail report identifies occupancy based on current and anticipated completion of pending patient activity.

Figure 14: Occupancy Detail Report

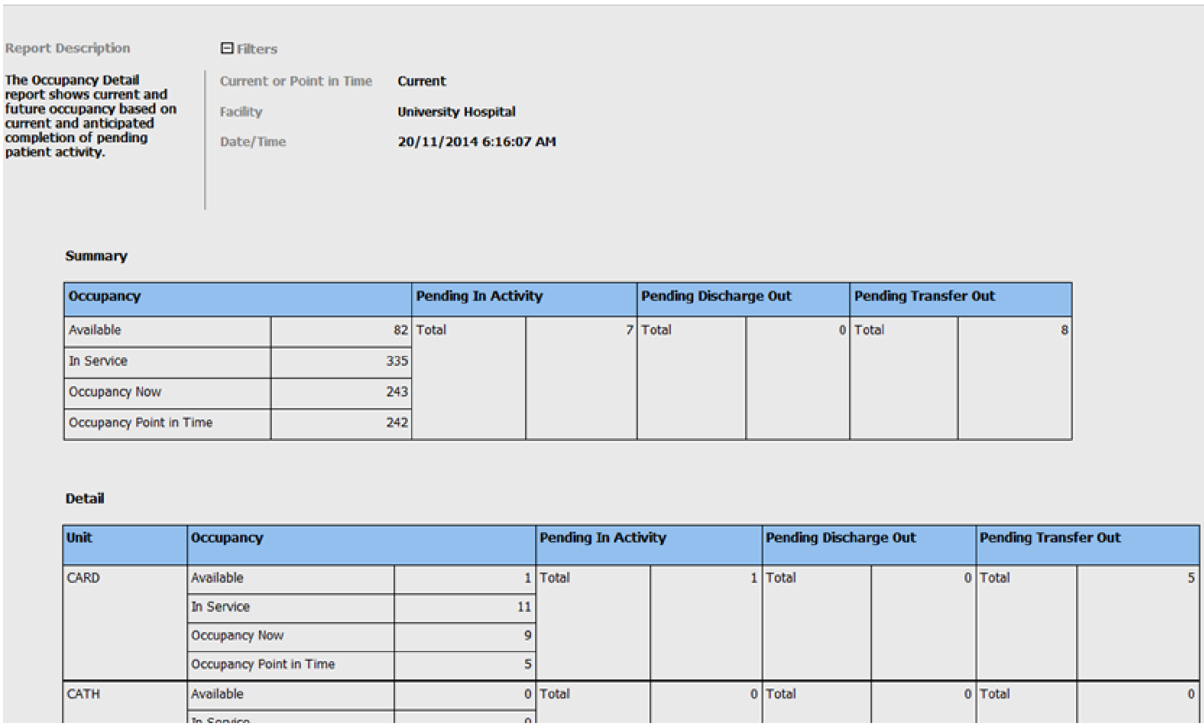


1. Click **Facility** to display all facilities you have access to and select the wanted facility.
2. Select the **Date/Time**. The default values of the current date and time display in **Date/Time**. To change these values, type the date in the `DD/MM/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click and select a date.

   The wanted date and time values display in the **To Date & Time** box.
3. Click **Current** or **Point in Time**. If you choose **Point in Time**, pick a date from the calendar.
4. Click **View Report**.

The report starts and the `Loading...` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 15: Occupancy Detail Report



Report Description

The Occupancy Detail report shows current and future occupancy based on current and anticipated completion of pending patient activity.

Filters

Current or Point in Time	Current
Facility	University Hospital
Date/Time	20/11/2014 6:16:07 AM

Summary

Occupancy		Pending In Activity		Pending Discharge Out		Pending Transfer Out	
Available	82	Total	7	Total	0	Total	8
In Service	335						
Occupancy Now	243						
Occupancy Point in Time	242						

Detail

Unit	Occupancy		Pending In Activity		Pending Discharge Out		Pending Transfer Out	
CARD	Available	1	Total	1	Total	0	Total	5
	In Service	11						
	Occupancy Now	9						
	Occupancy Point in Time	5						
CATH	Available	0	Total	0	Total	0	Total	0
	In Service	0						

View the report

The report's columns are explained (column headings are indicated in bold). The date is displayed in the DD/MM/YYYY format and hours and minutes in the hh:mm (24 hour) format.

Table 11: Occupancy Detail Report

Report information	Descriptions
Unit	The unit where the patient is currently located.

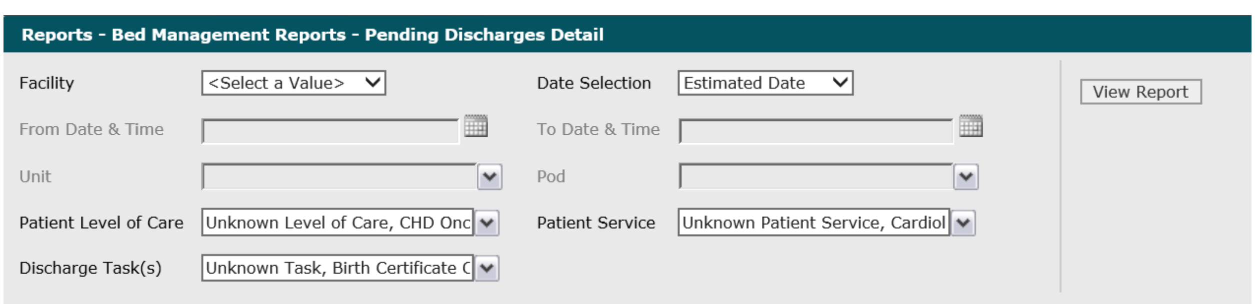
Report information	Descriptions
Occupancy	**Available:**The number of open (green) beds that are not in assigned or arrived status. **In Service:** The total number of beds that can be used. **Occupancy Now:** The number of occupied beds with a patient in the bed. The bed status is Arrived or Assigned. **Occupancy Point in Time:** The total number of bed in use at the current time.
Pending Activity	The total number of reserved bed requests between the current time and a time in the future.
Pending Discharge Out	The total number of patients who are currently in the hospital with a pending discharge status.
Pending Transfers Out	The total number of patients who are currently in the hospital with a pending transfer status.

Pending Discharges Detail

The Pending Discharges Detail report identifies patients who are currently in the hospital and have a pending discharge status.

This report can be filtered by **Unit** and **Patient Service**. Click **Pending Discharges Detail** on the **Reports – Bed Management** window to access this report. The following report parameters window displays.

Figure 16: Pending Discharges Detail



1. Click the **Facility** arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** box. The `Loading...` message displays while all units you have access to are loaded as default values for the **Unit** box. When the units are loaded, the **Unit** arrow can be clicked.

2. The default value of **Estimated Date** displays in **Date Selection**. To change this value, click the **Date Selection** arrow and select **Created Date**.

   The selected date type displays in **Date Selection**. If the default value was changed, the **Loading…** message displays while the data is being loaded. When the data is loaded, default values display in the **From** and **To Date & Time** boxes, and you can enter the values.

3. The default values of the current date and 12:00:01 AM display in the **From Date & Time** box. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The selected date and time values display in the **From Date & Time** box.

4. The default values of the current date and time display in **To Date & Time**. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in **To Date & Time**.

5. Click the **Unit** arrow and click the boxes next to the units to exclude from the report to change the default of all units selected.

   After clicking outside the **Unit** list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Pod** box. When the pods are loaded, the **Pod** arrow can be clicked.

6. To change the default of all pods selected (that you have access to), click the **Pod** arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods to exclude from the report.

7. To change the default of all values in the **Patient Level of Care** box, click the arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient levels of care.

   A check mark displays in the boxes next to the patient levels of care.

8. To change the default of all values in the **Patient Services** box, click the arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient services.

   A check mark displays in the boxes next to the patient services.

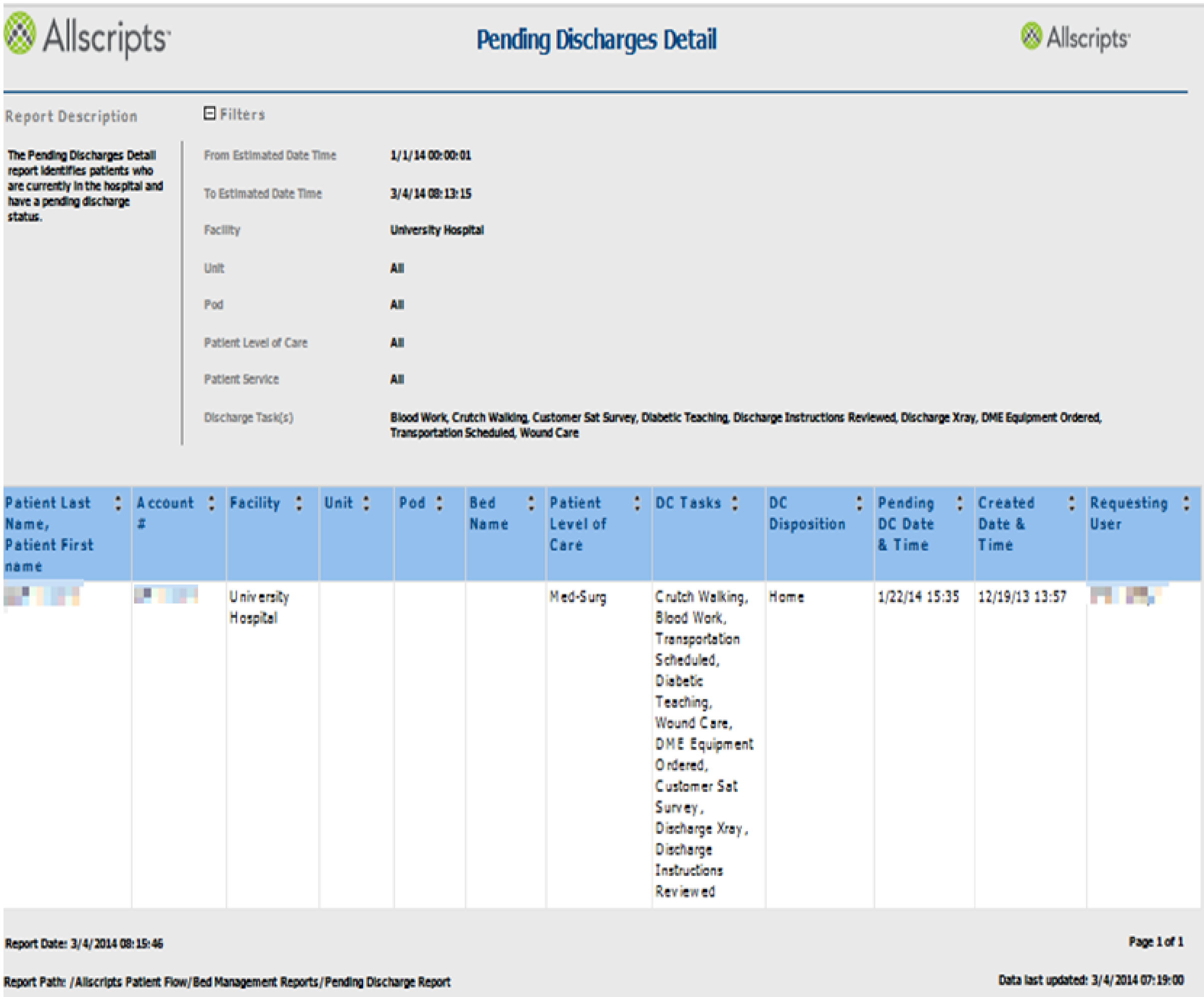
9. To change the default of all values in the **Discharge Tasks** box, click the arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the discharge.

   A check mark displays in the boxes next to the discharge tasks.

10. Click **View Report**.

The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 17: Pending Discharges Detail



View the report

You can click the up or down arrow next to any column heading to sort the information by that column in ascending or descending order. The report columns are explained below (column headings are indicated in bold). If times are shown, they are displayed in hours and minutes in the hh:mm (24 hour) format.

> **Note:** If a workflow is in the Waiting ADT Confirmation (WADT) state (or in a second Pending Discharge [PNDC]state after a WADT) and the patient has no current location in the hospital, then the patient will switch to the **Unknown Facility** with **Unknown Unit** and **Unknown Pod** section of the report.

Table 12: Pending Discharges Detail Report

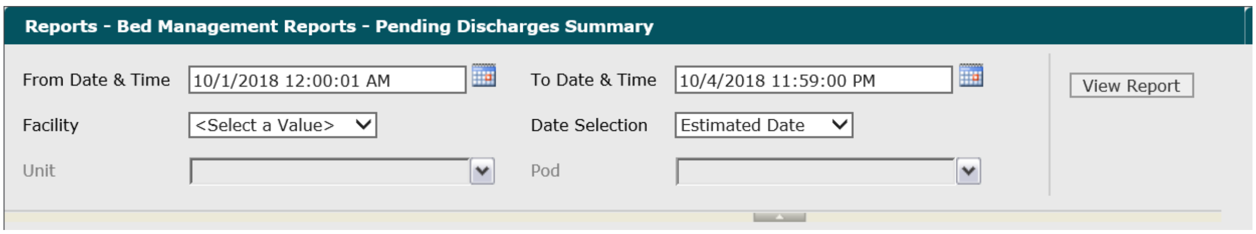
Report information	Description
Patient Last Name, Patient First Name	The pending discharge patient's name in last name, first name format.
Account#	The pending discharge patient's account number.
Facility	The facility where the pending discharge patient is currently located.
Unit	The unit where the pending discharge patient is currently located.
Pod	The pod where the pending discharge patient is currently located.
Bed Name	The name of the bed (for example, room and bed identification code) where the pending discharge patient is currently located.
Patient Level of Care	The name of the care level provided to the pending discharge patient.
DC Tasks	The comma–separated list of discharge tasks for the pending discharge patient.
DC Disposition	The discharge disposition description.
Pending DC Date and Time	The date and time of the most recently updated non–canceled pending discharge, or blank if there is no non–canceled pending discharge.
Created Date and Time	The date and time of the most recently updated non–canceled pending discharge, or blank if there is no non–canceled pending discharge.
Requesting User	The name of the person responsible for creating the discharge request (last name, first name format).

Pending Discharges Summary

The Pending Discharges Summary report summarizes counts of patients by Unit or Service who are currently in the hospital and have a pending discharge status.

Click **Pending Discharges Summary** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 18: Pending Discharges Summary Parameters



1. Click the **Facility** drop-down list to display all facilities you have access to and select the correct facility.

   The selected facility displays in **Facility**. The `Loading...` message displays while units are loaded for the **Unit** field. When the units are loaded, the **Unit** drop-down arrow can be clicked.
2. The default value of **Estimated Date** displays in **Date Selection**. To change this value, click the **Date Selection** drop-down arrow and select **Created Date**.

   The selected date type displays in **Date Selection**. If the default value was changed, the `Loading...` message displays while the data is being loaded. When the data is loaded, default values display in the **From** and **To Date & Time** fields, and you can enter the values.
3. The default values of the current date and 12:00:01 AM display in the **From Date & Time**field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.
4. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
5. To change the default of all units selected, click the **Unit** drop-down arrow and click the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the Unit drop-down list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Pod** field. When the pods are loaded, the **Pod** drop-down arrow can be clicked.

6. To change the default of all pods selected, click the **Pod** drop-down arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.

7. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 19: Pending Discharges Summary Report

Allscripts **Pending Discharges Summary** Allscripts

Report Description

The Pending Discharges Summary report summarizes counts of patients by Unit/Service, who are currently in the hospital and have a pending discharge status

Filters

From Estimated Date Time	1/1/14 00:00:01
To Estimated Date Time	3/4/14 08:54:31
Facility	University Hospital
Unit	All
Pod	All

Facility	Unit	Pod	Total Pending Discharges
University Hospital	Unknown Unit	Unknown Pod	20
	Unknown Unit Unit Subtotal		**20**
	UNV Coronary Care Unit	CCU	1
	UNV Coronary Care Unit Unit Subtotal		**1**
	UNV Nursery	NURS	1
	UNV Nursery Unit Subtotal		**1**
University Hospital Total			**22**

Report Date: 3/4/2014 08:54:47

Report Path: /Allscripts Patient Flow/Bed Management Reports/Pending Discharge Summary By Unit_Pod

Page 1 of 1

Data last updated: 3/4/2014 08:20:00

View the report

The reports columns are explained below. Column headings are indicated in bold.

Table 13: Pending Discharges Summary Report

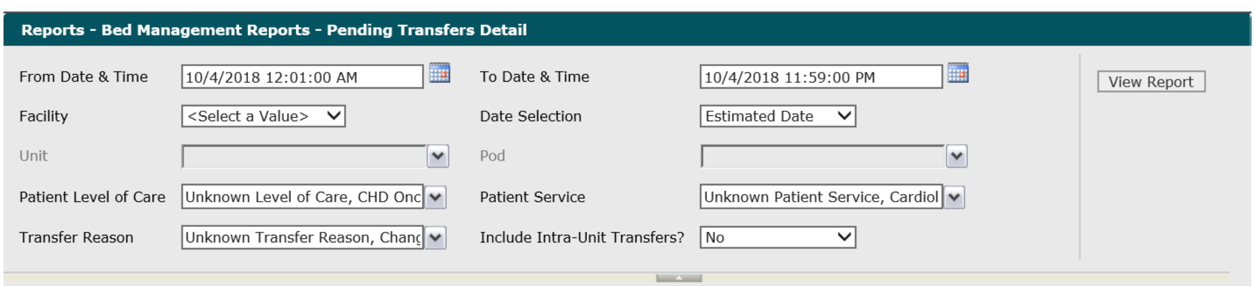
Report	Description
Facility	The facility where the pending discharge patients are currently located.
Unit	The unit where the pending discharge patients are currently located.
Pod	The pod where the pending discharge patients are currently located.
Total Pending Discharges	The total number of pending discharges for the specific pod.

Pending Transfers Detail

The Pending Transfers Detail report identifies patients with current or future Transfer Requests who have not yet arrived at their new destination.

This report is used to evaluate potential available beds. Click **Pending Transfers Detail** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 20: Pending Transfers Detail Parameters



1. Click the **Facility** drop-down arrow to display all facilities you have access to and select the correct facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while units are loaded for the **Unit** field. When the units are loaded, the **Unit** drop-down arrow can be clicked.

2. The default value of Estimated Date displays in **Date Selection**. To change this value, click the **Date Selection** drop-down arrow and select **Created Date**.

The selected date type displays in the **Date Selection** field. If the default value was changed, the **Loading...** message displays while the data is being loaded. W hen the data is loaded, default values display in the **From** and **To Date & Time** fields, and you can enter the values.

3. The default values of the current date and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

4. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

5. To change the default of all units selected (that you have access to), click the **Unit**drop-down arrow and click the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the **Unit**drop-down list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Pod** field. W hen the pods are loaded, the **Pod**drop-down arrow can be clicked.

6. To change the default of all pods selected (that you have access to), click the **Pod** drop-down arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.

7. To change the default of all values in the **Patient Level of Care** field, click the drop-down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient levels of care.

   A check mark displays in the boxes next to the patient levels of care.

8. To change the default of all values in the **Patient Service** field, click the drop-down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the correct patient services.

   A check mark displays in the boxes next to the patient services.

9. To change the default of all values in **Transfer Reason**, click the drop-down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient services

   A check mark displays in the boxes next to the correct transfer reasons.

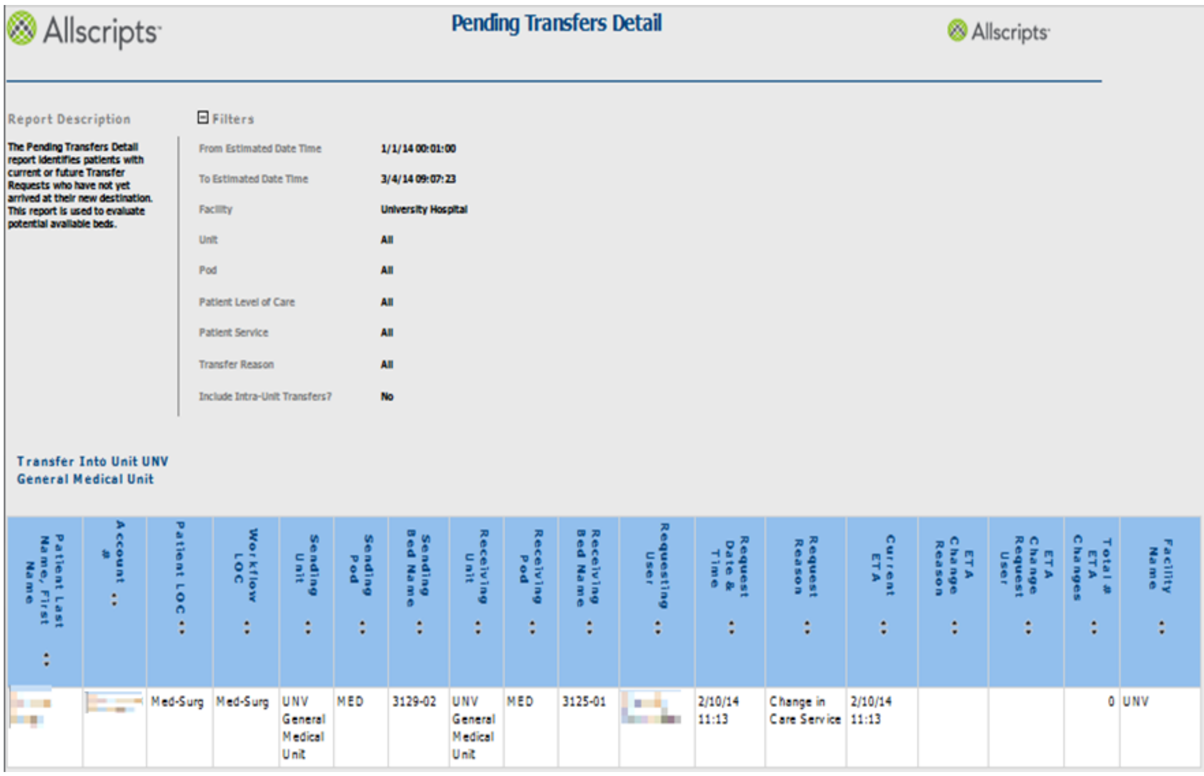
10. To change the default value of **No in the Include Intra-Unit Transfers?** field, click the drop-down arrow and select **Yes**.

    The value displays in the **Include Intra-Unit Transfers?** field.

11. Click **View Report**.

The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: No data meets filter criteria. There might be data in the **Transfer Into Unit**section, but no data matching the filter criteria in the **Transfer Out of Unit** (or vice versa). If applicable, this statement displays instead of the specific section. An example of this report is shown in the following figure.

Figure 21: Pending Transfers Detail Report



View the report

You can click the up or down arrow next to any column heading to sort the information by that column in ascending or descending order. The report columns are explained below. Column headings are indicated in bold. If times are shown, they are displayed in hours and minutes in the hh:mm (24 hour) format.

Table 14: Pending Transfers Detail Report

Report information	Description
Transfer Into Unit	

Report information	Description
Patient Last Name, First Name	The pending transfer patient's name in last name, first name format.
Account#	The pending transfer patient's account number.
Patient LOC	The pending transfer patient's current level of care.
Workflow LOC	The level of care of the unit that requested the transfer.
Sending Unit	The sending unit where the pending transfer patient is currently located.
Sending Pod	The sending pod where the pending transfer patient is currently located.
Sending Bed Name	The sending bed name (for example, room and bed identification code) where the pending transfer patient is currently located.
Receiving Unit	The receiving unit where the pending transfer patient will be received.
Receiving Pod	The receiving pod where the pending transfer patient will be received.
Receiving Bed Name	The receiving bed name (for example, room and bed identification code) where the pending transfer patient will be received.
Requesting User	The name of the person responsible for creating the transfer request (last name, first name format).
Request Date and Time	The date and time that you requested the transfer.
Request Reason	The reason for requesting the transfer.
Current ETA	The expected time of arrival (ETA) of the patient at the receiving location.
ETA Change Reason	The most recent ETA change reason description. Reason might be blank.
ETA Change Request User	The current ETA change request user.

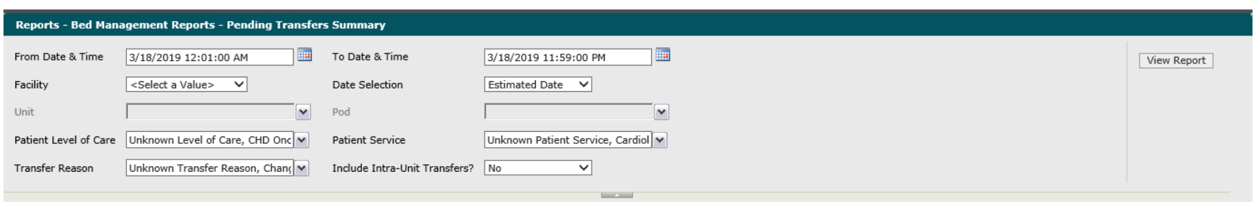
Report information	Description
Total # ETA Changes	The count of ETA changes, excluding the initial ETA creation.
Facility Name	The name of the facility where the pending transfer patient is currently located.
Transfer Out of Unit	
Arrival ETA	The expected time of arrival of the patient at there receiving location.

Pending Transfers Summary

The Pending Transfers Summary report provides a current and future summary count of patients with Transfer Requests who have not yet arrived at their new destination, by Unit/Pod.

Click **Pending Transfers Summary** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 22: Pending Transfers Summary Report Parameters



1. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while units are loaded for the **Unit** field. W hen the units are loaded, the **Unit**drop–down arrow can be clicked.

2. The default value of **Estimated Date** displays in the **Date Selection** field. To change this value, click the **Date Selection** drop–down arrow and select **Created Date**.

   The selected date type displays in **Date Selection**. If the default value was changed, the `Loading...` message displays while the data is being loaded. W hen the data is loaded, default values display in the **From** and **To Date & Time** fields, and you can enter values.

3. The default values of the current date and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.
4. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
5. To change the default of all units selected, click the **Unit** drop–down arrow and click the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the Unit drop–down list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Pod** field. W hen the pods are loaded, the **Pod** drop–down arrow can be clicked.
6. To change the default of all pods selected, click the **Pod** drop–down arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.
7. To change the default of all values in the **Patient Level of Care**, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient levels of care.

   A check mark displays in the boxes next to the patient levels of care.
8. To change the default of all values in the **Patient Services** field, click the drop–down arrow and click the (Select All) box to remove all check marks. Click the boxes next to the patient services.

   A check mark displays in the boxes next to the patient services.
9. To change the default of all values in the **Transfer Reason** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient services.

   A check mark displays in the boxes next to the transfer reasons.
10. To change the default of **No** in the **Include Intra-Unit Transfers?** field, click the drop–down arrow and select **Yes**.

    The value displays in the **Include Intra-Unit Transfers?** field.
11. Click **View Report**.

The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: **No data meets filter criteria**.

Figure 23: Example Pending Transfers Summary Report

Pending Transfers Summary

Report Description	Filters	
The Pending Transfers Summary report provides a current and future summary count of patients with Transfer Requests who have not yet arrived at their new destination, by Unit/Pod.	From Estimated Date Time	1/16/14 00:01:00
	To Estimated Date Time	3/4/14 14:06:35
	Facility	University Hospital
	Unit	All
	Pod	All
	Patient Level of Care	All
	Patient Service	All
	Transfer Reason	All
	Include Intra-Unit Transfers?	No

Facility	Unit	Pod	Total Transfers From	Total Transfers To
University Hospital	Unknown	Unknown	0	2
	Unknown Unit Subtotal		**0**	**2**
	UNV Cardiovascular ICU	CVICU	1	0
	UNV Cardiovascular ICU Unit Subtotal		**1**	**0**
	UNV General Cardiology	CARD	2	0
	UNV General Cardiology Unit Subtotal		**2**	**0**
	UNV General Medical Unit	MED	2	1
	UNV General Medical Unit Unit Subtotal		**2**	**1**
	UNV Intermediate Cardiac Care Unit	ICCU	0	1
	UNV Intermediate Cardiac Care Unit Unit Subtotal		**0**	**1**
	UNV Orthopedics	ORTHO	0	1
	UNV Orthopedics Unit Subtotal		**0**	**1**
	UNV Surgical Intensive Care	SICU	1	0
	UNV Surgical Intensive Care Unit Subtotal		**1**	**0**
University Hospital Subtotal			**6**	**5**

Report Date: 3/4/2014 14:06:46 **Page 1 of 1**

View the report

The report's columns are explained below. Column headings are indicated in bold.

Table 15: Pending Transfers Summary

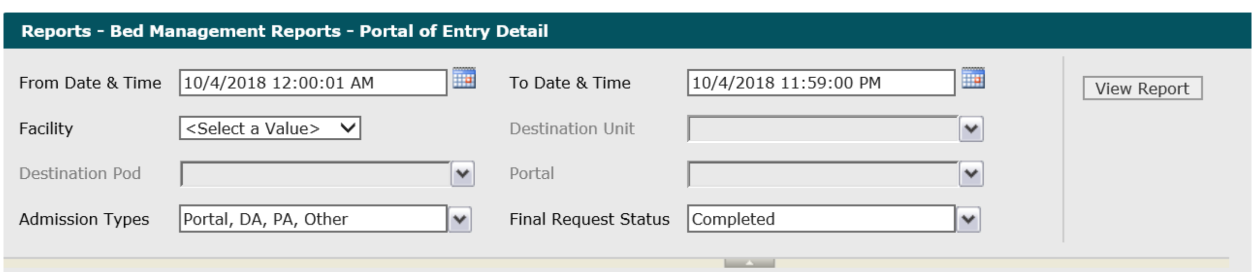
Report headings	Description
Facility	The facility where the pending transfer patients are currently located.
Unit	The unit where the pending transfer patients are currently located.
Pod	The pod where the pending transfer patients are currently located.
Total Transfers From	The total number of pending transfers for the given unit or pod.
Total Transfers To	The subtotal number of pending transfers for the given unit.

Portal of Entry Detail

The Portal of Entry Detail report provides a list of admissions occurring from specific portals or through Direct Admissions, including the destination location. This report is used to review patient placement process performance for various event times and actual patient movements into the hospital.

Click **Port of Entry Detail** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 24: Portal of Entry Detail Report Parameters



1. The default values of the current date and 12:00:01 AM display in the **Date & Time** From field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The **Loading...** message displays while units are loaded for the **Destination Unit** field. W hen the units are loaded, the**Destination Unit** drop–down arrow can be clicked.

4. To change the default of all units selected, click the **Destination Unit** drop–down arrow and click the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the **Destination Unit** drop–down list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Destination Pod** field. When the pods are loaded, the **Destination Pod** drop–down arrow can be clicked.

5. To change the default of all pods selected, click the **Destination Pod** drop–down arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.

6. To change the default of all portals selected, click the **Portal** drop–down arrow and click the boxes next to the portals you do not want to include in the report.

   A check mark is removed from the boxes next to the portals that should not be included in the report.

7. To change the default of all values in the **Admission Types** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the correct admission types.

   A check mark displays in the boxes next to the admission types.

8. To change the default value of Completed in the **Final Request Status** field, click the drop–down arrow to display all final request statuses and click the boxes next to the final request statuses. To remove the **Completed** check mark, click that box.

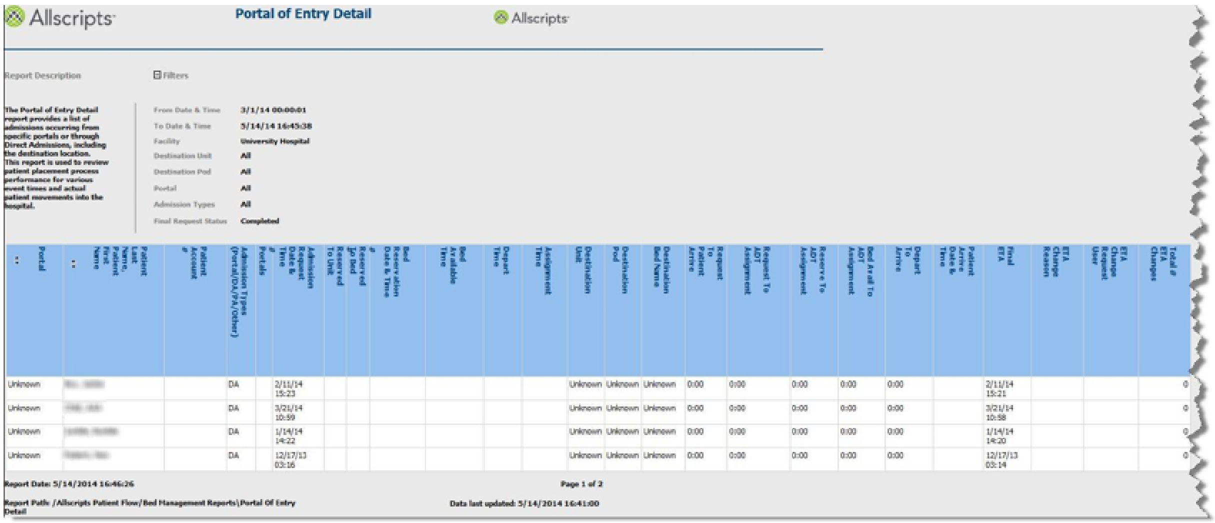
   A check mark displays in the boxes next to the final request statuses.

9. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 25: Example Portal of Entry Detail Report



View the report

You can click the up or down arrow in the Portal or Patient Last Name, Patient First Name column headings to sort the information by that column in ascending or descending order. The report's columns are explained below (column headings are indicated in bold). If times are shown, they are displayed in hours and minutes in the hh:mm (24 hour) format.

Table 16: Portal of Entry Detail

Report information	Description
Portal	The first portal unit associated with the patient's visit.
Patient Last Name, Patient First Name	The pending incoming patient's name in last name, first name format.
Patient Account#	The patient's account number.
Admission Types (Portal/DA/PA/Other)	The source of the patient's admission, either portal, Direct Admit (DA), Pre–Admit (PA), or other.
#Portals	The number of portals a patient has been through.

Report information	Description
Admission Request Date and Time	The first non–cancel Patient Placement (PATP) or Direct Admit (DADM); the initial request start date and time; the create date and time of the first workflow step.
#Reserved to Unit	The total number of unit placements, for example, how many times did the Admission Request go through to Reserved to Unit.
#Reserved to Bed	The total number of bed placements, for example, how many times did the Admission Request go through to Reserved to Bed.
Bed Reservation Date and Time	The date and time of the most recent non–canceled bed reservation.
Bed Available Date and Time	The date and time that the Reserved bed becomes available. Available is defined as unoccupied and cleaned. If the bed is available at the time of the reservation, the reservation time is shown. If the bed has multiple Available status changes, then the most recent Available status change is used. If there is no Available status event prior to the patient's arrival in the destination bed, then the cell will be blank. If the actual destination (ADT complete) bed does not match the Reserved bed, the Available time for the Reserved bed is still displayed, if the data is available.
Assignment Time	The date and time that the patient actually moved into the Inpatient bed according to the ADT system. This is the first Inpatient bed that the patient occupies in the hospital. (It is the time that ADT says the patient arrived, not the time that the ADT message was received.) It must be a non–canceled event. This date and time drives the filter for Date Range. (The time a patient was placed into the bed [ASSN].)
Destination Unit	The first non–portal unit for the patient. If the organization is both a portal and an inpatient unit, the destination will not be displayed.

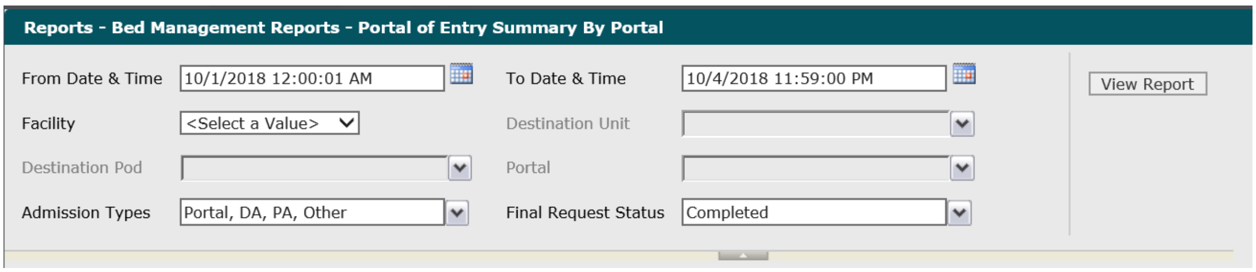
Report information	Description
Destination Pod	The first non–portal pod for the patient. If the organization is both a portal and an inpatient unit, the destination will not be displayed.
Destination Bed Name	The name of the first non–portal bed for the patient. If the organization is both a portal and an inpatient unit, the destination will not be displayed.
Request to Assignment	The elapsed time from the Admission Request to the Completed Time in hours and minutes. If there is no Admission Request, this cell is blank.
Request to ADT Assignment	The elapsed time from the Admission Request to the ADT Completed Time in hours and minutes. If there is no Admission Request, this cell is blank.
Reserve to ADT Assignment	The elapsed time from the Unit Placement to the ADT Completed Time in hours and minutes. If there is no Unit Placement, this cell is blank.
Bed Avail to ADT Assignment	The elapsed time from the Bed Available Time to the ADT Completed Time in hours and minutes. If there is no Bed Available Time, this cell is blank. If the Destination bed does not match the Reserved bed, this cell is blank.
Final ETA	The date and time of the final Estimated Time of Arrival (ETA) of a patient.
ETA Change Reason	The reason for the ETA change.
ETA Change Request User	The person who created the ETA change request.
Total # ETA Changes	The total number of ETA changes.

Portal of Entry Summary by Portal

The Portal of Entry Summary by Portal report provides a summary of admissions occurring from selected portals or through Direct Admissions, including the destination location. This report is used to analyze patient placement process performance for various event times from selected portals.

Click **Portal of Entry Summary by Portal** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 26: Portal of Entry Summary by Portal Report Parameters



1. The default values of the current date and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.
2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
3. Click the **Facility** drop-down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while units are loaded for the **Destination Unit** field. When the units are loaded, the **Destination Unit** drop-down arrow can be clicked.
4. To change the default of all units selected, click the **Destination Unit** drop-down arrow and click the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the **Destination Unit** drop-down list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Destination Pod** field. W hen the pods are loaded, the **Destination Pod** drop-down arrow can be clicked.
5. To change the default of all pods selected (that you have access to), click the **Destination Pod** drop-down arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.

6. To change the default of all portals selected (that you have access to), click the **Portal** drop-down arrow and click the boxes next to the portals you do not want to include in the report.

   A check mark is removed from the boxes next to the portals that should not be included in the report.

7. To change the default of all values in the **Admission Types** field, click the drop-down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the admission types.

   A check mark displays in the boxes next to the admission types.

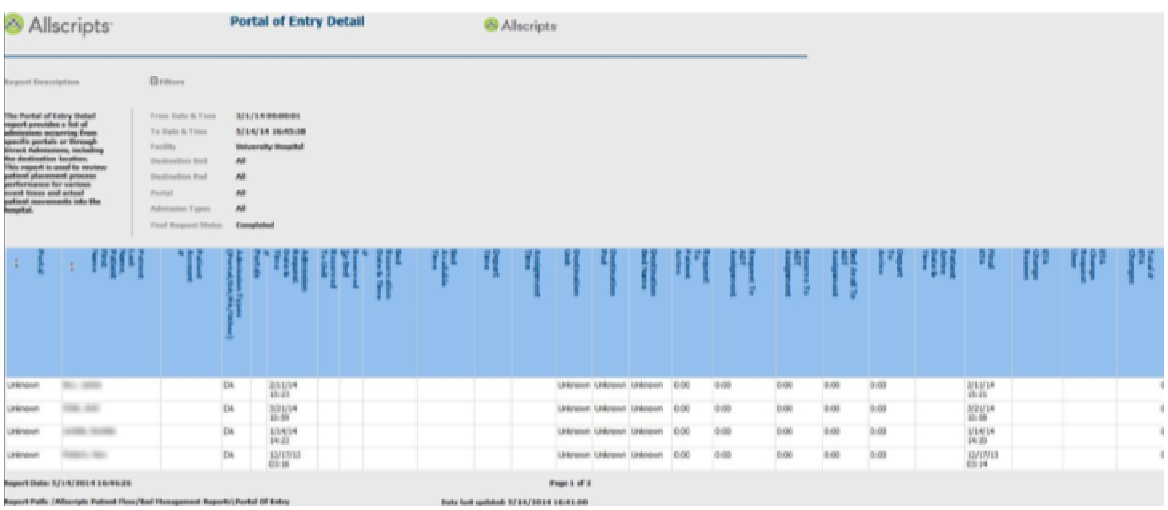
8. To change the default value of **Completed**in the **Final Request Status** field, click the drop-down arrow to display all final request statuses and click the boxes next to the final request statuses. To remove the **Completed** check mark, click that box.

   A check mark displays in the boxes next to the final request statuses.

9. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 27: Portal of Entry Summary by Portal Report



View the report

You can click the up or down arrow in the Destination column heading to sort the information by that column in ascending or descending order. The report columns are explained below. Column headings are indicated in bold. If times are shown, they are displayed in hours and minutes in the hh:mm (24 hour) format.

Table 17: Portal of Entry Summary by Portal

Report heading	Description
Portal of Entry	This is the first portal unit associated with the patient's visit. The name of this unit can be clicked to display the **Portal of Entry Detail** report. For more information about this report, refer to the *Portal of Entry Detail* report.
Destination	The first Inpatient unit associated with the patient's admission.
Total Admissions	The total number of admissions for the portal.
#DA	The number of Direct Admits (DAs) for the portal.
#PA	The number of Pre–Admits (PAs) for the portal.
Avg Request tp Reserve to Unit	The average Request to Reserved to Unit time.
#Workflows for Avg Request to Reserved to Unit	The number of workflows counted to calculate the average Request to Reserved to Unit time.
Avg Reserved to Unit to Reserved to Bed	The average Reserved to Unit to Reserved to Bedtime.
#Workflows for Avg Reg to Reserved to Bed	The number of workflows counted to calculate the average Request to Reserved to Bed time.
Avg Request to ADT Assigned	The average Request to ADT Assigned time.
#Workflows for Avg Req to ADT Assigned	The number of workflows counted to calculate the average Request to ADT Assigned time.
Avg Bed Avail to ADT Assigned	The average Bed Available to ADT Assigned time.
#Workflows for Avg Bed Avail to ADT Assigned	The number of workflows counted to calculate the average Bed Available to Assigned time.
Avg Request to Patient Arrive	The average Request to Patient Arrive time.
#Workflows for Avg Request to Patient Arrive	The number of workflows counted to calculate the average Request to Patient Arrive time.
Avg Bed Assigned to Patient Arrive	The average Bed Assigned to Patient Arrive time.

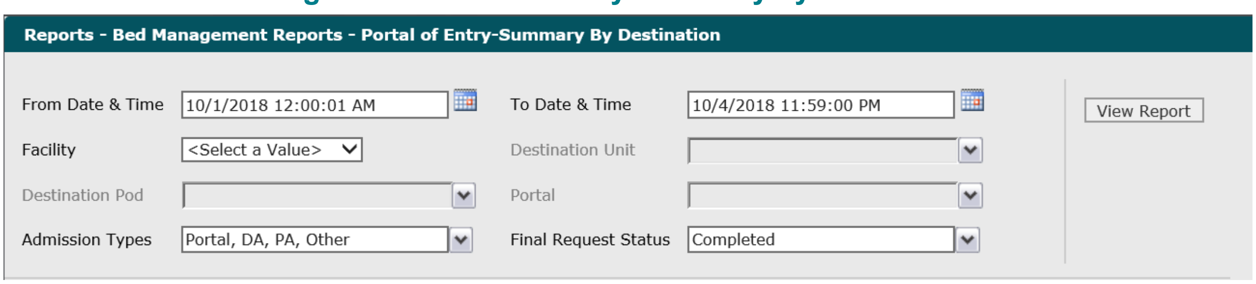
Report heading	Description
#Workflows for Avg Bed Assigned to Patient Arrive	The number of workflows counted to calculate the average Bed Assigned to Patient Arrive time.
Avg# ETA Changes	The count of Estimated Time of Arrival (ETA) changes for all Admission workflows excluding initial creation of ETA# workflows that have ETA changes excluding initial creation of ETA.
#Workflows for Avg ETA Changes	The number of workflows counted to calculate the average number of ETA changes.

Portal of Entry Summary by Destination

The Portal of Entry Summary by Destination report provides a summary of admissions arriving from specific portals and to selected destinations or through Direct Admissions. This report is used to analyze patient placement average event times to selected destinations.

Click **Portal of Entry Summary by Destination** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 28: Portal of Entry Summary by Destination



1. The default values of the current date and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while units are loaded for the **Destination Unit** field. W hen the units are loaded, the**Destination Unit** drop–down arrow can be clicked.

4. To change the default of all units selected, click the **Destination Unit** drop–down arrow and click boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the **Unit**drop–down list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Destination Pod** field. When the pods are loaded, the **Destination Pod** drop–down arrow can be clicked.

5. To change the default of all pods selected, click the **Destination Pod** arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.

6. To change the default of all portals selected, click the **Portal** drop–down arrow and click the boxes next to the portals you do not want to include in the report.

   A check mark is removed from the boxes next to the portals that should not be included in the report.

7. To change the default of all values in the **Admission Types** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the admission types.

   A check mark displays in the boxes next to the admission types.

8. To change the default value of Completed in the **Final Request Status** field, click the drop–down arrow to display all final request statuses and click the boxes next to the final request statuses. To remove the **Completed** check mark, click that box.

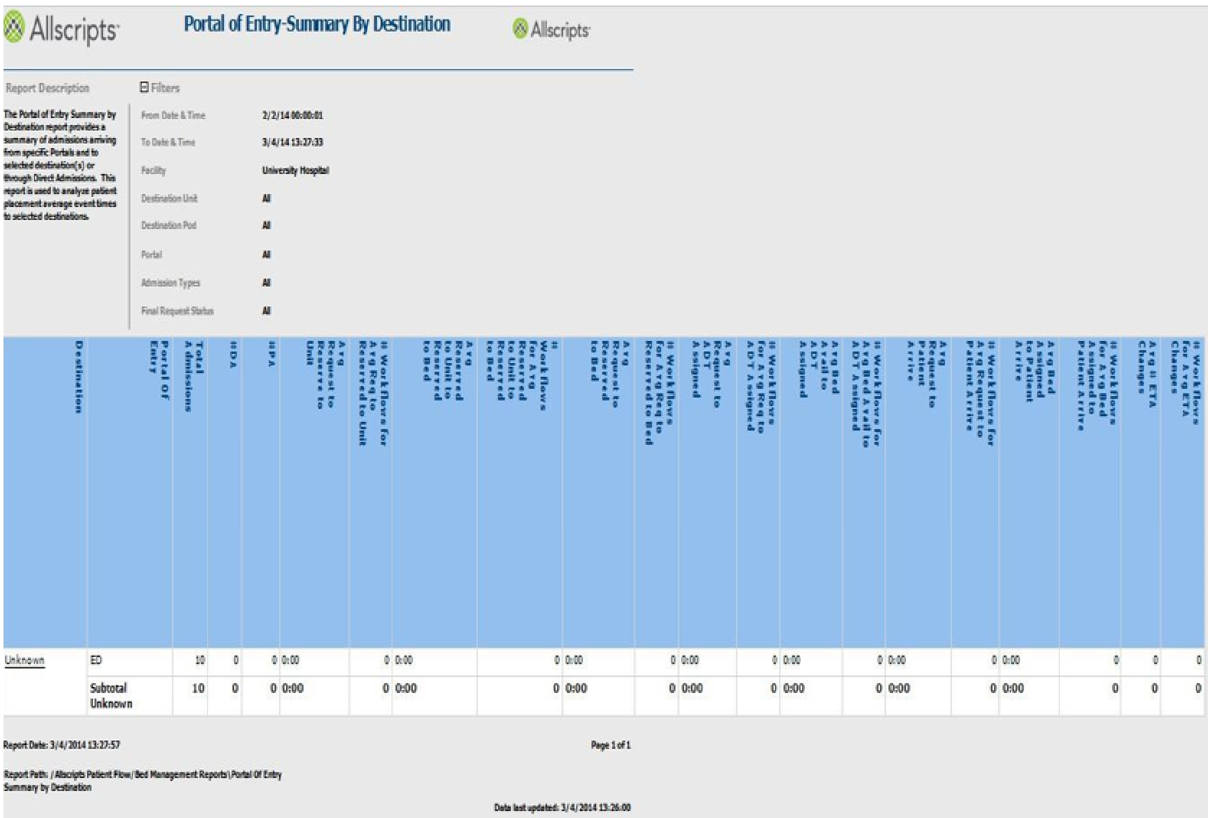
   A check mark displays in the boxes next to the final request statuses.

9. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: **No data meets filter criteria**. An example of this report is shown in the following figure.

Figure 29: Portal of Entry Summary by Destination Report



View the report

You can click the up or down arrow in the **Portal of Entry** column heading to sort the information by that column in ascending or descending order. The report columns are explained below. Column headings are indicated in bold. If times are shown, they are displayed in hours and minutes in the hh:mm (24 hour) format.

Table 18: Portal of Entry Summary by Destination Report

Report information	Description
Destination	The first Inpatient unit associated with the patient's admission. The name of the unit can be clicked to show the **Portal Entry of Detail** report. For more information about this report, refer to the *Portal of Entry Detail* report.
Portal of Entry	This is the first portal unit associated with the patient's visit.
Total Admissions	The total number of admissions for the portal.
#DA	The number of Direct Admits (DAs) for the portal.
#PA	The number of Pre-Admits (PAs) for the portal.
Avg Request to Reserved to Unit	The average Request to Reserved to Unit time.
#Workflows for Avg Request to Reserved to Unit	The number of workflows counted to calculate the average Request to Reserved to Unit time.
Avg Reserved to Unit to Reserved to Bed	The average Reserved to Unit to Reserved to Bed time.
#Workflows for Avg Reserved to Unit to Reserved to Be	The number of workflows counted to calculate the average Reserved to Unit to Reserved to Bed time.
Avg Request to Reserved to Bed	The average Request to Reserved to Bed time.
#Workflows for Avg Req to Reserved to Bed	The number of workflows counted to calculate the average Request to Reserved to Bed time.
AvgRequest to ADT Assigned	The average Request to ADT Assigned time.
#Workflows for Avg Req to ADT Assigned	The number of workflows counted to calculate the average Request to ADT Assigned time.
Avg Bed Avail to ADT Assigned	The average Bed Available to ADT Assigned time.
#Workflows for Avg Bed Avail to ADT Assigned	The number of workflows counted to calculate the average Bed Available to ADT Assigned time.
Avg Request to Patient Arrive	The average Request to Patient Arrive time.

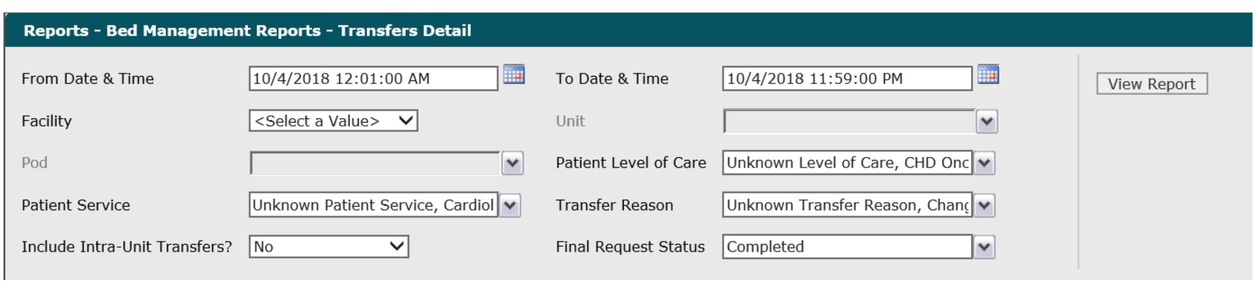
Report information	Description
#Workflows for Avg Request to Patient Arrive	The number of workflows counted to calculate the Average Request to Patient Arrive time.
Avg Bed Assigned to Patient Arrive	The average Bed Assigned to Patient Arrive time.
#Workflows for Avg Bed Assigned to PatientArrive	The number of workflows counted to calculate the average Bed Assigned to Patient Arrive time.
Avg# ETA Changes	The count of Estimated Time of Arrival (ETA) changes for all Admission workflows excluding initial creation of ETA/# workflows that have ETA changes excluding initial creation of ETA.
#Workflows for Avg ETA Changes	The number of workflows counted to calculate the average number of ETA changes.

Transfers Detail

The Transfers Detail report provides historical details for patient transfers completed during a selected time frame. The **Transfers In To Unit** section of the report provides historical details for patient transfers completed during a selected time frame arriving to specific nursing units.

The Transfers Out section of the report provides historical details for patient transfers completed during a selected time frame coming from specific nursing units. Click **Transfers Detail** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 30: Transfers Detail Report Parameters



1. The default values of the current date and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while units are loaded for the **Unit** field. When the units are loaded, click the **Unit**drop–down arrow.
4. To change the default of all units selected, click the **Unit** drop–down arrow and click the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the **Unit**drop–down list, the`Loading...` message displays while pods associated with the selected units are loaded for the **Pod** field. W hen the pods are loaded, click the **Pod**drop–down arrow.
5. To change the default of all pods selected, click the **Pod** drop–down arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.
6. To change the default of all values in the **Patient Level of Care** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the levels of care.

   A check mark displays in the boxes next to the patient levels of care.
7. To change the default of all values in the **Patient Service** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient services.

   A check mark displays in the boxes next to the patient services.
8. To change the default of all values in the **Transfer Reason** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the transfer reasons.

   A check mark displays in the boxes next to the transfer reasons.
9. To change the default value of **No** in the **Include Intra–Unit Transfers?** field, click the drop–down arrow and select Yes.

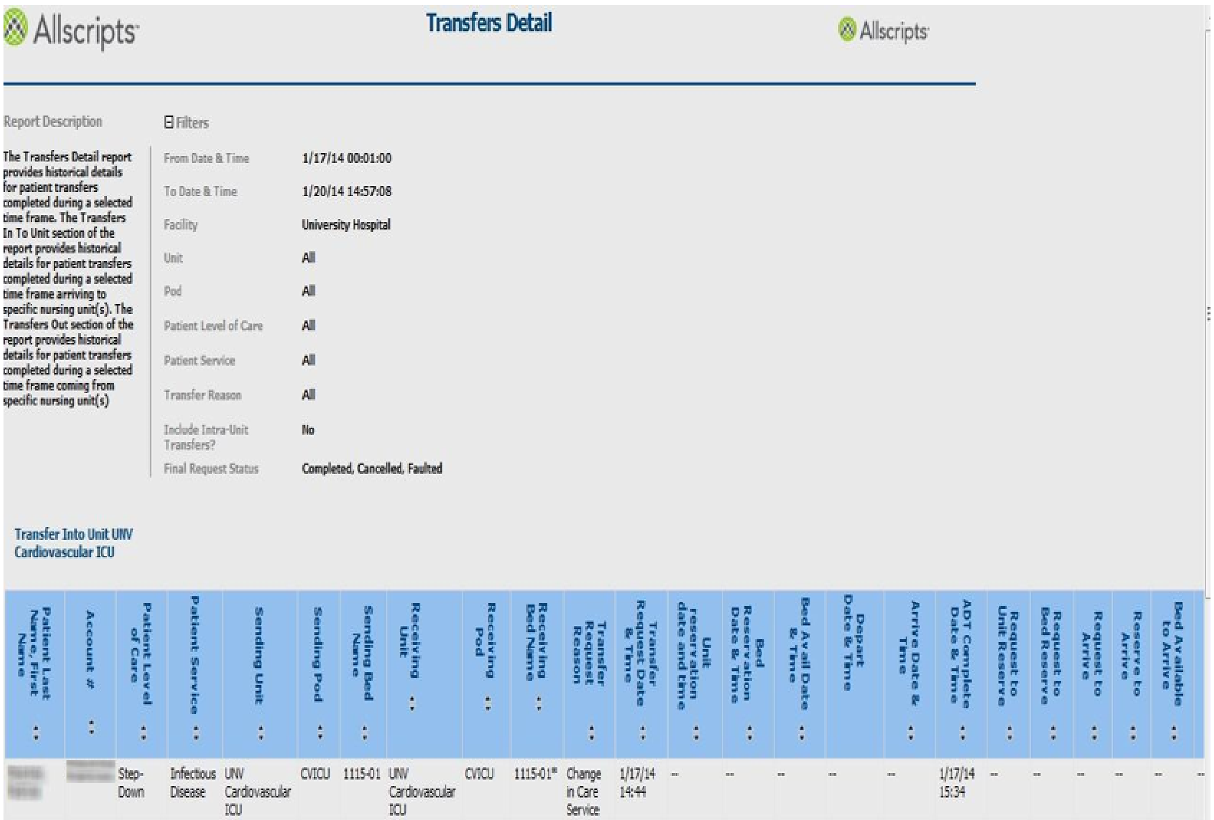
   The value displays in the **Include Intra–Unit Transfers?** field.
10. To change the default value of Completed in the **Final Request Status** field, click the drop–down arrow to display all final request statuses and click the boxes next to the final request statuses. To remove the **Completed** check mark, click that box.

A check mark displays in the boxes next to the final request statuses.

11. Click **View Report**.

The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 31:



View the report

You can click the up or down arrow in the column heading to sort the information by that column in ascending or descending order. The report's columns are explained below. Column headings are indicated in bold. If times are shown, they are displayed in hours and minutes in the hh:mm (24 hour) format. There are 2 sections in this report: **Transfer Into Unit** and **Transfer Out of Unit**. The column headings are the same for each section. If either section does not have data that meets the filter criteria, the following statement displays: No data meets filter criteria.

Table 19: Transfers Detail

Report heading	Description
Patient Last Name, First Name	The transfer patient's name in "last name, first name" format.
Account #	The transfer patient's account number.
Patient Level of Care	The transfer patient's current level of care.
Patient Service	The transfer patient's current service.
Sending Unit	The sending unit where the transfer patient is currently located.
Sending Pod	The sending pod where the transfer patient is currently located.
Sending Bed Name	The sending bed name (for example, room and bed identification code) where the transfer patient is currently located.
Receiving Unit	The destination unit where the transfer patient will be received.
Receiving Pod	The destination pod where the transfer patient will be received.
Receiving Bed Name	The destination bed name (for example, room and bed identification code) where the transfer patient will be received.
Transfer Request Reason	The code for the reason that the transfer was initiated.
Transfer Request Date & Time	The date and time of the Transfer Request event.
Unit Reservation Date & Time	The time when the Patient is Acknowledged to the Unit (WkflowStat= R2UN).
Bed Reservation Date & Time	The date and time of the most recent non–canceled bed reservation.
Bed Avail Date & Time	The date and time that the reserved bed becomes available.
Arrive Date & Time	The date and time when patient arrives to destination unit.

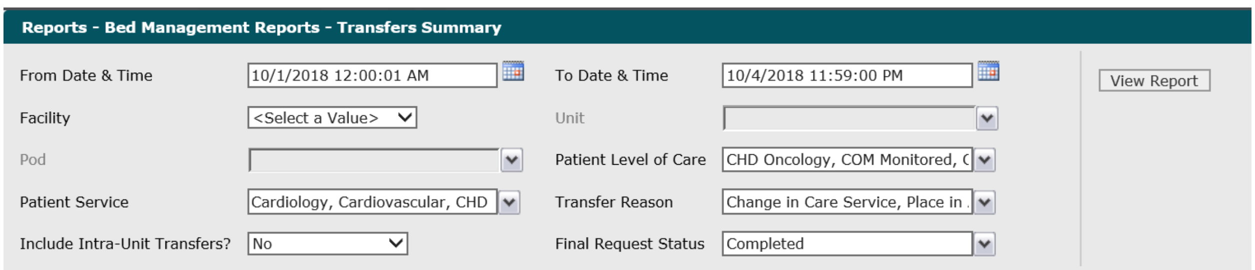
Report heading	Description
ADTComplete Date & Time	The ADT Complete date and time.
Request to Unit Reserve	The difference between the Request start time and Reserve to Unit time.
Request to Bed Reserve	The difference between the Request start time and Bed Reserved time.
Request to Arrive	The difference between the Request start time and Patient Arrival time.
Reserve to Arrive	The difference between the Reserve and Patient Arrival times.
Bed Available to Arrive	The difference between Bed Available and Patient Arrival times.
Depart to Arrive	The difference between the Depart and Patient Arrival times.
Final ETA	The final Estimated Time of Arrival (from Workflow ETA Reason History table).
ETA Change Reason	The final ETA change reason description. The reason might be blank. (from Workflow ETA Reason History, Reason Description tables).
ETA Change Request User	The final ETA change request user (from Workflow ETA Reason History table).
Total# ETA Changes	The count of ETA changes for transfer, excluding the initial ETA creation.

Transfers Summary

The Transfers Summary report provides an historical summary for patient transfers from and or to specific nursing units. This report is used to review common transfer locations and timing of transfer events. This report also identifies patients transferred within the first 24 hours of admission.

Click **Transfers Summary** on the **Reports – Bed Management** screen to access this report. The following report parameters screen displays.

Figure 32: Transfers Summary Report Parameters



1. The default values of the current date and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.
2. The default values of the current date and time display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
3. Click the **Facility** drop-down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while units are loaded for the **Unit** field. When the units are loaded, the **Unit**drop-down arrow can be clicked.
4. To change the default of all units selected, click the **Unit** drop-down arrow and click the boxes next to the units you do not want to include in the report.

   A check mark is removed from the boxes next to the units that should not be included in the report. After clicking outside the **Unit** drop-down list, the `Loading...` message displays while pods associated with the selected units are loaded for the **Pod** field. When the pods are loaded, the **Pod** drop-down arrow can be clicked.

5. To change the default of all pods selected (that you have access to), click the **Pod** drop-down arrow and click the boxes next to the pods you do not want to include in the report.

   A check mark is removed from the boxes next to the pods that should not be included in the report.

6. To change the default of all values in the**Patient Level of Care** field, click the drop-down arrow and click the**(Select All)** box to remove all check marks. Click the boxes next to the levels of care.

   A check mark displays in the boxes next to the patient levels of care.

7. To change the default of all values in the **Patient Services** field, click the drop-down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the patient services.

   A check mark displays in the boxes next to the patient services.

8. To change the default of all values in the **Transfer Reason** field, click the drop-down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the transfer reasons.

   A check mark displays in the boxes next to the transfer reasons.

9. To change the default value of **No** in the **Include Intra-Unit Transfers?** field, click the drop-down arrow and select **Yes**.

   The value displays in the **Include Intra-Unit Transfers?** field.

10. To change the default value of Completed in the **Final Request Status** field, click the drop-down arrow to display all final request statuses and click the boxes next to the final request statuses. To remove the **Completed** check mark, click that box.

    A check mark displays in the boxes next to the final request statuses.

11. Click **View Report**.

    The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: **No data meets filter criteria**. An example of this report is shown in the following figure.

Figure 33: Transfers Summary Report

Allscripts **Transfers Summary** Allscripts

Report Description

The Transfers Summary report provides a historical summary for patient transfers from and/or to specific nursing unit(s). This report is used to review common transfer locations and timing of transfer events. This report also identifies patients transferred within the first 24 hours of admission.

⊟ Filters

From Date & Time	1/1/14 00:00:01
To Date & Time	3/11/14 15:16:06
Facility	University Hospital
Unit	All
Pod	All
Patient Level of Care	All
Patient Service	All
Transfer Reason(s)	All
Include Intra-Unit Transfers?	No
Final Request Status	All

Transfers In

Unit	Pod	# Requests	# Transfers	Average Request to Reserve to Unit	Average Request to Bed Reserve	Average Request to ADT Complete	Average Bed Available to ADT Complete	Avg Bed Avail to Assigned	Avg # ETA Changes
UNV Cardiovascular ICU	CVICU	1	0	0:00	0:00	0:50	0:00	0:00	0.00
	Summary	**1**	**0**	**0:00**	**0:00**	**0:50**	**0:00**	**0:00**	**0.00**

View the report

The report columns are explained below. Column headings are indicated in bold. There are three sections in the report: Transfers In, Transfers Out, and Transfer Out Reason. Data for the source Unit and Pod are displayed in the Transfers In section, and data for the destination Unit and Pod are in the Transfers Out section. The Transfer Out Reason section displays the transfer reason codes. Transfer requests with no reason code are grouped under UNKNOWN. Transfers with no Transfer Request are grouped under NO REQUEST. The following column headings are in all three sections. Times are shown in the hh:mm format.

Table 20: Transfers Summary

Report heading	Description
# Requests	The total number of Transfers Requests originating from this unit (both canceled and non–canceled, unless overridden by the report filter selection). The count of requests from the Transfer Detail Report group by respective attribute based on the table.
# Transfers	The total number of completed transfers (actual movements) originating from this unit. The count of transfers from the Transfer Detail Report group by respective attribute based on the table.
Average Request to Reserve to Unit	The average elapsed time between the Transfer Request Start Time and Reserve to Unit. Transfer Request Start Time is the Create Date/Time of the workflow, which is the first step of the workflow. The average of all the Request to Unit Reserve times from the Transfer Detail Report group by respective attribute based on the table.
Average Request to Reserve to Bed	The average elapsed time between the Transfer Request Start Time and Reserve to Bed. The Transfer Request Start Time is the Create Date/Time of the workflow, which is the first step of the workflow. The average of all the Request to Bed Reserve time from the Transfer Detail Report group by respective attribute based on the table.
Average Request to ADT Complete	The average elapsed time between the Transfer Request Start Time and ADT Complete (when Allscripts Patient Flow™ processes the ADT message). Transfer Request Start Time is the Create Date and Time of the workflow, which is the first step of the workflow. The average of all the Request to Complete times from the Transfer Detail Report group by respective attribute based on the table.

Report heading	Description
Average Bed Available to ADT Complete	The average elapsed time between the Bed Available Time and the ADT Complete Workflow State time. The average of all the Available to Complete times from the Transfer Detail Report group by respective attribute based on the table.
Avg Bed Avail to Assigned	The Bed Assigned Time minus the latest Complete Date and Time of a BTO workflow or a Bed Repair workflow.
Avg # ETA Changes	The count of ETA changes for all Transfer workflows (excluding initial creation of ETA) /the number of workflows that have ETA changes (excluding initial creation of ETA).

Chapter 6

Bed Turnover

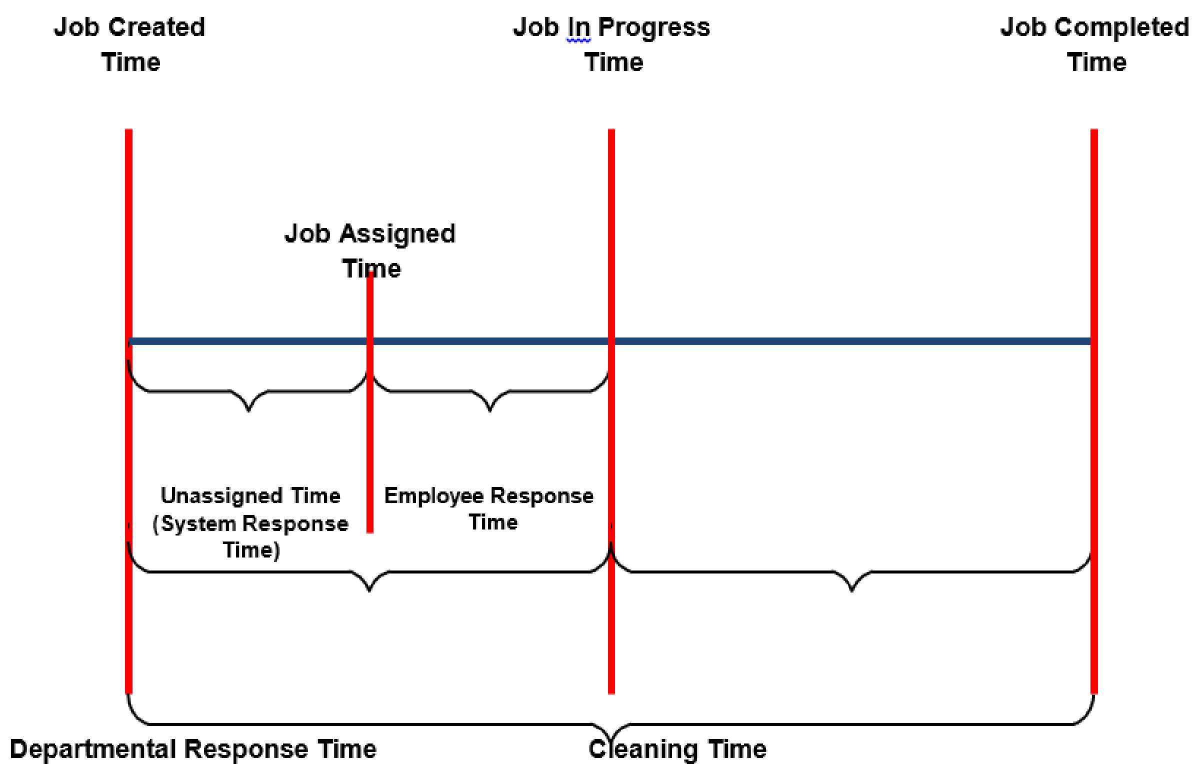
General Information about Bed Turnover Reports

Explanation of Bed Turnover Times

Various terms are used for different points in time for the bed turnover (BTO) jobs

The following diagram shows these terms and points of time. Items above the top horizontal line are milestones. Items below that represent spans of time. These correlations between events and time affect many of the columns and formulas described later in this section.

Figure 34: Bed Turnover Time diagram



Bed turnover workflow states

There are several different states in a Bed Turnover workflow.

Descriptions of the workflow state codes are provided in the table below the diagram.

Bed Turnover Workflow States

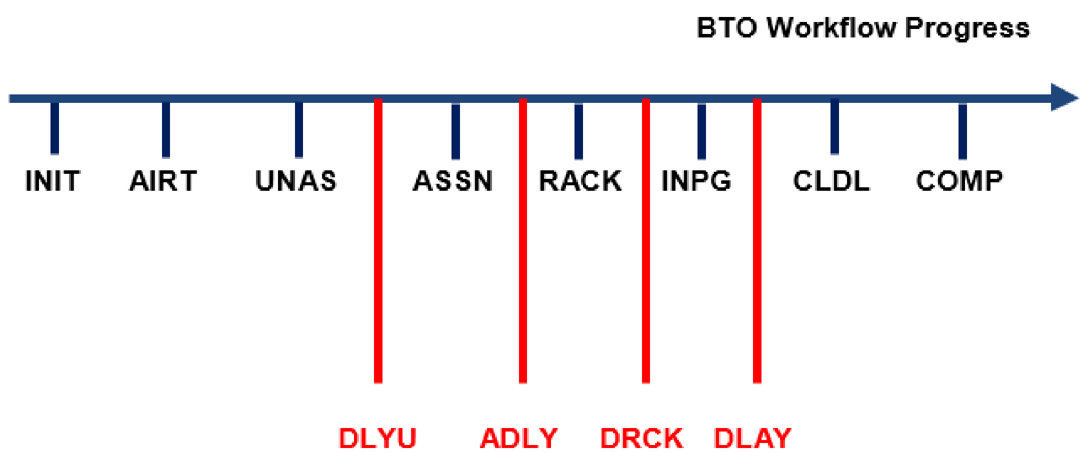


Table 21: Bed Turnover Workflow States

Workflow State Code	Workflow State Description	Workflow State Code	Workflow State Description
INIT	Initiate	RACK	Resource Acknowledged
AIRT	Pre–Clean Airing	DRCK	Delay Resource Acknowledged
UNAS	Unassigned	INPG	In–Progress
DLYU	Delay Unassigned	DLAY	Delay In Progress
ASSN	Assigned	CLDL	Cleaned Delay
ADLY	Assigned Delay	COMP	Complete

A Canceled BTO job can go from the Initiate (INIT) state until the workflow is canceled. A Faulted BTO job can go from the Initiate (INIT) state until the workflow is faulted.

Common Bed Turnover Workflow definitions

Review the common workflow definitions for Bed Turnover states.

Table 22: Bed Turnover Workflow definitions

Bed Turnover Workflow	Definitions
Unassigned to Assigned	The last Unassigned to the First Assigned AFTER the Last Unassigned.
Assigned to In-Progress	The last assigned to the First In-Progress AFTER the Last Assigned.
Bed Cleaning Time: In-Progress to Complete	The last assigned to the First In-Progress AFTER the Last Assigned.
Job Response Time: Unassigned to In-Progress	The Last Unassigned to the Next In Progress AFTER the Last Unassigned. For each category, there must be a Start Date/Time of the starting state and a Start Date/Time of the next (non-delay) state.
Complete Bed Turnover Time	(Created - Completed): Complete - Initiate
Bed Turnover Time	(Complete - Initiate) - Pre-Clean Airing - Cleaned Delay.
Assigned to Completed	The Last Assigned to Complete.
Unassigned to Completed	The Last Unassigned to Complete.

Note: For standard time stamps and states, the last date and time is set.

Bed Turnover Report menu

The Bed Turnover reports are accessed by clicking the **Bed Turnover** option in the left navigation pane. **Reports – Bed Turnover** displays a report menu listing the reports in alphabetical order by name.

The Description column indicates the purpose of each report. Clicking the name in the Report Name column displays the report parameters (filters) for the specific report. Each report is explained in this chapter.

Figure 35: Bed Turnover Reports

Reports - Bed Turnover

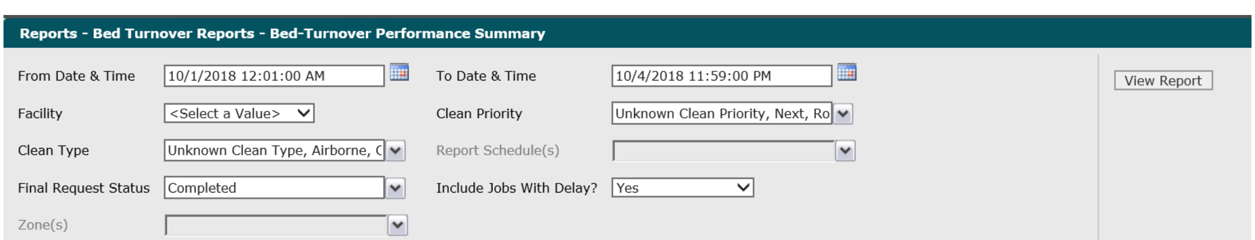
Report Name	Description
Bed-Turnover Performance Summary	The Bed-Turnover Performance Summary report provides a detailed summary of overall Bed-Turnover operational performance. This report summarizes by each facility both job counts by various job types, status, priority as well as performance times by Response times, In-progress times, etc
Check In-Out / Break Time Summary	The Employee Check In-Out/Break Time Summary report provides a summary of housekeeping employee check in-out and break times for the report period. This report also summarizes employee productive and Idle times
Employee Check In-Out / Break Time Detail	The Employee Check In-Out/Break Time Detail report provides a detailed activity history of housekeeping employee check in-out and break times for the report period.
Employee Summary	The Employee summary report provides a detail summary of housekeeping employee performance. This report summarizes by each employee both job counts by various job types, status, priority as well as performance times by Response times, In-progress times etc
Job Activity Detail	The Job Activity Detail report provides detailed job activity times (Created, assigned, In-progress, delayed, completed etc) along with other Job attributes (Job type, priority, room/bed, etc)
Recent Activity Detail	The Recent Activity Detail report provides real time Bed-Turnover job activity details (Job type, to/from locations, status changes, resources assigned, timestamps, etc) from start to complete for the last 48 hours.

Bed Turnover Performance Summary

The Bed Turnover Performance Summary report provides a detailed summary of overall Bed Turnover operational performance. This report summarizes by each facility both job counts by various job types, status, priority as well as performance times by Response times, In–progress times.

Click **Bed Turnover Performance Summary** on **Reports – Bed Turnover** to access this report. The following report parameters displays.

Figure 36: Bed Turnover Performance Summary Report Parameters



1. The default values of the first day of the current month/year and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.
2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field.
4. To change the default of all values in the **Clean Priority** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the clean priorities.

   A check mark displays in the boxes next to the priorities.
5. To change the default of all values in the **Clean Type** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the clean types.

   A check mark displays in the boxes next to the clean types.
6. To change the default of all values in the **Report Schedules** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the report schedules.

   A check mark displays in the boxes next to the report schedules.
7. To change the default of Completed in the **Final Request Status** field, click the drop–down arrow to display all statuses and click the boxes next to the final request statuses. To remove the default value, click the **Completed** box to remove the check mark.

   A check mark displays in the boxes next to the final request statuses.
8. To change the default value of **Yes** in the **Include Jobs with Delays?** field, click the drop–down arrow and select No.

   The value displays in the **Include Jobs with Delays?** field.
9. To change the default of all values in the **Zone(s)** field, click the drop–down arrow and click the drop–down and click the **(Select All)** box to remove all check marks. Click the boxes next to the zone.
10. Click **View Report**.

    The report starts and the `Loading...` message displays. Depending on the values selected,the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: **No data meets filter criteria**. An example of this report is shown in the following figure.

Figure 37: Bed Turnover Performance Summary Report

Reports - Bed Turnover Reports - Bed-Turnover Performance Summary

Bed-Turnover Performance Summary

Report Description

The Bed-Turnover Performance Summary report provides a detailed summary of overall Bed-Turnover operational performance. This report summarizes by each facility both job counts by various job types, status, priority as well as performance times by Response times, In-progress times, etc

Filters

From Date & Time	3/1/18 00:01:00
To Date & Time	4/15/19 23:59:00
Facility	University Hospital
Clean Priority	All
Clean Type	All
Report Schedule(s)	All
Final Request Status	Completed
Include Jobs with Delay?	Yes
Zone(s)	All

Total # Closed Jobs		
Completed	2	100.0%
Faulted	0	0.0%
Cancelled	0	0.0%

Total # Jobs by Clean Type		
Isolation	1	50.0%
Regular	1	50.0%

Total # Jobs by Delayed State		
Assigned Delay	0	0.0%
Delay In Progress	1	50.0%
Unassigned Delay	0	0.0%
Delay while Resource Ack Receipt of Job	0	0.0%

Total # Jobs by Priority		
Routine	2	100.0%

Job Response Time: (Unassigned to In-Progress)			
Total # Jobs		2	
Avg in Mins		4	
Std Dev in Mins		4.24	
	<=2 min	1	50.0%
	>2<= 5 Mins	0	0.0%
	>5<= 10 Mins	1	50.0%
	>10<= 20 Mins	0	0.0%
	>20<= 30 Mins	0	0.0%
	>30<= 45 Mins	0	0.0%
	>45<= 60 Mins	0	0.0%
	>60<= 90 Mins	0	0.0%
	>90 Mins	0	0.0%

Cleaning Time: (In-Progress to Completed)			
Total # Jobs		2	
Avg in Mins		0	
Std Dev in Mins		0.00	
	<=2 Mins	2	100.0%
	>2<= 5 Mins	0	0.0%
	>5<= 10 Mins	0	0.0%
	>10<= 20 Mins	0	0.0%
	>20<= 30 Mins	0	0.0%
	>30<= 45 Mins	0	0.0%
	>45<= 60 Mins	0	0.0%
	>60<= 90 Mins	0	0.0%
	>90 Mins	0	0.0%

Unassigned Time: (Unassigned to Assigned)			
Total # Jobs		2	
Avg in Mins		3	
Std Dev in Mins		4.24	
	<=2 Mins	1	50.0%

Bed Turnover Time: (Created to Completed)			
Total # Jobs		2	
Avg in Mins		4	
Std Dev in Mins		4.95	
	<=2 Mins	1	50.0%

View the report

The report information is explained below. Section headings are indicated in bold.

Table 23: Bed Turnover Performance Summary Report

Name	Description
Total # Closed Jobs	The total number of BTO jobs and corresponding percentages according to the selected Final Request Status options (for example, Completed, Faulted, and or Canceled).
Total # of Jobs By Clean Type	The total number of jobs and corresponding percentages according to the selected clean type.
Total # Jobs by Delayed State	The total number of jobs and corresponding percentages according to the delayed state and corresponding percentages.
Total # Jobs by Priority	The total number of jobs by priority and corresponding percentages.
Total# Jobs by Zone.	The total number of jobs and corresponding percentages by zone.
Job Response Time (Unassigned to In–Progress).	The breakout of the **Job Response Time** by the total number of jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes.
Unassigned Time (Unassigned to Assigned).	The breakout of the **Unassigned Time** by the total number of jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes.
Employee Response Time (Assigned to In–Progress).	The breakout of the **Employee Response Time** by the total number of jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than2 minutes to greater than 90 minutes.

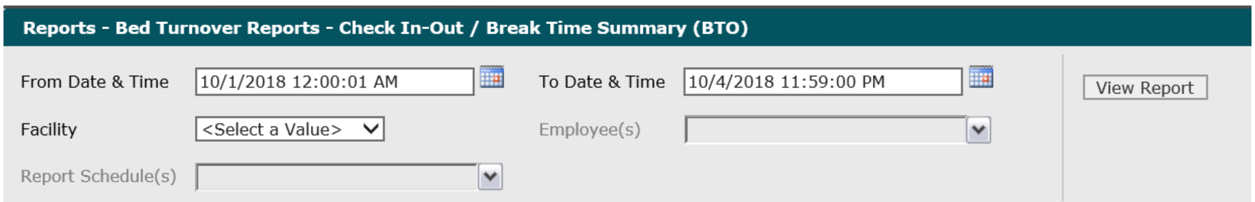
Name	Description
Cleaning Time (In–Progress to Completed).	The breakout of the cleaning time from In Progress to Completed by the total number of jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes.
Bed Turnover Time (Created to Completed).	The breakout of the bed turnover time from Created to Completed by the total number of jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes.
Total Delayed Time	The breakout of the total delayed time by the total number of jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes and their corresponding percentages.

Check In-Out/ Break Time Summary

The Check In-Out Break Time Summary report provides a summary of housekeeping employee check in-out and break times for the report period. This report also summarizes employee productive and idle times.

Click **Check In-Out Break Time Summary** on **Reports – Bed Turnover** to access this report. The following report parameters display.

Figure 38: Check In-Out / Break Time Summary (BTO) Report



1. The default values of the first day of the current month/year and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the`MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar**Calendar icon and select a date.

   The date and time values display in the **From Date & Time** field.
2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
3. Click the **Facility** drop-down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while employees are loaded for the **Employees** field. W hen the employees are loaded, the **Employees** drop-down arrow can be clicked.
4. Click the **Employees** drop-down arrow to display all employees and click the boxes next to the specific employees.

   A check mark displays in the boxes next to the specific employees.
5. To change the default of all values in the **Report Schedules** field, click the drop-down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the report schedules.

   A check mark displays in the boxes next to the report schedules.

6. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 39: Check In-Out / Break Time Summary (BTO) Report

Check In-Out / Break Time Summary (BTO)

Report Description

The Employee Check In-Out/Break Time Summary report provides a summary of housekeeping employee check in-out and break times for the report period. This report also summarizes employee productive and Idle times

Filters

From Date & Time	1/1/14 00:00:01
To Date & Time	3/11/14 15:30:31
Facility	University Hospital
Employee(s)	All
Report Schedule(s)	All

Employee Name	Total Checked - In Time	Total # Check-Ins	Total Break Time	Total # Breaks	Total Available Productive Time	Total # Completed Jobs	Avg Assigned to Completed	Avg Assigned to In-Progress	Avg In-Progress to Completed	Dispatches/Hour
Hskp01, Unv01	27:54	5	0:00	0	27:54	8	0:01	0:00	0:00	0.29
Hskp02, Unv02	21:02	3	0:00	0	21:02	6	0:00	0:00	0:00	0.29
Hskp03, Unv03	7:09	1	0:00	0	7:09	4	0:00	0:00	0:00	0.56
Hskp08, Unv08	4:08	1	0:00	0	4:08	0	0:00	0:00	0:00	0.00
Hskp10, Unv10	4:08	1	0:00	0	4:08	0	0:00	0:00	0:00	0.00
Total	**64:21**	**11**	**0:00**	**0**	**64:21**	**18**	**0:01**	**0:00**	**0:00**	**0.28**

Report Date: 3/11/2014 15:30:51 Page 1 of 1

Report Path: /Allscripts Patient Flow/Bed Turnover Reports/BTO Employee Check InOut Break Time Summary Data last updated: 3/11/2014 15:11:00

View the report

The report information is explained below. Section headings are indicated in bold.

Table 24: Check In-Out / Break Time Summary (BTO) Report

Report information	Descriptions
Employee Name	The name of the employee (last name, first name).

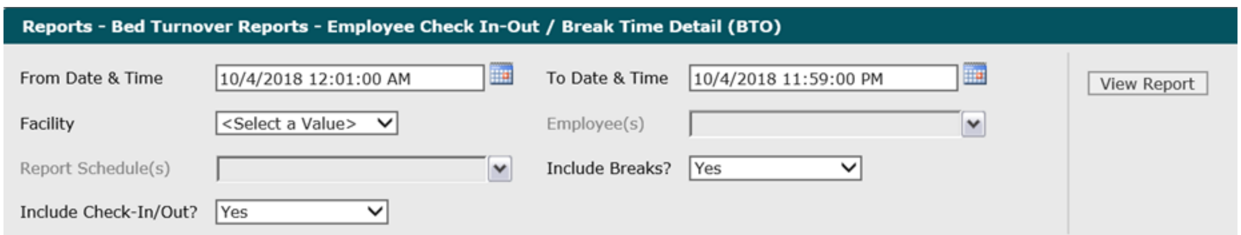
Report information	Descriptions
Total Checked-in Time	The duration of time that the employee has been Checked In between the specified From Date & Time and To Date & Time.
Total # Checked-Ins	The total number of times that the employee has Checked In the specified time period.
Total Break Time	The duration of time that the employee has been on Break (if any) in the specified time period.
Total # of Breaks	The total number of breaks that the employee has taken (if any) in the specified time period.
Total Available Productive Time	The total available productive time is calculated using the Total Checked-in Time **minus** Total Break Time**.**
Total # of Completed Jobs	The total number of jobs that were completed by the employee.
Avg Assigned to Completed	The average of the first Assigned time to the Completion time (including all delays between them) for the employee.
Avg Assigned to In-progress.	The average of all combinations of Assigned time to In-Progress (including all delays between them) for the employee.
Avg In-Progress to Completed	The average of the In Progress time to the Completion time(including all delays between them) for the employee.
Dispatches/Hour	The number of dispatches per hour is calculated using the Total # of Completed Jobs divided by the **Total Available Productive Time**.

Employee Check In–Out/Break Time Detail (BTO)

The Employee Check In–Out/Break Time Detail report provides a detailed activity history of housekeeping employee check in–out and break times for the report period.

Click **Employee Check In– Out/Break Time Detail** on the **Reports – Bed Turnover** screen to access this report. The following report parameters screen displays.

Figure 40: Employee Check In–Out / Break Time Detail (BTO) Report Parameters



1. The default values of the current date and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while employees are loaded for the **Employees** field. When the employees are loaded, the**Employees** drop–down arrow can be clicked.

4. To change the default of all employees you have access to, click the **Employees** drop–down arrow and click the boxes next to the specific employees you do not want on the report.

   A check mark is removed from the boxes next to the specific employees you do not want on the report.

5. To change the default of all values in the **Report Schedules** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the report schedules.

   A check mark displays in the boxes next to the report schedules.

6. To change the default value of **Yes** in the **Include Breaks?** field, click the drop–down arrow and select **No**.

   The value displays in the **Include Breaks?** field.

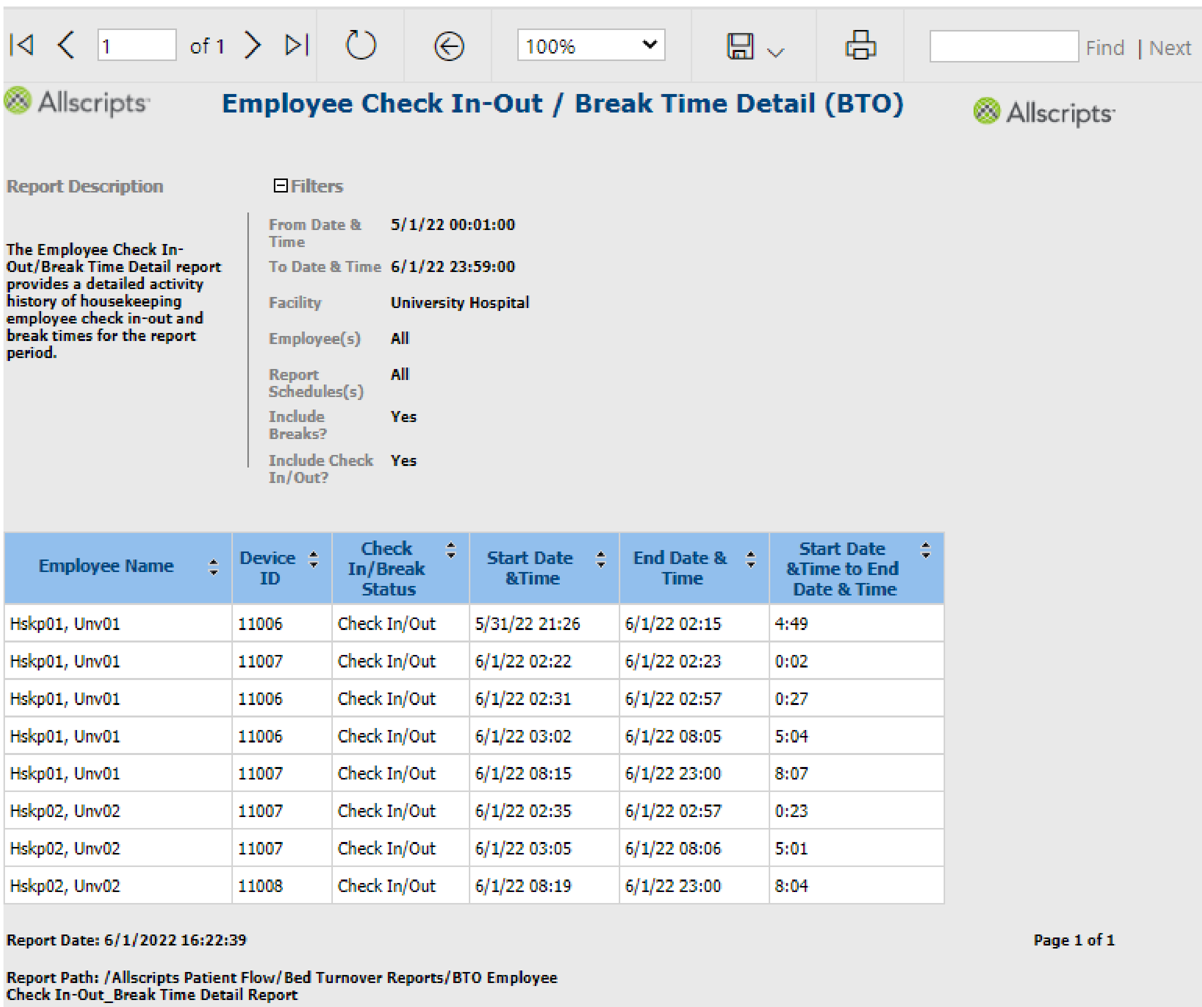
7. To change the default value of **Yes** in the **Include Check–In/Out?** field, click the drop–down arrow and select **No**.

   The value displays in the **Include Check–In/Out?** field.

8. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: **No data meets filter criteria**. An example of this report is shown in the following figure.

Figure 41: Employee Check In–Out/Break Time Detail (BTO)



1 of 1 100% Find | Next

Employee Check In-Out / Break Time Detail (BTO)

Report Description

The Employee Check In-Out/Break Time Detail report provides a detailed activity history of housekeeping employee check in-out and break times for the report period.

Filters

From Date & Time	5/1/22 00:01:00
To Date & Time	6/1/22 23:59:00
Facility	University Hospital
Employee(s)	All
Report Schedules(s)	All
Include Breaks?	Yes
Include Check In/Out?	Yes

Employee Name	Device ID	Check In/Break Status	Start Date &Time	End Date & Time	Start Date &Time to End Date & Time
Hskp01, Unv01	11006	Check In/Out	5/31/22 21:26	6/1/22 02:15	4:49
Hskp01, Unv01	11007	Check In/Out	6/1/22 02:22	6/1/22 02:23	0:02
Hskp01, Unv01	11006	Check In/Out	6/1/22 02:31	6/1/22 02:57	0:27
Hskp01, Unv01	11006	Check In/Out	6/1/22 03:02	6/1/22 08:05	5:04
Hskp01, Unv01	11007	Check In/Out	6/1/22 08:15	6/1/22 23:00	8:07
Hskp02, Unv02	11007	Check In/Out	6/1/22 02:35	6/1/22 02:57	0:23
Hskp02, Unv02	11007	Check In/Out	6/1/22 03:05	6/1/22 08:06	5:01
Hskp02, Unv02	11008	Check In/Out	6/1/22 08:19	6/1/22 23:00	8:04

Report Date: 6/1/2022 16:22:39

Page 1 of 1

Report Path: /Allscripts Patient Flow/Bed Turnover Reports/BTO Employee Check In-Out_Break Time Detail Report

View the report

The report information is explained below. Column headings are indicated in bold.

Table 25: Employee Check In-Out/Break Time Detail

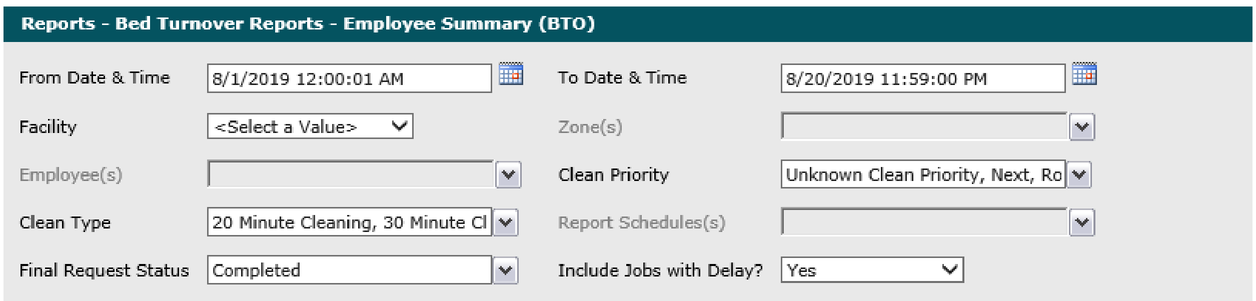
Report heading information	Descriptions
Employee Name	The name of the BTO employee (last name, first name).
Device ID	The Mobile Device ID associated with the employee.
Check In/Break Status	The Check In/Out or Break status of the employee. **Note:** Breaks with status **BRKD** (not started) are not displayed on the report.
Start Date and Time	The start date and time of Check In or Break. For Check In, exclude early Check In. **Note:** For early Check In, start date and time of Check In is taken as the break end time of the corresponding delayed break, and the delayed break is not displayed on the report.
End Date and Time	The end date and time of Check In or Break.
Start Date and Time to End Date and Time	The difference between the Start Date & Time and the End Date & Time in hh:mm format. If the Start Date& Time to End Date & Time field is calculated and the End Date & Time is more than Current Date& Time, the data in this field is calculated as the difference between Start Date & Time and Current Date & Time. If the End Date &Time is less than Current Date & Time, the data in the field is calculated as the difference between the Start Date & Time and the End Date & Time.

Employee Summary

The Employee Summary report summarizes housekeeping employee performance. By employee, this report summarizes job counts by job types, status, and priority, as well as performance times by response times, in-progress times, etc.

Click **Employee Summary** on the **Reports-Bed Turnover** screen to access this report. The following report parameters displays.

Figure 42: Employee Summary (BTO) Report Parameters



1. The default values of the first day of the current month and year and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the`MM/DD/YYYY` format or the time in the `hh:mm:ss` AM or PM format. Alternatively, you can click the **Calendar** icon and select a date.
2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM or PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
3. Click the **Facility** drop-down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while zones are loaded. The **Zones** drop-down arrow can be clicked when the zones are loaded.
4. To change the default of all zones selected that you have access to, click the **Zones** drop-down arrow and click the box next to the zones you do not want to include in the report.

   A check mark is removed from the zones that should not be included in the report.
5. To change the default of all employees, click the **Employees** drop-down arrow and click the boxes next to the employees you do not want to include in the report.

   A check mark is removed from the employees you do not want to include in the report.

6. To change the default of all clean priorities, click the **Clean Priority** drop-down arrow and click the boxes next to the priorities you do not want to include in the report.

   A check mark is removed from the clean priorities you do not want to include in the report.
7. To change the default of all clean types, click the **Clean Type** drop-down arrow and click the boxes next to the priorities you do not want to include in the report.

   A check mark is removed from the clean types you do not want to include in the report.
8. To change the default of all report schedules, click the **Report Schedules** drop-down arrow and click the boxes next to the applicable report schedules.

   A check mark displays in the boxes next ot the selected report schedules.
9. To change the default value of **Completed** in the **Final Request Status** field, click the drop-down arrow to display all final job statuses and click the boxes next to the applicable final request statuses. To remove the default value, click the **Completed** box.

   A check mark displays in the boxes next to the applicable final request statuses.
10. To change the default value of **Yes** in the **Include Jobs with Delays?**field, click the drop-down arrow and select **No**.
11. Click **View Report**.

    The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: `No data meets filter criteria`. An example of this report is shown in the following figure.

Figure 43: Example Employee Summary (BTO) Report

Allscripts **Employee Summary (BTO)** Allscripts

Report Description

The Employee summary report provides a detail summary of housekeeping employee performance. This report summarizes by each employee both job counts by various job types, status, priority as well as performance times by Response times, In-progress times etc

Filters

From Date & Time	8/1/19 12:00:01 AM
To Date & Time	8/20/19 11:59:00 PM
Employee(s)	Hskp01, Unv01,Hskp02, Unv02,Hskp03, Unv03
Facility	University Hospital
Zone(s)	All
Clean Priority	All
Clean Type	All
Report Schedule(s)	All
Include Jobs with Delay?	Yes
Final Request Status	Completed

Employee : Hskp01, Unv01 (2001)

Total # Jobs	Value	%
Faulted	0	0.0%
Completed	45	100.0%
Cancelled	0	0.0%

Total # Jobs by Clean Type	Value	%
30 Minute Cleaning	1	2.2%
Airborne	1	2.2%
C. Difficile clean	1	2.2%
Curtain pull	1	2.2%
Isolation	1	2.2%
Regular	40	88.9%

Total # Jobs by Priority	Value	%
Next	1	2.2%
Routine	44	97.8%

Total # Jobs by Cancelled Reason	Value	%

Total # Jobs by Zone	Value	%
Z_CARDI	5	11.1%

Cleaning Time: (In-Progress to Completed)			%
Avg in Mins		0.37 Min	
Std Dev in Mins		0.28 Min	
Total # Of Jobs		45	
	<=2 Mins	45	100.0%
	>2<= 5 Mins	0	0.0%
	>5<= 10 Mins	0	0.0%
	>10<= 20 Mins	0	0.0%
	>20<= 30 Mins	0	0.0%
	>30<= 45 Mins	0	0.0%
	>45<= 60 Mins	0	0.0%
	>60<= 90 Mins	0	0.0%
	>90 Mins	0	0.0%

Bed Turnover Time: (Assigned to Completed)			%
Avg in Mins		19.67 Min	
Std Dev in Mins		50.16 Min	
Total # Of Jobs		45	
	<=2 Mins	38	84.4%

View the report

The report's information is explained below. Section headings are indicated in bold. The report is grouped by the employee's identification code.

Table 26:

Report information	Description
Employee	The employee's name in last name, first name format and the employees's identification code in parentheses.
Total # of Jobs	The total number of jobs by the employee in the reporting period by **Faulted**, **Completed**, and **Cancelled** categories.
Total # of Jobs by Clean Type	The total number of completed jobs and their percentages by clean type.
Total # of Jobs by Clean Priority	The total number of completed jobs and their percentages by clean priority.
Total # of Jobs by Cancelled Reason	The total number of cancelled jobs and their percentages by housekeeping zone.
Cleaning Time: (In-Progress to Completed)	Avg in Mins: The average time in minutes that the job went from In-Progress to Completed. Std Dev in Mins: The standard deviation in minutes that the job went from In-Progress to Complete. Total # of Jobs: The total number of In-Progress to Completed jobs. The number and percentages of In-Progress to completed jobs according to various time categories ranging from <=2 Mins to >90 Mins.
Bed Turnover Time: (Assign to Completed)	Avg in Mins: The average time in minutes that the job went from Assigned to Completed. Std Dev in Mins: The standard deviation in minutes that the job went from Assigned to Complete. Total # of Jobs: The total number of Assigned to Completed jobs. The number and percentages of Assigned to Completed jobs according to various time categories ranging from <=2 Mins to >90 Mins.

Report information	Description
Employee Response Time: (Assigned to In-Progress)	Avg in Mins: The average time in minutes that the job went from Assigned to In-Progress. Std Dev in Mins: The standard deviation in minutes that the job went from Assigned to In-Progress. Total # of Jobs: The total number of Assigned to In-Progress jobs. The number and percentages of Assigned to In-Progress jobs according to various time categories ranging from <=2 Mins to >90 Mins.

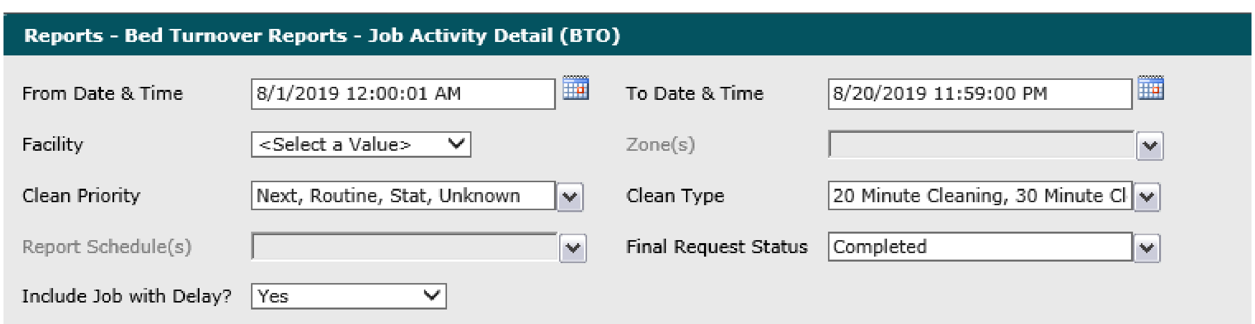
Job Activity Detail

The Job Activity Detail report provides Bed Turnover job activity times (Created, Assigned, In-Progress, Delayed, Completed, etc.) along with other job attributes, such as job type, priority, bed, and room.

Click **Job Activity Detail** on the **Reports-Bed Turnover** screen to access this report. The following screen displays.

> **Note**: It might take a little while for recently created data to display in the Job Activity Detail report because of the processes running in the background.

Figure 44: Job Activity Detail (BTO) Report Parameters



1. The default values of the first day of the current month/year and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the`MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.
3. Click the **Facility** drop-down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while zones are loaded. The **Zones** drop-down arrow can be clicked when the zones are loaded.
4. To change the default of all zones selected that you have access to, click the **Zones** drop-down arrow and click the box next to the zones you do not want to include in the report.

   A check mark is removed from the zones that should not be included in the report.
5. To change the default of all clean priorities, click the **Clean Priority** drop-down arrow and click the boxes next to the priorities you do not want to include in the report.

   Boxes are deselected next to the clean priorities you do not want to include in the report.
6. To change the default of all clean types, click the **Clean Type** drop-down arrow and click the boxes next to the priorities you do not want to include in the report.

   A check mark is removed from the clean types you do not want to include in the report.
7. To change the default of all report schedules, click the **Report Schedules** drop-down arrow and click the boxes next to the applicable report schedules.

   A check mark displays in the boxes next ot the selected report schedules.
8. To change the default value of **Completed** in the **Final Request Status** field, click the drop-down arrow to display all final job statuses and click the boxes next to the applicable final request statuses. To remove the default value, click the **Completed** box.

   A check mark displays in the boxes next to the applicable final request statuses.
9. To change the default value of **Yes** in the **Include Jobs with Delays?** field, click the drop-down arrow and select **No**.
10. Click **View Report**.

    The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: `No data meets filter criteria`. An example of this report is shown in the following figure.

Figure 45: Example Job Activity Detail (BTO) Report

Job Activity Detail (BTO)

Report Description

The Job Activity Detail report provides detailed job activity times (Created, assigned, In-progress, delayed, completed etc) along with other Job attributes (Job type, priority, room/bed, etc)

Filters

From Date & Time	2/1/14 00:00:01	To Date & Time	3/11/14 15:39:46
Facility	University Hospital	Zone(s)	All
Clean Type	All	Clean Priority	All
Final Request Status	Completed	Report Schedule(s)	All
		Include Jobs with Delay?	Yes

Bed ID	Zone Name	Clean Type	Clean Priority	# of Employees Assigned	Employee Assigned	Create Date & Time	Pre-Airing Date & Time	Unassigned Date & Time	Assigned Date & Time	Acknowledged Date & Time
CARD113901	Z_CARDI	Regular	Routine	1	Hskp01, Unv01	2/4/14 14:29		2/4/14 14:29	2/4/14 14:31	
CARD114501	Z_CARDI	Regular	Routine	3	Hskp03, Unv03	2/4/14 14:29		2/4/14 23:00	2/5/14 08:17	2/5/14 08:17
CARD114601	Z_CARDI	Regular	Routine	1	Hskp03, Unv03	2/4/14 14:29		2/4/14 14:29	2/5/14 07:59	2/5/14 07:59
CARD114502	Z_CARDI	Regular	Routine	1	Hskp03, Unv03	2/5/14 07:47		2/5/14 07:47	2/5/14 08:00	2/5/14 08:00
CARD114202	Z_CARDI	Regular	Routine	1	Hskp03, Unv03	2/5/14 08:01		2/5/14 08:01	2/5/14 09:42	

View the report

The report's information is explained below. Section headings are indicated in bold.

Report Information	Description
Bed ID	The bed identification code for the BTO job, which displays as a link that can be clicked to display the Job Activity Detail Drill Through (BTO) Report. Refer to the next section for more information about this report.
Zone Name	The name of the housekeeping zone that the bed belongs to.
Clean Type	The clean type for the job.
Clean Priority	The clean priority of the job, for example Regular, NExt, or STAT.

Report Information	Description
# of Employees Assigned	The number of employees assigned to the job. If the employee was assigned to the workflow the last time assignment occurred and was also assigned to the workflow at completion, the employee is credited for that job.
Employee Assigned	The name of the last Housekeeper assigned to the job in the Last Name, First Name format.
Create Date and Time	The date and time the job was created.
Pre-Airing Date and Time	The date and time workflow went into the pre-airing state (AIRT)
Unassigned Date and Time	The date and time that the job was unassigned.
Assigned Date and Time	The date and time that the job was assigned.
Acknowledged Date and Time	The date and time that the job was acknowledged.
In-Progress Date and Time In-	The date and time that the job was put in-progress.
Final Status Date and Time Final	The date and time of the final job status.
Final Job Status	The final job status of Completed, Cancelled, or Faulted.
Unassigned to Assigned	The duration of time for the job to go from Unassigned to Assigned.
Assigned to In-Progress	The duration of time for the job to go from Assigned to In-Progress.
In-Progress to Completed	The duration of time for the job to go from In-Progress to Completed.
Unassigned to In-Progress	The duration of time for the job to go from Unassigned to In-Progress
Assigned to Completed	The duration of time for the job to go from Assigned to Completed.
Delayed	If the job was in delay at any time other than AIRT delay or post-clean delay, then Y (Yes) displays in this column. Otherwise, N displays.
#Unassigned Escalations	The number of Unassigned escalations (if any) for the job.
#Assigned Escalations	The number of Assigned escalations (if any) for the job.
#In-progress Escalations	The number of In-progress escalations (if any) for the job.

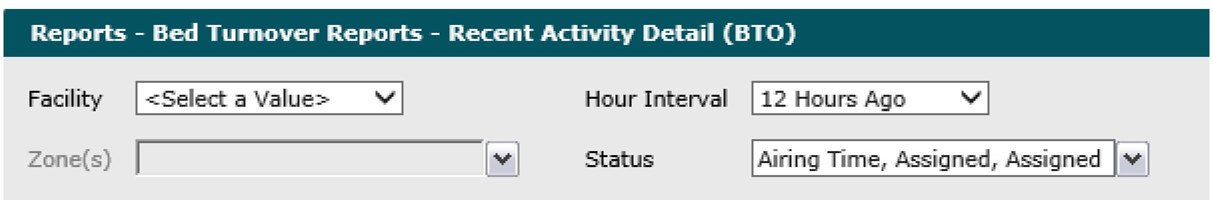
Report Information	Description
Prior Patient ADT Discharge Time	The prior or current patient ADT discharge time if the bed was occupied when the workflow was created.
Next Patient Reservation ETA	The reservation estimated time of arrival of the next patient if there was a reservation to the bed at the time the workflow was completed.

Recent Activity Detail

The Recent Activity Detail report provides real-time Bed Turnover job activity times (job type, to and from locations, status changes, resources assigned, timestamps, etc.) along with other job attributes from start to complete for the last 48 hours.

Click **Recent Activity Detail** on the **Reports-Bed Turnover** screen to access this report. The following report parameters displays.

Figure 46: Recent Activity Detail (BTO) Report Parameters



1. Click the **Facility** drop-down arrow to display all facilities you have access to and select the applicable facility. If there is only one facility, it is automatically selected by default.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while zones are loaded. The **Zones** drop-down arrow can be clicked when the zones are loaded.
2. To change the default of **12 Hours Ago** in the **Hour Interval** field, click the drop-down arrow to display all hour intervals and select the applicable interval.

   The selected interval display sin the **Hour Interval** field. The `Loading...` message displays while data is loaded.
3. To change the default of all zones selected that you have access to, click the **Zones** drop-down arrow and click the box next to the zones you do not want to include in the report.

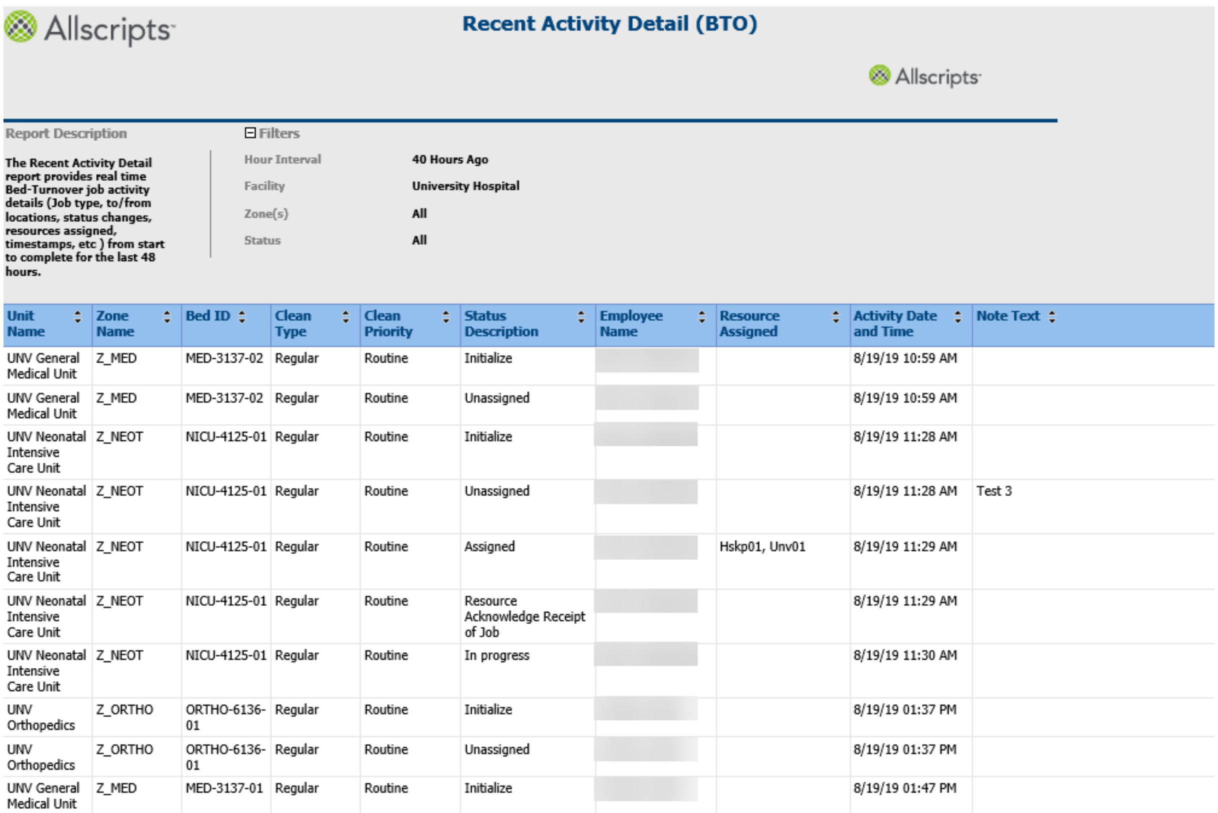
   A check mark is removed from the zones that should not be included in the report.
4. To change the default of all statuses selected that you have access to, click the **Status** drop-down arrow and click the boxes next to the statuses you do not want to include in report.

A check mark is removed from the statuses that should not be included in the report.

5. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: `No data meets filter criteria`. An example of this report is shown in the following figure.

Figure 47: Example Recent Activity Detail (BTO) Report



Recent Activity Detail (BTO)

Report Description

The Recent Activity Detail report provides real time Bed-Turnover job activity details (Job type, to/from locations, status changes, resources assigned, timestamps, etc) from start to complete for the last 48 hours.

Filters

Hour Interval	40 Hours Ago
Facility	University Hospital
Zone(s)	All
Status	All

Unit Name	Zone Name	Bed ID	Clean Type	Clean Priority	Status Description	Employee Name	Resource Assigned	Activity Date and Time	Note Text
UNV General Medical Unit	Z_MED	MED-3137-02	Regular	Routine	Initialize			8/19/19 10:59 AM	
UNV General Medical Unit	Z_MED	MED-3137-02	Regular	Routine	Unassigned			8/19/19 10:59 AM	
UNV Neonatal Intensive Care Unit	Z_NEOT	NICU-4125-01	Regular	Routine	Initialize			8/19/19 11:28 AM	
UNV Neonatal Intensive Care Unit	Z_NEOT	NICU-4125-01	Regular	Routine	Unassigned			8/19/19 11:28 AM	Test 3
UNV Neonatal Intensive Care Unit	Z_NEOT	NICU-4125-01	Regular	Routine	Assigned		Hskp01, Unv01	8/19/19 11:29 AM	
UNV Neonatal Intensive Care Unit	Z_NEOT	NICU-4125-01	Regular	Routine	Resource Acknowledge Receipt of Job			8/19/19 11:29 AM	
UNV Neonatal Intensive Care Unit	Z_NEOT	NICU-4125-01	Regular	Routine	In progress			8/19/19 11:30 AM	
UNV Orthopedics	Z_ORTHO	ORTHO-6136-01	Regular	Routine	Initialize			8/19/19 01:37 PM	
UNV Orthopedics	Z_ORTHO	ORTHO-6136-01	Regular	Routine	Unassigned			8/19/19 01:37 PM	
UNV General Medical Unit	Z_MED	MED-3137-01	Regular	Routine	Initialize			8/19/19 01:47 PM	

View the Report

The report's information is explained below. Section headings are indicated in bold.

Table 27:

Report Information	Description
Unit Name	The name of the unit from which the BTO request originated.

Report Information	Description
Zone Name	The name of the housekeeping zone from which the BTO request originated.
Bed ID	The unit and bed ID (or desk) of the BTO job
Clean Type	The type of cleaning required for the BTO job (for example, Regular, Isolation).
Clean Priority	The priority of cleaning for the BTO job (for example, Regular, Next, Stat).
Status Description	A brief description of the workflow states (for example, Initialized, Unassigned, In-Progress).
Employee Name	The name of the employee who last changed the status of the job (for example, made the workflow state change WkflowStep.CreatePersNbr).
Resource Assigned	This column displays the name of the BTO resource assigned to the job only for those records marked as Assigned. It is marked against the Assigned in the Status Description field records in the report. If the BTO job is unassigned, this field is blank.
Activity Date and Time	The BTO activity date and time.
Note Text	Any notes that might have been recorded by an employee for the BTO are displayed. Only the first 256 characters of the notes will be displayed. If a note contains >256 character then "…" will be appended to the note. Otherwise, the entire note is displayed.

Chapter 7

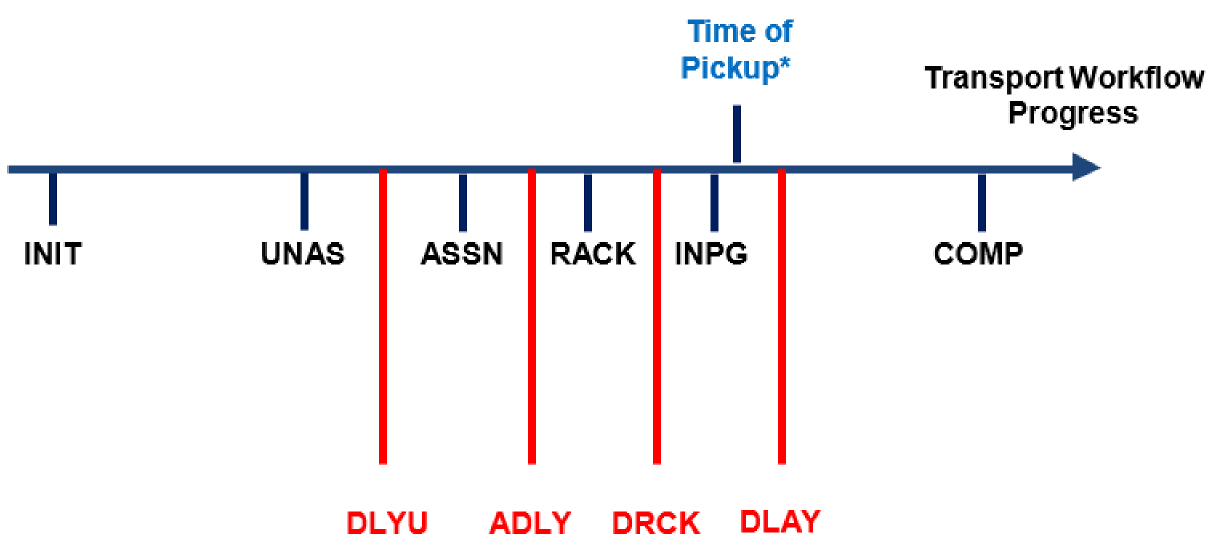
Transport Reports

Transport Workflow States

The Transport Workflow States diagram shows the various states of a Transport workflow.

A description of the workflow state codes is provided in the table below the diagram.

Figure 48: Transport Workflow States



*Time of Pickup: The appointment time for scheduled jobs to pick up the patient or materials (for example, expected In-Progress time). Pickup time for non-scheduled jobs is the standard number of minutes added to the time from when the job was created. The standard number of minutes is determined by the facility by transport time and is configurable.

Table 28: Transport Workflow States

Workflow State Code	Workflow State Description	Workflow State Code	Workflow State Description
INIT	Initiate	RACK	Resource Acknowledged

Workflow State Code	Workflow State Description	Workflow State Code	Workflow State Description
UNAS	Unassigned	DRCK**	Delay Resource Acknowledged**
DLYU**	Delay Unassigned**	INPG	In-Progress
ASSN	Assigned	DLAY**	Delay In Progress**
ADLY**	Assigned Delay**	COMP	Complete

Note: ** indicates a Delay state.

Transport Report menu

The Transport reports are accessed by clicking the Transport option in the left navigation pane.

The **Reports – Transport** screen displays a report menu listing the reports in alphabetical order by name as shown in the following figure.

Figure 49: Transport Reports

Reports - Transport

Report Name	Description
Employee Check In-Out / Break Time Detail	The Employee Check In-Out/Break Time Detail report provides a detailed activity history of transport employee check in-out and break times for the report period.
Employee Check In-Out / Break Time Summary	The Employee Check In-Out/Break Time Summary report provides a summary of transport employee check in-out and break times for the report period. This report also summarizes employee productive and Idle times
Employee Summary	The Employee summary report provides a detail summary of transport employee performance. This report summarizes by each employee both job counts by various job types, status, priority as well as performance times by Response times, In-progress times, etc
Job Activity Detail	The Job Activity Detail report provides detailed job activity times (Created, assigned, In-progress, delayed, completed etc) along with other Job attributes (Job type, priority, region, etc)
Job Summary by Location	Transport Facility Summary Report
Recent Activity Detail	The Recent Activity Detail report provides real time Transport job activity details (Job type, to/from locations, status changes, resources assigned, timestamps, etc) from start to complete for the last 48 hours.
Transport Performance Summary	The Transport Performance Summary report provides a detailed summary of overall Transport operational performance. This report summarizes by each facility both job counts by various job types, status, priority as well as performance times by Response times, In-progress times, etc

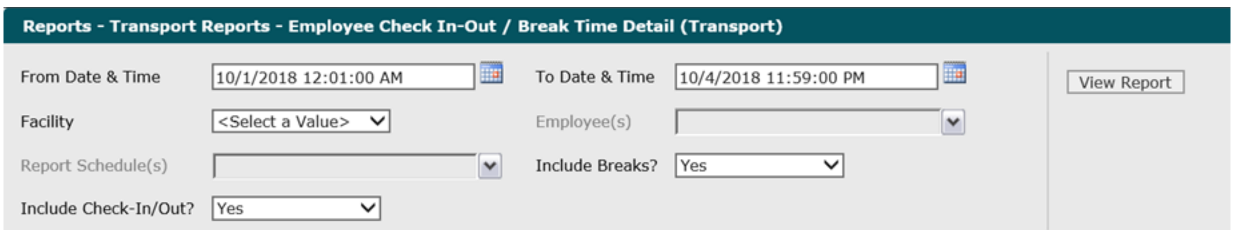
The **Description** column indicates the purpose of each report. Clicking the name in the **Report Name** column displays the report parameters (filters) for the specific report. Each report is explained in this chapter.

Employee Check In–Out/Break Time Detail (Transport)

The Employee Check In–Out/Break Time Detail report provides a detailed activity history of Transport employee check in–out and break times for the report period.

Click **Employee Check In–Out / Break Time Detail** on the **Reports – Transport** screen to access this report. The following report parameters screen displays.

Figure 50: Employee Check In–Out / Break Time Detail (Transport) Report Parameters



1. The default values of the current date and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while employees for the facility are loaded in the **Employee** field. W hen the employees are loaded, the **Employee** drop–down arrow can be clicked.

4. Click the**Employee** drop–down arrow to display the facility's employees and click the boxes next to the employees.

   A check mark displays in the boxes next to the units. After clicking outside the **Unit**drop–down list, the `Loading...` message displays while pods are loaded for the **Pod** field. When the pods are loaded, the **Pod** drop–down arrow can be clicked.

5. To change the default of all values in the **Report Schedules** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the report schedules.

   A check mark displays in the boxes next to the report schedules.

6. To change the default of **Yes** in the **Include Breaks** field, click the drop–down arrow and select**No**.

   The value displays in the **Include Breaks** field. Selecting **No** will exclude breaks.

7. To change the default of **Yes** in the **Include Check in/Out** field, click the drop–down arrow and select **No**.

   The value displays in the **Include Check in/Out** field.

8. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 51: Employee Check In–Out / Break Time Detail (Transport) Report

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 29: Employee Check In-Out/Break Time Detail (Transport) Report

Report information	Description
Employee Name	The name of the transport employee (last name, first name).
Device ID	The Mobile Device ID associated with the employee.
Check In/Break Status	The Check In/Out or Break status of the employee.
Start Date & Time	The start date and time of Check In or Break. For Check In, exclude early Check In.
End Date & Time	The end date and time of Check In or Break.
Start Date & Time to End Date & Time	The difference between the **Start Date & Time**and the **End Date & Time** in hh:mm format. If the **Start Date & Time to End Date & Time** field is calculated and the End Date & Time is more than Current Date & Time, the data in this field is calculated as the difference between Start Date & Time and Current Date & Time. If the End Date &Time is less than Current Date & Time, the data in the field is calculated as the difference between the Start Date & Time and the End Date & Time.

Create a job activity detail report

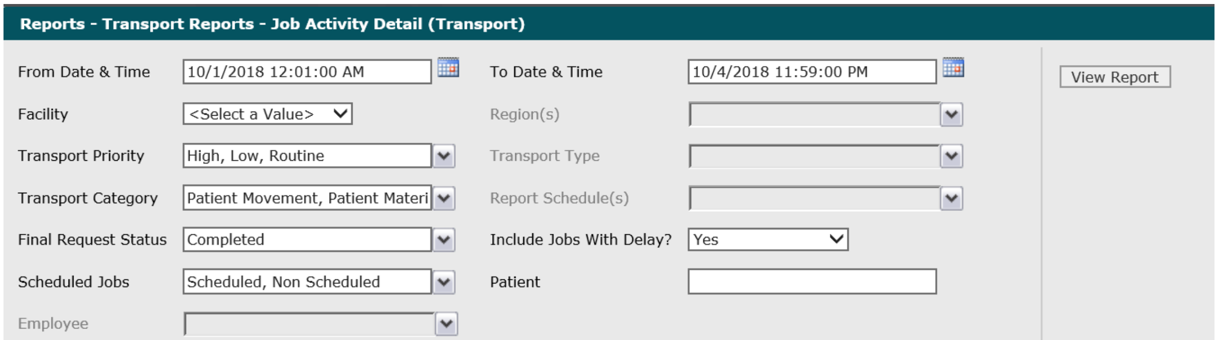
The Job Activity Detail report provides detailed transport job activity times along with other job attributes.

> **Note**: It takes time for recently created data to display in the Job Activity Detail report because of the processes running in the background.

1. Click **Reports > Transport > Job Activity Detail**.

Reports – Transports Reports – Job Activity Detail (Transport) is displayed.

Figure 52: Transport Reports – Job Activity Detail (Transport)



2. Enter the date in the `MM/DD/YYY` format or the time in the `hh:mm:ss` AM/PM format in **From Date & Time**.

   Alternatively, you can click the calendar icon and select a date. The default values of the first day of the current month and year and 12:00:01 Am display in **From Date & Time**.

   The date and time is displayed in **From Date & Time**.
3. Enter the date in the `MM/DD/YYY` format or the time in the `hh:mm:ss` AM/PM format in **To Date & Time**.

   Alternatively, you can click the **Calendar** icon and select a date. The default values of the first day of the current month and year and 12:00:01 Am display in **To Date & Time**.

   The date and time is displayed in **To Date & Time**.
4. Click **Facility** to display all facilities you have access to and select the facility you want.

   The selected facility displays in **Facility**. The `Loading…` message is displayed while transport regions are loaded in **Regions**. When the regions are loaded, **Regions** can be clicked.
5. Click **Regions** to change the default of all regions you have access to and click the boxes next to the regions you do not want to include in the report.

   A check mark is removed from the boxes next to the regions that should not be included in the report.
6. Click **Transport Priority** to change the default of all transport priorities and click the boxes next to the transport priorities you do not want to include in the report.

   A check mark is removed from the boxes next to the transport priorities that should not be included in the report.
7. Click **Transport Category** to change the default of all transport categories and click the boxes next to the transport types you do not want to include in the report.

A check mark is removed from the boxes next to the transport categories that should not be included in the report.

8. Click **Report Schedules** to change the default of all report schedules and click the boxes next to the report schedules you do not want to include in the report.

   A check mark is removed from the boxes next to the report schedules that should not be included in the report.

9. Click **Final Request Status** to change the default value to display all final request statuses and click the boxes next to the final request statuses you want.

   A check mark displays in the boxes next to the final request statuses.

10. Click **Include Jobs with Delays?** to change the default value of **Yes** and select **No**.

    The value displays in **Include Jobs with Delays?**.

11. Click **Scheduled Jobs** to change the default of all jobs and click the box next to the job type you do not want to include in the report.

    A check mark is removed from the box next to the job type that should not be included in the report.

12. Enter a patient’s name in **Patient**.

    The patient's name is displayed.

13. Click Employees to change the default of all employees and click the boxes next to the employees you do not want to include in the report.

    A check mark is removed from the boxes next to the employees that should not be included in the report.

14. Click **View Report**.

    The report starts and the `Loading...` message is displayed. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement is displayed: `No data meets filter criteria.`

The Job Activity Detail (Transport) report is displayed.

Figure 53: Job Activity Detail (Transport) report

Employee Check In–Out/Break Time Break Summary (Transport)

The Employee Check In–Out/Break Time Summary report provides a summary of transport employee check in–out and break times for the report period. This report also summarizes employee productive and idle times.

Click **Employee Check In–Out/Break Time Summary** on the **Reports – Transport** screen to access this report. The following report parameters screen displays.

Figure 54: Employee Check In–Out/Break Time Summary

1. The default values of the current date and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the`MM/DD/YYYY` format or the time in the hh:mm:ss AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading…` message displays while employees for the facility are loaded in the **Employee** field. When the employees are loaded, the **Employee** drop–down arrow can be clicked.

4. Click the **Employee** drop–down arrow to display the facility's employees and click the boxes next to the employees.

   A check mark displays in the boxes next to the units. After clicking outside the **Unit**drop–down list, the `Loading…` message displays while pods are loaded for the **Pod** field. When the pods are loaded, the **Pod** drop–down arrow can be clicked.

5. To change the default of all values in the **Report Schedules** field, click the drop–down arrow and click the **(Select All)** box to remove all check marks. Click the boxes next to the report schedules.

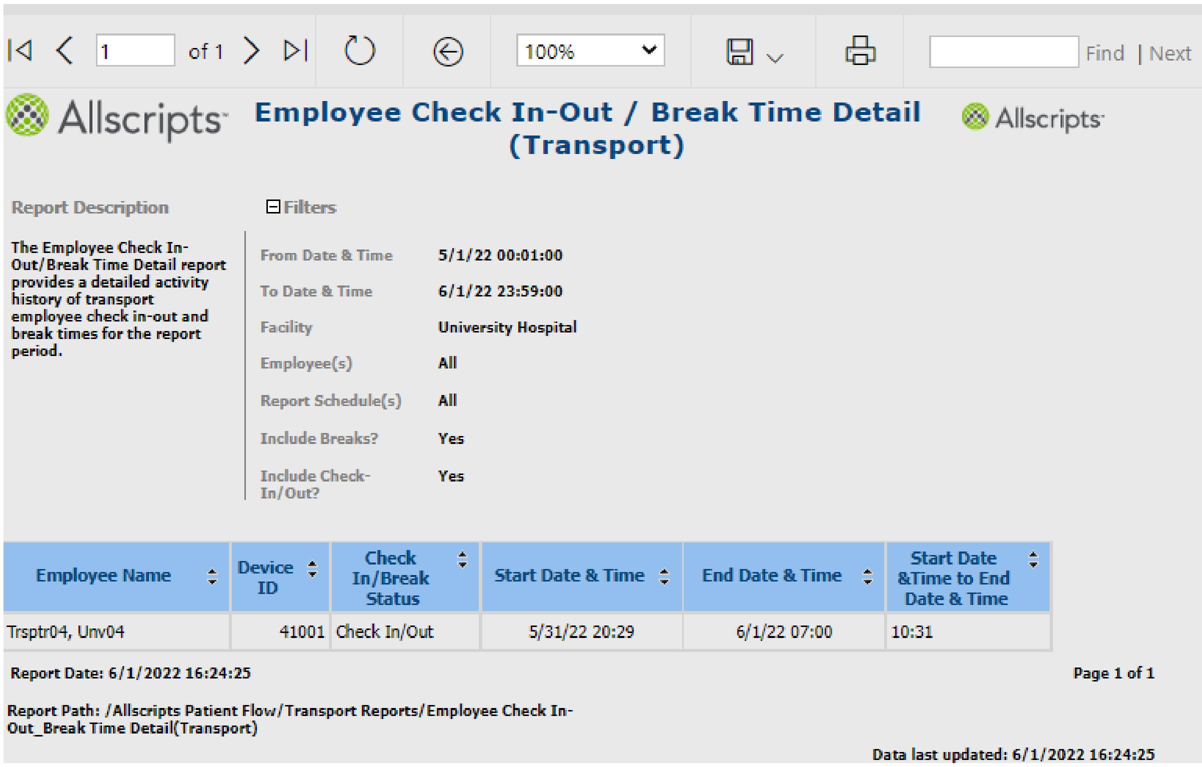
   A check mark displays in the boxes next to the report schedules.

6. Click **View Report**.

   The report starts and the `Loading…` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 55: Employee Check In–Out / Break Time Detail (Transport)



View the report

The report columns are explained below. Column headings are indicated in bold. Time is displayed in the hh:mm format.

Table 30: Employee Check In–Out/Break Time Detail (Transport)

Report heading	Description
Employee Name	The name of the employee (last name first name).
Total Checked–in Time	The duration of time that the employee has been Checked In.
Total # Checked–Ins	The total number of times that the employee has Checked In.

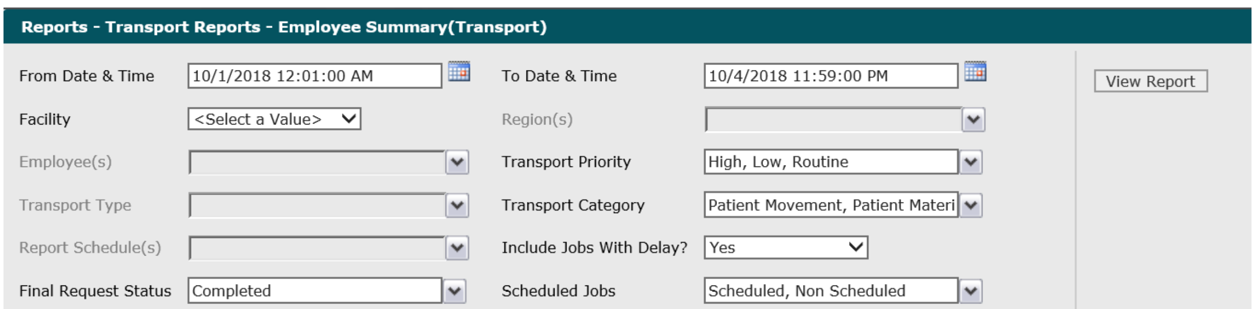
Report heading	Description
Total Break Time	The duration of time that an employee has been on Break.
Total # of Breaks	The total number of times that an employee has taken a Break.
Total Available Productive Time	The total available productive time is calculated using the T**Total Checked–in Time** minus **Total Break Time**.
Total # of Completed Jobs	The total number of the jobs that were completed by the employee.
Dispatches/Hour	This number is calculated using the **Total # of** Completed Jobs divided by the Total Available Productive Time.
Avg Assigned to Completed	This is calculated by summing up the column Avg Assigned to Completed divided by the Total number of rows. From a workflow perspective, Assigned to Completed is Last Assigned to CMPL.
Avg Assigned to In–progress	This is calculated by summing up the column Avg Assigned to In–Progress divided by the Total number of rows. From a workflow perspective, Assigned to In– Progress is Last Assigned to the First In–Progress after the Last Assigned.
Avg In–progress to Completed	This is calculated by summing up the column Avg Assigned to In–Progress divided by the Total number of rows. From a workflow perspective, Assigned to In– Progress is Last Assigned to the First In–Progress after the Last Assigned.

Employee Summary

The Employee Summary report provides a detail summary of Transport employee performance. This report summarizes by each employee both job counts by various job types, status, priority as well as performance times by Response times, In–progress times.

Click **Employee Summary** on the **Reports – Transport** screen to access this report. The following report parameters screen displays.

Figure 56: Employee Summary (Transport)



1. The default values of the first day of the current month/year and 12:01:00 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the hh:mm:ss AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading…` message displays while regions are loaded for the **Regions** field. When the regions are loaded, the **Regions** drop–down arrow can be clicked.

4. To change the default of all regions, click the **Regions** drop–down arrow and click the boxes next to the regions you do not want to include in the report.

   A check mark is removed from the boxes next to the regions that should not be included in the report.

5. To change the default of all employees, click the **Employees** drop–down arrow click the boxes next to the specific employees you do not want to include in the report.

   A check mark is removed from the boxes next to the specific employees that should not be included in the report.

6. To change the default of all transport priorities, click the **Transport Priority** drop–down arrow and click the boxes next to the priorities you do not want to include in the report.

   A check mark is removed from the boxes next to the transport priorities that should not be included in the report.

7. To change the default of all transport types, click the **Transport Type** drop–down arrow and click the boxes next to the types you do not want to include in the report.

   A check mark is removed from the boxes next to the transport types that should not be included in the report.

8. To change the default of all transport categories, click the **Transport Category** drop–down arrow and click the boxes next to the categories you do not want to include in the report.

   A check mark is removed from the boxes next to the transport categories that should not be included in the report.

9. To change the default of all report schedules, click the **Report Schedules** drop–down arrow and click the boxes next to the schedules you do not want to include in the report.

   A check mark is removed from the boxes next to the report schedules that should not be included in the report.

10. To change the default value of **Yes** in the **Include Jobs with Delays?** field, click the drop–down arrow and select **No**.

    The value displays in the **Include Jobs with Delays?** field.

11. To change the default value of Completed in the Final Request Status field, click the drop–down arrow to display all final job statuses and click the boxes next to the final request statuses. To remove the default value, click the Completed box to remove the check mark.

    A check mark displays in the boxes next to the final request statuses.

12. To change the default of all jobs, click the **Scheduled Jobs** drop–down arrow and click the box next to the jobs you do not want to include in the report.

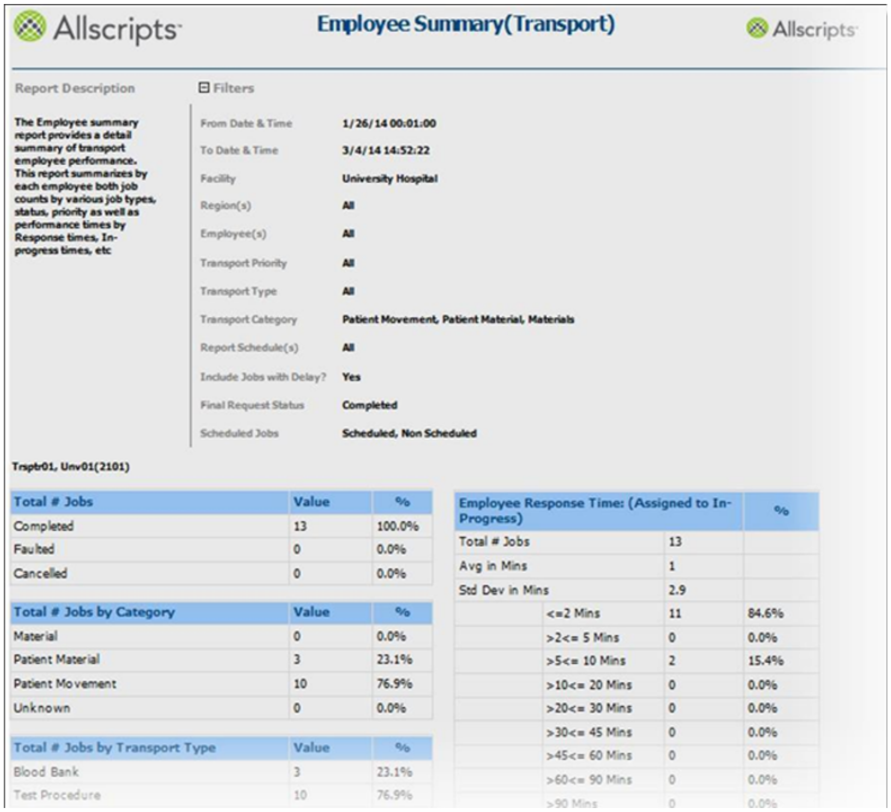
    A check mark displays in the box next to the value in the **Scheduled Jobs** field.

13. Click **View Report**.

    The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: No data meets filter criteria. An example of this report is shown in the following figure.

Figure 57: Employee Summary (Transport)



View the report

The report's columns are explained below. Section headings are indicated in bold.

Table 31: Employee Summary (Transport)

Report heading	Description
Total # Jobs	The total number of transport jobs and corresponding percentages according to the selected **Final Request Status** options (for example,**Completed**, **Faulted**, or **Canceled**).

Report heading	Description
Total # Jobs by Category	The total number of completed jobs and corresponding percentages according to the selected categories: **Patient Movement**, **Patient Materials**, **Materials**, and or **Unknown** **Note:** These values are determined by the following rules for 2 fields: **PatientBeingMovedYN** and **ForPatientYN**. If **PatientBeingMovedYN** = “N” (No) and **ForPatientYN** = “N” (No), then it is a Materials transport. It is a Patient Materials transport if **ForPatientYN** = “Y” (Yes). It is a Patient Movement transport if **PatientBeingMovedYN** = “Y” (Yes). If both **PatientBeingMovedYN** = “Y” (Yes) and **ForPatientYN** = “Y” (Yes), then an error displays. The count of jobs that fall in this category are shown against **Unknown** in the **Total # Jobs by Category** grid. However, **Unknown** is not an option in the **Transport Category** parameter because the conditions for **Unknown** will be covered in the **Patient Movement** and **Patient Material** options of this parameter.
Total # Jobs by Transport Type	The total number of completed jobs and corresponding percentages according to the selected transport types.
Total # Jobs by Priority	The total number of completed jobs and corresponding percentages according to the selected job priorities.
Total # Jobs by Region	The total number of completed jobs and corresponding percentages according to the selected regions.
Total # Jobs by Appointment	The total number of completed jobs and corresponding percentages by the selected appointment type, **Scheduled** and or **Non–Scheduled**.

Report heading	Description
Total # Canceled Jobs by Reason	The total number of canceled jobs and corresponding percentages according to the cancellation reasons.
Employee Response Time	The breakout of the **Employee Response Time** by the total number of completed jobs, the average in minutes, and the standard deviation (in minutes). This section provides the number of jobs and percentages in a categorical breakdown (in minutes) ranging from less than 2 minutes to greater than 90 minutes.
Trip Time (In–Progress to Completed	The breakout of the trip time from In Progress to Completed by the total number of completed jobs, the average in minutes, and the standard deviation in minutes. This section provides a categorical breakdown (in minutes) ranging from less than 2 minutes to greater than 90 minutes.
Transport Time	The breakout of the transport time by the total number of completed jobs, average (in minutes), and the standard deviation (in minutes). This section provides a categorical breakdown (in minutes) ranging from less than 2 minutes to greater than 90 minutes.
Total # Completed Scheduled Jobs	The total number of completed scheduled jobs and corresponding percentages broken down by pick–up accuracy. The total number of jobs less than or equal to the pick–up time and the total number of jobs greater than the pick–up time are displayed. In addition, it provides a categorical breakdown (in minutes) from greater than 2 min to greater than 90 minutes.

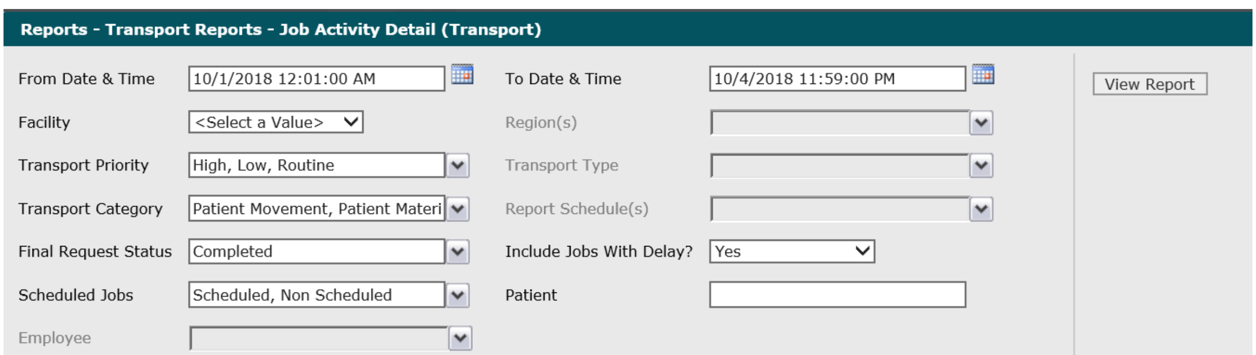
Job Activity Detail

The Job Activity Detail report provides detailed Transport job activity times (Created, Assigned, In–progress, Delayed, Completed, etc.) along with other job attributes (job type, priority, region, etc.).

Click **Job Activity Detail** on the **Reports – Transport** screen to access this report. The following report parameters screen displays.

> **Note:** It might take a little while for recently created data to display in the Job Activity Detail report because of the processes running in the background.

Figure 58: Job Activity Detail (Transport)



1. The default values of the first day of the current month/year and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.
2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the**Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.
3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading...` message displays while transport regions are loaded in the **Regions** field. When the regions are loaded, the **Regions** drop–down arrow can be clicked.

4. To change the default of all regions, click the **Regions** drop–down arrow and click the boxes next to the regions you do not want to include in the report.

   A check mark is removed from the boxes next to the regions that should not be included in the report.

5. To change the default of all transport priorities, click the **Transport Priority** drop–down arrow and click the boxes next to the transport priorities you do not want to include in the report.

   A check mark is removed from the boxes next to the transport types that should not be included in the report.

6. To change the default of all transport types, click the **Transport Types** drop–down arrow and click the boxes next to the transport types you do not want to include in the report.
7. To change the default of all transport categories, click the **Transport Category** drop–down arrow and click the boxes next to the transport types you do not want to include in the report.

   A check mark is removed from the boxes next to the transport categories that should not be included in the report.

8. To change the default of all report schedules, click the **Report Schedules** drop–down arrow and click the boxes next to the report schedules you do not want to include in the report.

   A check mark is removed from the boxes next to the report schedules that should not be included in the report.

9. To change the default value of Completed in the **Final Request Status** field, click the drop–down arrow to display all final request statuses and click the boxes next to the final request statuses. To remove the default value, click the **Completed** box to remove the check mark.

   A check mark displays in the boxes next to the final request statuses.

10. To change the default value of **Yes** in the **Include Jobs with Delays?** field, click the drop–down arrow and select **No**.

    The value displays in the **Include Jobs with Delays?** field.

11. To change the default of all jobs, click the **Scheduled Jobs** drop–down arrow and click the box next to the job type you do not want to include in the report.
12. If you want, enter a patient's name in the **Patient** field.

    The patient's name displays in the **Patient** field.

13. To change the default of all employees, click the **Employees** drop–down arrow and click the boxes next to the employees you do not want to include in the report.

    A check mark is removed from the boxes next to the employees that should not be included in the report.

14. Click **View Report**.

    The report starts and the `Loading…` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: `No data meets filter criteria`. An example of this report is shown in the following figure.

View the report

The report's information is explained below. Column headings are indicated in bold.

Table 32: Job Activity

Report heading	Description
From Location	The source location of the transport job.
To Location	The destination location of the transport job.
Region	The region of the transport job.
Job ID	The identification code for the transport job, which displays as a link that can be clicked to display the **Job Activity Detail Drill Through** (Transport) report. Refer to the next section for more information about this report.
Transport Type	The transport type for the job.
MRN	The Medical Record Number for the patient associated with the transport job.
Patient Last Name, First Name.	The patient (last name, first name) associated with the transport job.
Transporter Last Name, First Name	The transporter (last name, first name) associated with the transport job.
Transport Category	The category of the transport job.
Transport Priority	The priority of the transport job.
Scheduled	If the job was scheduled, then Y(Yes) displays). If it was not scheduled, then N (No) displays.
Created Date & Time	The date and time the job was created.
Unassigned Date & Time	The date and time that the job was unassigned.
Assigned Date & Time	The date and time that the job was assigned.
Acknowledged Date & Time	The date and time that the job was acknowledged.

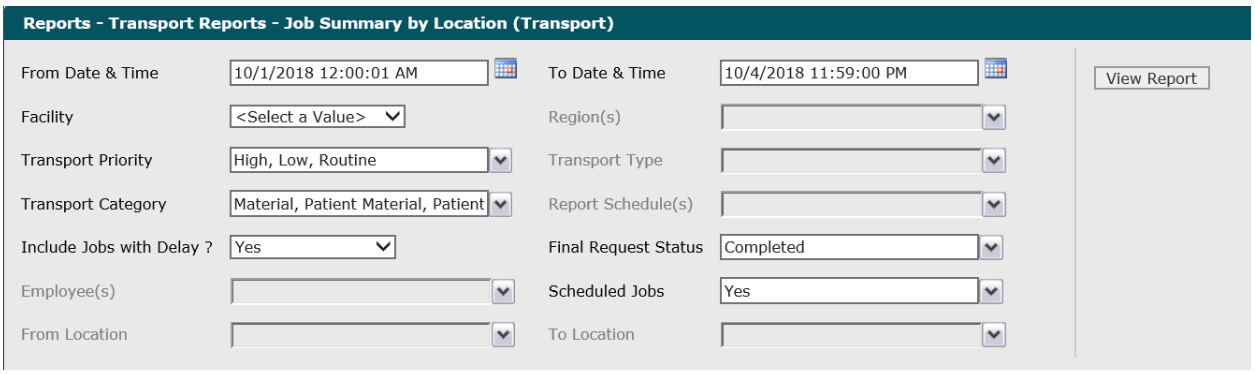
Report heading	Description
In–Progress Date & Time	The date and time that the job was put in progress.
Pick–Up Date & Time	The date and time that the job was picked up.
Final Status Date & Time	The date and time of the final job status.
Final Job Status	The final job status of Completed, Canceled, or Faulted.
Unassigned to Assigned (Non–Scheduled)	The duration of time for the job to go from Unassigned to Assigned (non–scheduled).
Assigned to In–Progress	The duration of time for the job to go from Assigned to In–Progress.
In–Progress to Completed	The duration of time for the job to go from In–Progress to Completed.
Unassigned to In–Progress (Non–Scheduled)	The duration of time for the job to go from Unassigned to In–Progress (non–scheduled).
Assigned to Complete	The duration of time for the job to go from Assigned to Completed.
Unassigned to Complete (Non–Scheduled)	The duration of time for the job to go from Unassigned to Completed (non–scheduled).
Delayed	If the job was in delay at any time, then Y (Yes) displays in this column. Otherwise, N displays.
# Unassigned Escalations	The number of Unassigned escalations (if any) for the job.
# Assigned Escalations	The number of Assigned escalations (if any) for the job.
# In–Progress Escalations	The number of In–Progress escalations (if any) for the job.
# of Employees Assigned	The number of employees assigned to the job. (If the employee was assigned to the workflow the last time the assignment occurred and was also assigned to workflow at completion, give that employee credit for that job.)

Job Summary by Location

The Job Summary by Location report provides a summary of Transport job volumes between various selected Transport locations.

Click **Job Summary by Location** on the **Reports – Transport** screen to access this report. The following report parameters screen displays.

Figure 59: Job Summary by Location (Transport)



1. The default values of the first day of the current month/year and 12:00:01 AM display in the **From Date& Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading…` message displays while transport regions are loaded in the **Regions** field. When the regions are loaded, the**Regions** drop–down arrow can be clicked.

4. To change the default of all regions, click the **Regions** drop–down arrow and click the boxes next to the regions you do not want to include in the report.

   A check mark is removed from the boxes next to the regions that should not be included in the report.

5. To change the default of all transport priorities, click the **Transport Priority** drop–down arrow and click the boxes next to the transport priorities you do not want to include in the report.

   A check mark is removed from the boxes next to the transport priorities that should not be included in the report.

6. To change the default of all transport types, click the **Transport Type** drop–down arrow and click the boxes next to the transport types you do not want to include in the report.

   A check mark is removed from the boxes next to the transport types that should not be included in the report.

7. To change the default of all transport categories, click the **Transport Category** drop–down arrow and click the boxes next to the transport types you do not want to include in the report.

   A check mark is removed from the boxes next to the transport categories that should not be included in the report.

8. To change the default of all report schedules, click the **Report Schedules** drop–down arrow and click the boxes next to the report schedules you do not want to include in the report.

   A check mark is removed from the boxes next to the report schedules that should not be included in the report.

9. To change the default value of **Yes** in the **Include Jobs with Delays?** field, click the drop–down arrow and select **No**.

   The value displays in the **Include Jobs with Delays?** field.

10. To change the default value of **Completed in the Final Request Status** field, click the drop–down arrow to display all final job statuses and click the boxes next to the final request statuses. To remove the default value, click the **Completed** box to remove the check mark.

    A check mark displays in the boxes next to the final request statuses.

11. To change the default of all employees, click the **Employees** drop–down arrow and click the boxes next to the employees you do not want to include in the report.

    A check mark is removed from the boxes next to the employees that should not be included in the report.

12. To change the default of **Yes**, click the **Scheduled Jobs** drop–down arrow and click the box next to the jobs you want to include in the report. If you do not want scheduled jobs, click the **Yes** box to remove the check mark.

    A check mark displays in the boxes for the jobs that should be included in the report.

13. To change the default of all from locations, click the **From Location** drop–down arrow and click the boxes next to the locations you do not want to include in the report.

    A check mark is removed from the boxes next to the locations that should not be included in the report.

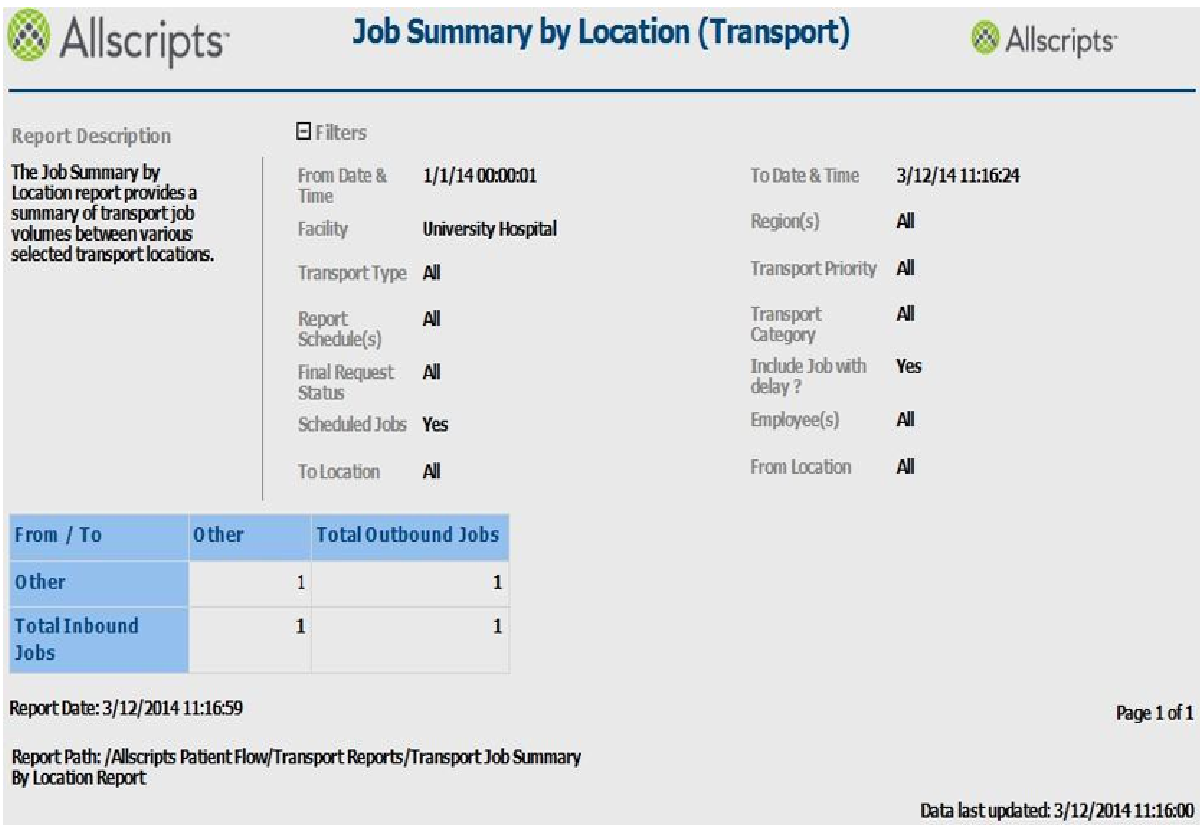
14. To change the default of all to locations, click the **To Location** drop–down arrow and click the boxes next to the locations you do not want to include in the report.

    A check mark is removed from the boxes next to the locations that should not be included in the report.

15. Click **View Report**.

    The report starts and the `Loading…` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data matched the filter criteria, the following statement displays: `No data meets filter criteria`. An example of this report is shown in the figure on the following page.

Figure 60: Job Summary by Location (Transport) Report


Job Summary by Location (Transport)

Report Description

The Job Summary by Location report provides a summary of transport job volumes between various selected transport locations.

Filters

From Date & Time	1/1/14 00:00:01	To Date & Time	3/12/14 11:16:24
Facility	University Hospital	Region(s)	All
Transport Type	All	Transport Priority	All
Report Schedule(s)	All	Transport Category	All
Final Request Status	All	Include Job with delay ?	Yes
Scheduled Jobs	Yes	Employee(s)	All
To Location	All	From Location	All

From / To	Other	Total Outbound Jobs
Other	1	1
Total Inbound Jobs	1	1

Report Date: 3/12/2014 11:16:59

Page 1 of 1

Report Path: /Allscripts Patient Flow/Transport Reports/Transport Job Summary By Location Report

Data last updated: 3/12/2014 11:16:00

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 33: Job Summary by Location

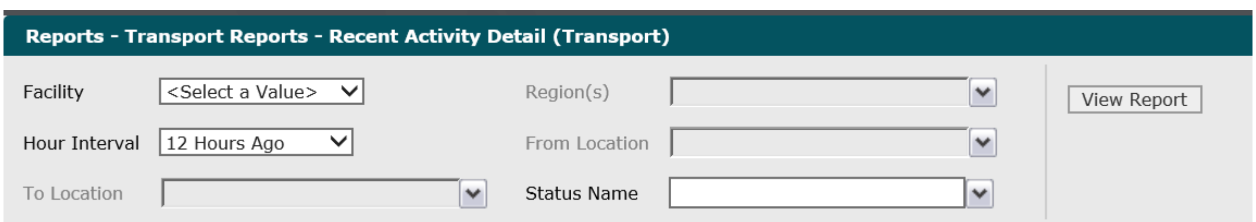
Report heading	Description
From/ To	The column on the far left shows the origination or From units and the columns on the right of the From column are the destination or To units.
Total Inbound Jobs	The count of jobs with this unit as the destination organization.
Total Outbound Jobs	The count of jobs originating from this organization.

Recent Activity Detail

The Recent Activity Detail report provides real–time Transport job activity details (job type, to or from locations, status changes, resources assigned, timestamps) from start to complete for the last 48 hours.

Click **Recent Activity Detail** on the **Reports – Transport** to access this report. The following report parameters screen displays.

Figure 61: Recent Activity Detail (Transport) Report Parameters



1. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility. If there is only 1 facility, it is automatically selected by default.

   The cleared facility displays in the **Facility** field. The `Loading...` message displays while regions are loaded in the **Regions** field. When the regions are loaded, the **Regions** drop–down arrow can be clicked.

2. To change the default of all regions selected, click the **Regions** drop–down arrow and click the boxes next to the regions you do not want to include in the report.

   A check mark is removed from the boxes next to the regions that should not be included in the report.

3. To change the default of 12 Hours Ago in the **Hour Interval** field, click the drop–down arrow to display all hour intervals and select the interval.

   The selected interval displays in the **Hour Interval** field. The `Loading...` message displays while data is loaded.

4. To change the default of all from locations, click the **From Location** drop–down arrow and click the boxes next to the from locations you do not want to include in the report.

   A check mark is removed from the boxes next to the room locations that should not be included in the report.

5. To change the default of all to locations, click the **To Locations** drop–down arrow and click the boxes next to the to locations you do not want to include in the report.

   A check mark is removed from the boxes next to the to locations that should not be included in the report.

6. To change the default of all statuses selected, click the **Status Name** drop–down arrow and click the boxes next to the statuses you do not want to include in the report.

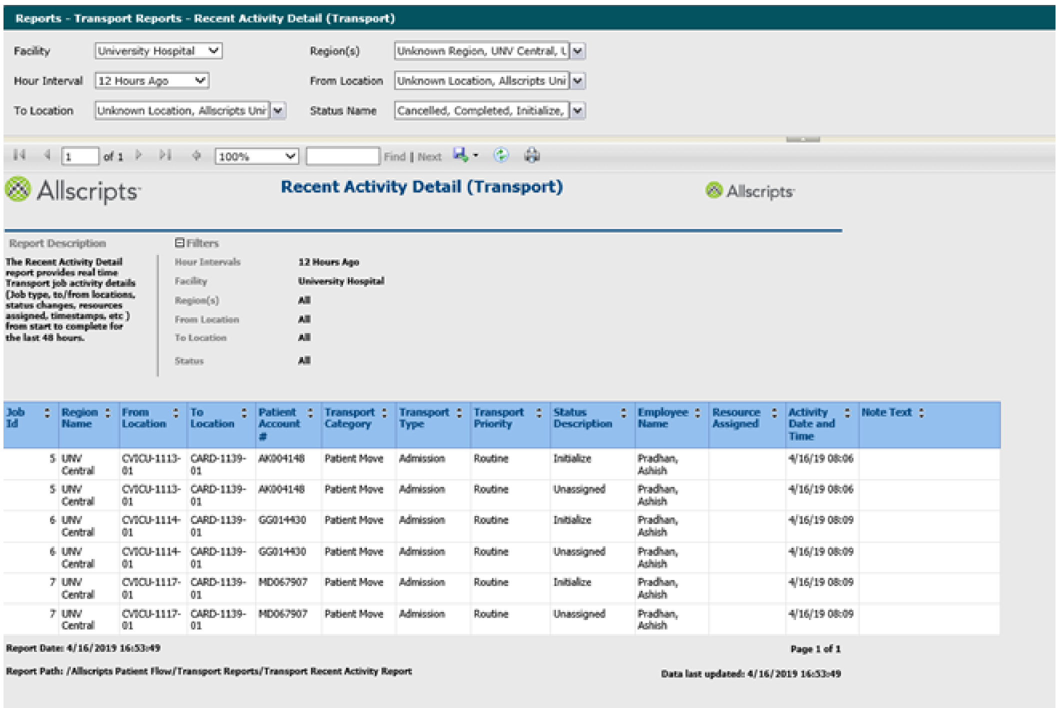
   A check mark is removed from the boxes next to the statuses that should not be included in the report.

7. Click **View Report**.

   The report starts and the `Loading...` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: `No data meets filter criteria`. An example of this report is shown in the following figure.

Figure 62: Recent Activity Detail (Transport) Report


Reports - Transport Reports - Recent Activity Detail (Transport)

Facility: University Hospital | Region(s): Unknown Region, UNV Central, U
Hour Interval: 12 Hours Ago | From Location: Unknown Location, Allscripts Uni
To Location: Unknown Location, Allscripts Uni | Status Name: Cancelled, Completed, Initialize,

Recent Activity Detail (Transport)

Report Description

The Recent Activity Detail report provides real time Transport job activity details (Job type, to/from locations, status changes, resources assigned, timestamps, etc) from start to complete for the last 48 hours.

Filters

Hour Intervals	12 Hours Ago
Facility	University Hospital
Region(s)	All
From Location	All
To Location	All
Status	All

Job Id	Region Name	From Location	To Location	Patient Account #	Transport Category	Transport Type	Transport Priority	Status Description	Employee Name	Resource Assigned	Activity Date and Time	Note Text
5	UNV Central	CVICU-1113-01	CARD-1139-01	AK004148	Patient Move	Admission	Routine	Initialize	Pradhan, Ashish		4/16/19 08:06	
5	UNV Central	CVICU-1113-01	CARD-1139-01	AK004148	Patient Move	Admission	Routine	Unassigned	Pradhan, Ashish		4/16/19 08:06	
6	UNV Central	CVICU-1114-01	CARD-1139-01	GG014430	Patient Move	Admission	Routine	Initialize	Pradhan, Ashish		4/16/19 08:09	
6	UNV Central	CVICU-1114-01	CARD-1139-01	GG014430	Patient Move	Admission	Routine	Unassigned	Pradhan, Ashish		4/16/19 08:09	
7	UNV Central	CVICU-1117-01	CARD-1139-01	MD067907	Patient Move	Admission	Routine	Initialize	Pradhan, Ashish		4/16/19 08:09	
7	UNV Central	CVICU-1117-01	CARD-1139-01	MD067907	Patient Move	Admission	Routine	Unassigned	Pradhan, Ashish		4/16/19 08:09	

Report Date: 4/16/2019 16:53:49 Page 1 of 1

Report Path: /Allscripts Patient Flow/Transport Reports/Transport Recent Activity Report

Data last updated: 4/16/2019 16:53:49

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 34: Recent Activity Detail (Transport)

Report heading	Description
Job ID	The job identification code of the transport request.
Region Name	The name of the region the transport request originated from.
From Location	The originating location of the transport request.
To Location	The destination location of the transport request.
Patient Account #	The account number of the patient associated with transport request.

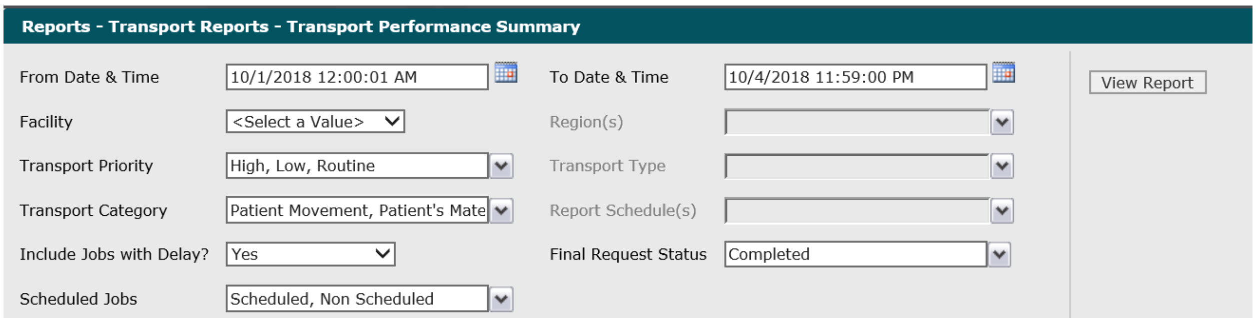
Report heading	Description
Transport Category	The category of the transport request: Patient Move, For Patient (material for patient), or Material.
Transport Type	The type of the transport request (for example, Lab Specimen, Blood Work).
Transport Priority	The priority of the transport job (for example, Low, Routine, High).
Status Description	A brief description of the workflow states (for example, Initialized, Unassigned, In-Progress).
Employee Name	The name of the employee who last changed the status of the job (for example, made the workflow state change [WkflowStep.CreatePersNbr]).
Resource Assigned	This column displays the name of the transport resource assigned to the job only for those records marked as Assigned. (It is marked against the Assigned [in the **Status Description** field] records in the report.) If the transport job is unassigned, this field is blank.
Activity Date and Time	The transport activity start date and time.
Note Text	Any notes that were assigned to the transport activity task. Only the first 256 characters of the notes will be displayed. If a note contains more than 256 characters, then "…" will be appended to the note. Otherwise, the entire note is displayed.

Transport Performance Summary

The Transport Performance Summary report provides a detailed summary of overall Transport operational performance. This report summarizes by each facility both job counts by various job types, status, priority as well as performance times by Response times, In–progress times.

Click **Transport Performance Summary** on the **Reports – Transport** screen to access this report. The following report parameters screen displays.

Figure 63: Transport Performance Summary



1. The default values of the first day of the current month/year and 12:00:01 AM display in the **From Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the **Calendar** icon and select a date.

   The date and time values display in the **From Date & Time** field.

2. The default values of the current date and time display in the **To Date & Time** field. To change these values, type the date in the `MM/DD/YYYY` format or the time in the `hh:mm:ss` AM/PM format. Alternatively, you can click the**Calendar** icon and select a date.

   The date and time values display in the **To Date & Time** field.

3. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading`… message displays while regions are loaded in the **Regions** field. When the regions are loaded, the **Regions** drop–down arrow can be clicked.

4. To change the default of all regions, click the **Regions** drop–down arrow and click the boxes next to the regions you do not want to include in the report.

   A check mark is removed from the boxes next to the regions that should not be included in the report.

5. To change the default of all transport priorities, click the**Transport Priority** drop–down arrow and click the boxes next to the priorities you do not want to include in the report.

   A check mark is removed from the boxes next to the transport priorities that should not be included in the report.

6. To change the default of all transport types, click the **Transport Type** drop–down arrow and click the boxes next to the types you do not want to include in the report.

   A check mark is removed from the boxes next to the transport types that should not be included in the report.

7. To change the default of all transport categories, click the **Transport Category** drop–down arrow and click the boxes next to the categories you do not want to include in the report.

   A check mark is removed from the boxes next to the transport categories that should not be included in the report.

8. To change the default of all report schedules, click the **Report Schedules** drop–down arrow and click the boxes next to the schedules you do not want to include in the report.

   A check mark is removed from the boxes next to the report schedules that should note included in the report.

9. To change the default value of **Yes** in the **Include Jobs with Delays?** field, click the drop–down arrow and select **No**.

   The value displays in the **Include Jobs with Delays?** field.

10. To change the default value of **Completed** in the **Final Request Status** field, click the drop–down arrow to display all final job statuses and click the boxes next to the final request statuses. To remove the default value, click the **Completed** box to remove the check mark.

    A check mark displays in the boxes next to the final request statuses.

11. To change the default of all jobs, click the **Scheduled Jobs** drop–down arrow and click the box next to the jobs you do not want to include in the report.

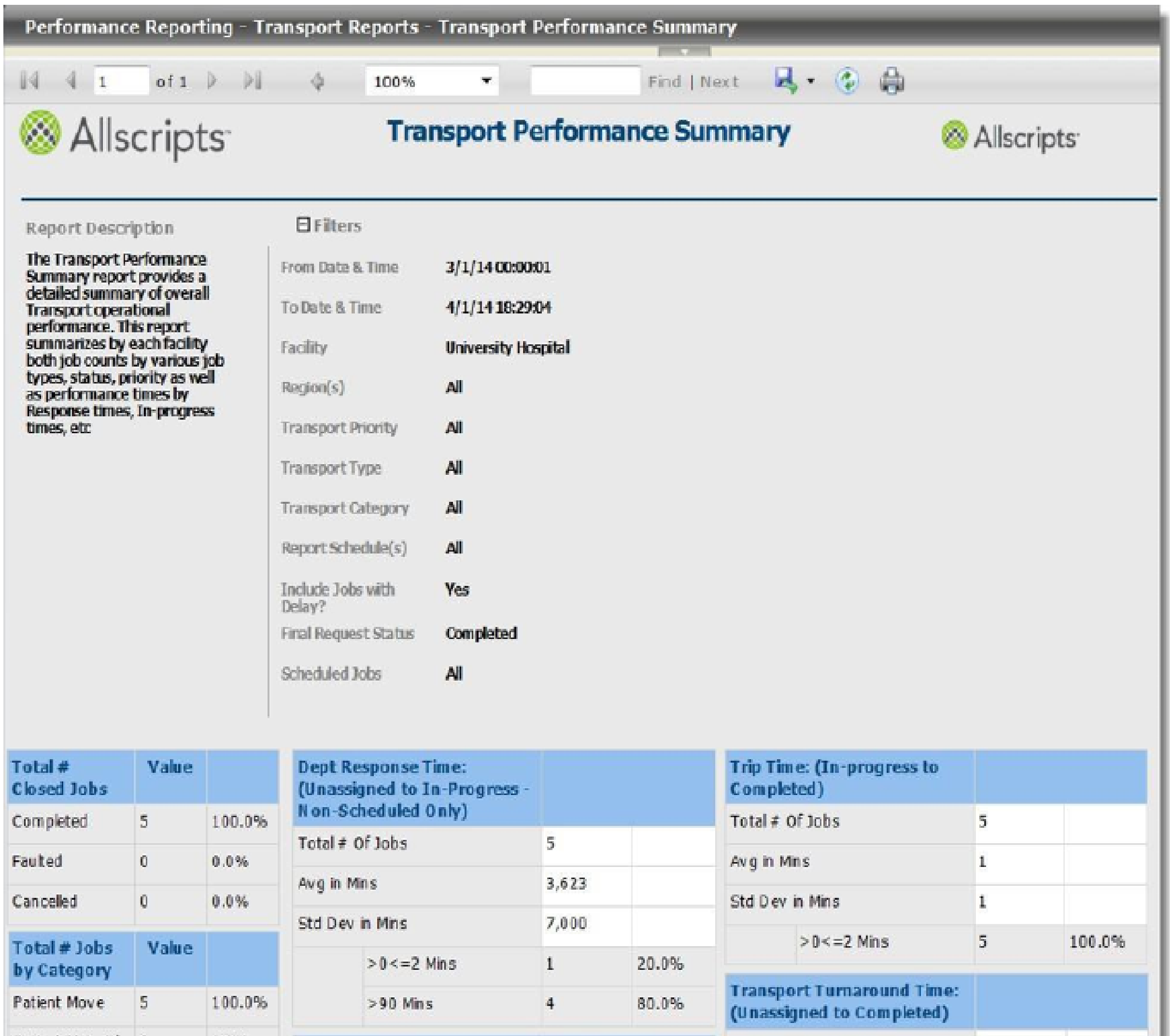
    A check mark displays in the box next to the value in the **Scheduled Jobs** field.

12. Click View Report.

    The report starts and the `Loading…` message displays. Depending on the values selected, the display of the report might be delayed because of the amount of data to retrieve. If no data

matched the filter criteria, the following statement displays: `No data meets filter criteria`. An example of this report is shown in the following figure.

Figure 64: Transport Performance Summary



View the report

The report's information is explained below. Section headings are indicated in bold.

Table 35: Transport Performance Summary

Report heading	Description
Total# Closed Jobs	The total number of transport jobs and corresponding percentages according to the selected **Final Request Status** options (for example, **Completed**, **Faulted**, or **Cancelled**).
Total # Jobs by Category	The total number of completed jobs and corresponding percentages according to the selected categories: **Patient Movement**, **Patient Materials**, **Materials**, and or **Unknown**. **Note:** These values are determined by the following rules for 2 fields: PatientBeingMovedYN and ForPatientYN. If PatientBeingMovedYN = “N” (No) and ForPatientYN = “N” (No), then it is a Materials transport. It is a Patient Materials transport if ForPatientYN = “Y” (Yes). It is a Patient Movement transport if PatientBeingMovedYN = “Y” (Yes). If both PatientBeingMovedYN = “Y” (Yes) and ForPatientYN = “Y” (Yes), then an error displays. The count of jobs that fall in this category are shown against Unknown in the Total # Jobs by Category grid. However, Unknown is not an option in the Transport Category parameter because the conditions for Unknown will be covered in the Patient Movement and Patient Material options of this parameter.
Total # Jobs by Transport Type	The total number of completed jobs and corresponding percentages according to the selected transport types.
Total # Jobs by Priority	The total number of completed jobs and corresponding percentages according to the selected job priorities.
Total # Jobs by Delayed State	The total number of completed jobs that were delayed according to their delayed state and corresponding percentages.

Report heading	Description
Total # Jobs by Region	The total number of completed jobs and corresponding percentages by transport region.
Total # Jobs by Appointment	The total number of completed jobs and corresponding percentages by appointment type, **Scheduled** and **Non–Scheduled**.
Dept. Response Time (Unassigned to In–Progress –Non–Scheduled Only).	The breakout of the Department Response Time by the total number of completed jobs, the average in minutes, and the standard deviation in minutes (non–scheduled jobs only). This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes.
Unassigned Time (Unassigned to Assigned – Non– Scheduled Only).	The breakout of the Unassigned Time by the total number of completed jobs, the average in minutes, and the standard deviation in minutes (non– scheduled jobs only). This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes.
Employee Response Time (Assigned to In–Progress).	The breakout of the Employee Response Time by the total number of completed jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes.

Report heading	Description
Pick–Up Accuracy (Estimated Pick–Up versus In– Progress)	The breakout of the pick–up accuracy. This section provides details of completed jobs in terms of whether the Service Level Agreement (SLA) for the jobs has been met or not. Average and standard deviation of the difference between pick–up time and in– progress time is calculated. In addition, this section provides a categorical breakdown of pick–up accuracy ranging from less than 0 minutes to greater than 90 minutes. **Note**: Jobs that have a pickup accuracy of **<0 minutes** are those jobs that were put in progress before or at their pick– up time. All other categories are a count of those jobs that have violated their SLAs.
Trip Time (In–Progress to Completed)	The breakout of the Trip Time. The total number of completed jobs, average (in minutes), and the standard deviation in minutes. This section provides a categorical breakdown in minutes from less than 2 minutes to greater than 240 minutes.
Transport Turnaround Time (Unassigned to Completed)	The breakout of the Transport Turnaround Time. The total number of completed jobs, average in minutes, and the standard deviation (in minutes). This section provides a categorical breakdown in minutes from less than 2 minutes to greater than 240 minutes.
Delayed Time	The breakout of the Delayed Time by the total number of completed jobs, the average in minutes, and the standard deviation in minutes. This section provides the number of jobs and percentages in a categorical breakdown in minutes ranging from less than 2 minutes to greater than 90 minutes and their corresponding percentages.

Chapter 8

Admin Reports

Admin Reports

The **Reports > Admin** reports displays a report menu listing the reports in alphabetical order by name.

Figure 65: Admin Reports

Reports - Admin

Report Name	Description
Alert Configuration	The Alert Configuration report provides a detailed overview of all alerts configured in the system, by facility.
Bed - Zone Configuration	The Bed - Zone Configuration report provides an overview of the Bed to Housekeeping Zone relationships configured in the system
Bed Attribute Configuration	The Bed Attribute Configuration report identifies various bed attributes assigned to beds for selected pod(s)/unit(s). This report is used to validate correct configuration of bed attributes within the system.
Bed Configuration	The Bed Configuration report identifies multiple configuration aspects defined for individual beds. This report is used to validate bed specific configurations such as Bed Name, Care Service, Cleaning on Discharge, etc.
Bed Listing by Attribute Value	The Bed Listing by Attribute Value report provides a listing of all beds that have been configured with the selected bed attribute(s). This report is used to review all beds with the selected attribute(s) across single or multiple organizations.
Device - Zone Configuration	The Device - Zone Configuration report provides an overview of the Housekeeping Device to Housekeeping Zone relationships configured in the system. This report is valid for facilities which are configured for the Device - Zone method
Device-Zone Coverage Config	The Device - Zone Coverage Configuration report provides an overview of the Housekeeping Device to Zone coverage default relationships configured in the system. This report is valid for facilities which are configured for the Device - Zone method
Employee - Zone Configuration	The Employee - Zone Configuration report provides an overview of the Housekeeping Employee to Housekeeping Zone relationships configured in the system. This report is valid for facilities which are configured for the Employee - Zone method
Escalation Configuration	The Escalation Configuration report provides a detailed overview of all escalations configured in the system, by facility.
Non Physician User Config	The Non Physician User Configuration report lists all non Physician users, including the users organizations and roles.
Physician User Configuration	The Physician User Configuration report lists all users defined in the system as Physicians, including the physician's organizations, and contact information.
System Values	The System Values report provides all currently active system values configured in the system

The Description column indicates the purpose of each report. Clicking the name in the Report Name column displays the report parameters (filters) for the specific report. Each report is explained in this chapter.

> **Note:** The Admin reports with Facility,Unit, and Pod report parameters (filters) have been created to show when the units or pods have not been configured as needed. For example, you might want to run the Bed Attribute Configuration report for a specific facility, but the pods have not been defined for a specific unit or units within that facility. When you select the unit or units and then click the **Pod** drop-down list, the only option is **Unknown Pod**. This indicates that pods must be defined.

Alert configuration

The Alert Configuration report provides a detailed overview of all alerts configured in the system by facility.

Click **Alert Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

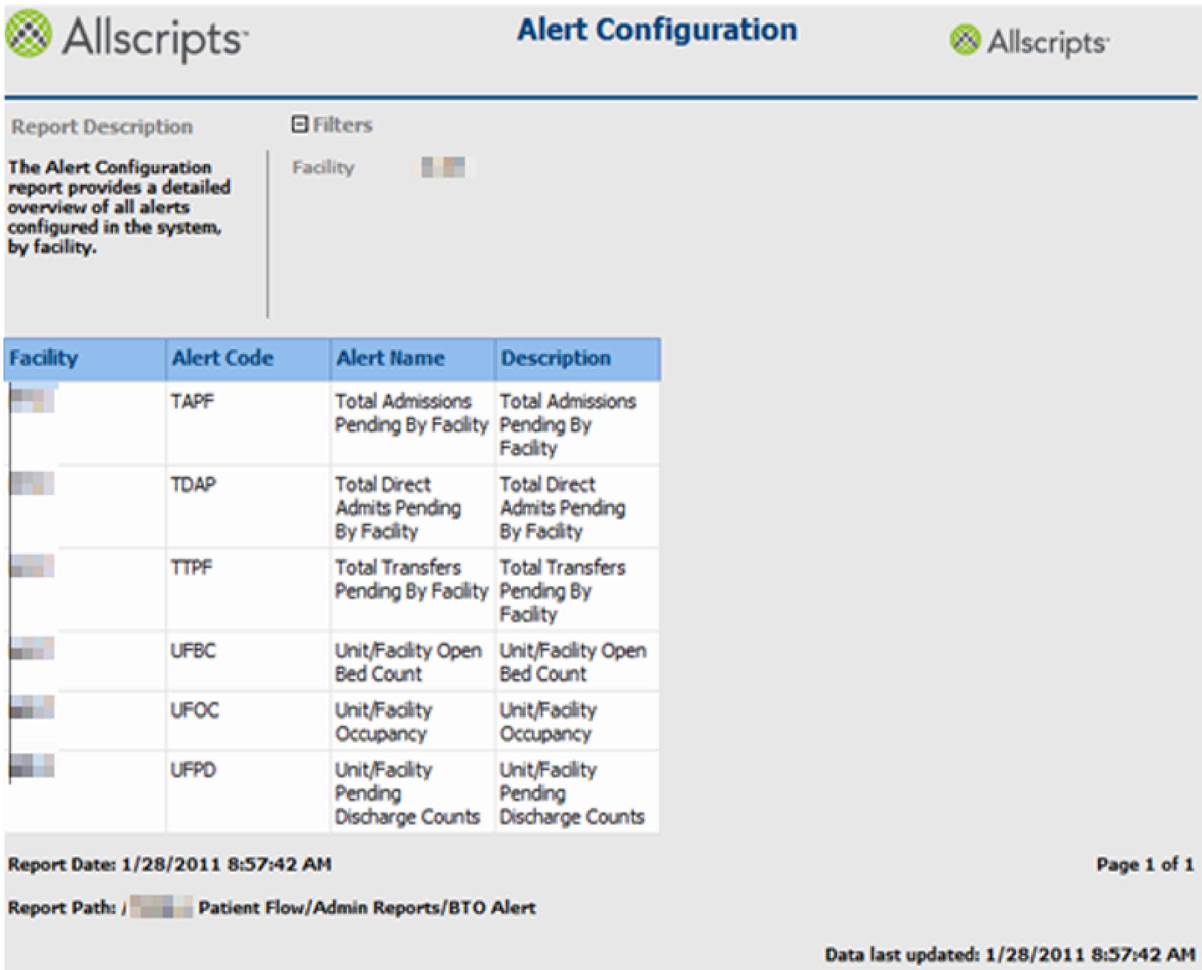
Figure 66: Alert Configuration Report parameters

1. Click the **Facility** drop-down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field.
2. Click **View Report**.

The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 67: Alert configuration



Alert Configuration

Report Description

The Alert Configuration report provides a detailed overview of all alerts configured in the system, by facility.

Filters

Facility

Facility	Alert Code	Alert Name	Description
	TAPF	Total Admissions Pending By Facility	Total Admissions Pending By Facility
	TDAP	Total Direct Admits Pending By Facility	Total Direct Admits Pending By Facility
	TTPF	Total Transfers Pending By Facility	Total Transfers Pending By Facility
	UFBC	Unit/Facility Open Bed Count	Unit/Facility Open Bed Count
	UFOC	Unit/Facility Occupancy	Unit/Facility Occupancy
	UFPD	Unit/Facility Pending Discharge Counts	Unit/Facility Pending Discharge Counts

Report Date: 1/28/2011 8:57:42 AM

Page 1 of 1

Report Path: / Patient Flow/Admin Reports/BTO Alert

Data last updated: 1/28/2011 8:57:42 AM

View the report

The report columns are explained below. Column headings are indicated in bold. The data is sorted by Alert Code in alphabetical order.

Table 36: Alert Configuration

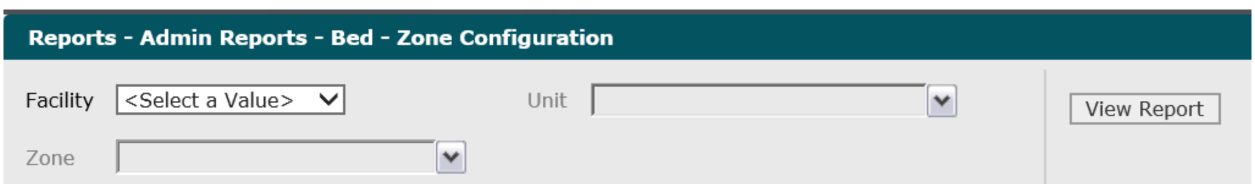
Report heading	Description
Facility	The facility selected on the report parameters screen.
Alert Code	The code for the alert.
Alert Name	The name of the alert.
Description	The description of the alert.

Bed–zone configuration

The Bed–Zone Configuration report provides an overview of the Bed to Housekeeping Zone relationships configured in the system.

Click **Bed–Zone Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 68: Bed–Zone Configuration



1. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading…` message displays while units are loaded for the Unit field. When the units are loaded, click the **Unit** drop–down arrow.
2. Click the **Unit** drop–down arrow to display all units you have access to and click the boxes next to the destination units. To select all units, click the **(Select All)** box.

   A check mark displays in the boxes next to the units.
3. Click the **Zone** drop–down arrow to display all zones you have access to and click the boxes next to the zones. To select all zones, click the **(Select All)** box.

   A check mark displays in the boxes next to the zones.
4. Click **View Report**.

The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 69: Bed–Zone Configuration Report

Allscripts **Bed - Zone Configuration** Allscripts

Report Description

The Bed - Zone Configuration report provides an overview of the Bed to Housekeeping Zone relationships configured in the system

Filters

Facility	University Hospital
Unit	CARD
Zone	All

Facility	Unit	Pod	Room	Bed ID	Zone
University Hospital	UNV General Cardiology	CARD	1139	01	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1140	01	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1140	02	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1141	01	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1142	01	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1142	02	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1143	01	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1143	02	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1144	01	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1145	01	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1145	02	Z_CARDI
University Hospital	UNV General Cardiology	CARD	1146	01	Z_CARDI

Report Date: 2/26/2014 13:54:29 Page 1 of 2

Report Path: /Allscripts Patient Flow/Admin Reports/BTO Bed Zone Data last updated: 2/26/2014 13:51:00

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 37: Bed-Zone Configuration

Report heading	Description
Facility	The facility selected on the report parameters screen.

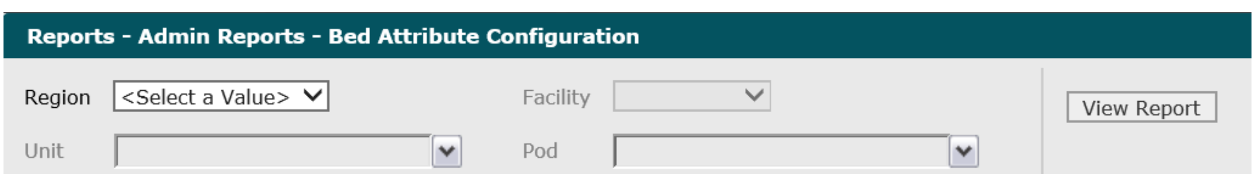
Report heading	Description
Unit	The units selected on the report parameters screen.
Pod	The pods corresponding to the units selected on the report parameters screen.
Room	The rooms corresponding to the pods.
Bed ID	The identification number for the beds corresponding to the rooms.
Zone	The housekeeping zones selected corresponding to the units selected on the report parameters screen.

Bed attribute configuration

The Bed Attribute Configuration report identifies various bed attributes assigned to beds for selected pods/units. This report is used to validate correct configuration of bed attributes within the system.

Click **Bed Attribute Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 70: Reports – Admin Reports – Bed Attribute Configuration



1. Click the **Region** drop–down arrow to display all regions you have access to and select the region. To select all regions, click the **(Select All)** box.

   The selected regions displays in the **Region** field.
2. Click the **Facility** drop–down arrow to display all facilities you have access to and select the facility.

   The selected facility displays in the **Facility** field. The `Loading…` message displays while units are loaded for the **Unit** field. W hen the units are loaded, the **Unit** drop–down arrow can be clicked.

3. Click the **Unit** drop–down arrow to display all units you have access to and click the boxes next to the units. To select all units, click the **(Select All)** box.

   A check mark displays in the boxes next to the units.

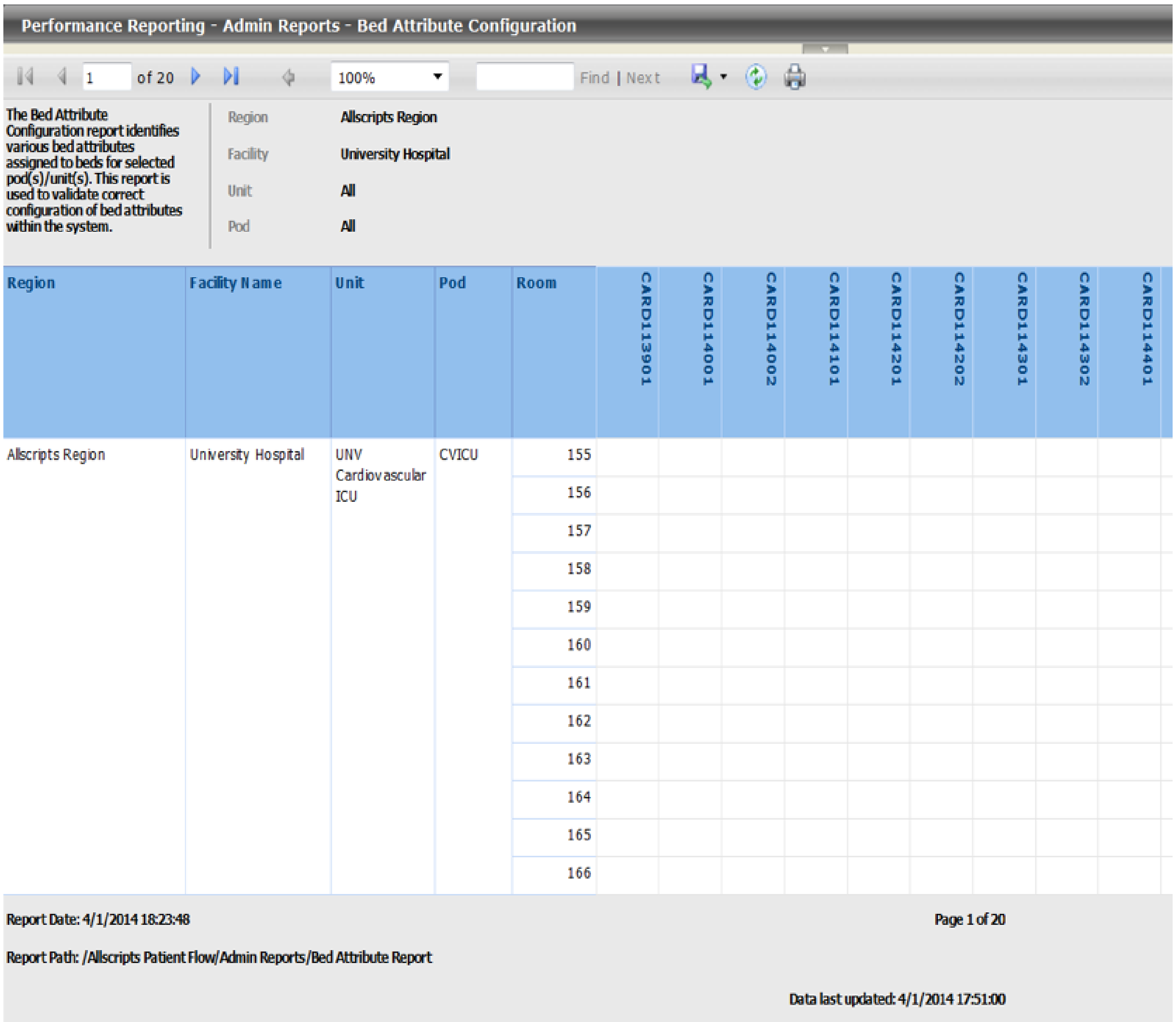
4. Click the **Pod** drop–down arrow to display all pods you have access to and click the boxes next to the pods. To select all pods, click the **(Select All)** box.

   A check mark displays in the boxes next to the pods.

5. Click **View Report**.

The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 71: Bed Attribute Configuration



View the report

The report's columns are explained below. Column headings are indicated in bold.

Table 38: Bed Attribute Configuration

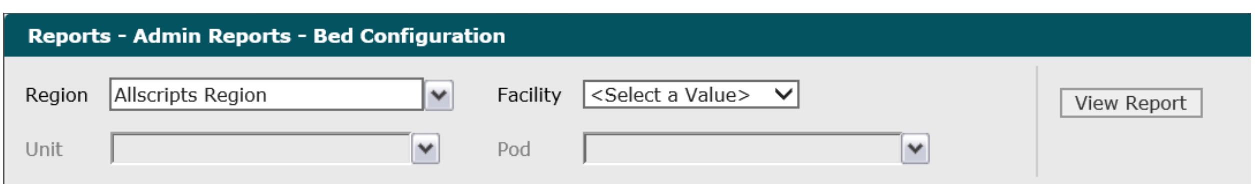
Report heading	Description
Region	The regions selected on the report parameters screen.
Facility Name	The name of the facility selected on the report parameters screen.
Unit	The units selected on the report parameters screen.
Pod	The pods selected on the report parameters screen.
Room	The rooms corresponding to the pods.
[Bed ID]	The identification number for the beds corresponding to the rooms. Y indicates the bed attributes are configured.

Bed configuration

The Bed Configuration report identifies multiple configuration aspects defined for individual beds. This report is used to validate bed specific configurations such as Bed Name, Care Service, and Cleaning on Discharge.

Click **Bed Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 72: Bed Configuration Report Parameters



1. Click the **Regions** drop–down arrow to display all regions you have access to and click the boxes next to the regions. To select all regions, click the **(Select All)** box.

   A check mark displays in the boxes next to the regions.
2. Click the **Facilities** drop–down arrow to display all facilities you have access to and click the boxes next to the facility.

The selected facility displays in the **Facility** field. The `Loading...` message briefly displays as units for the selected facility are loaded in the **Units** drop–down list.

3. Click the **Units** drop–down arrow to display all units you have access to and click the boxes next to the units. To select all units, click the **(Select All)** box.

   A check mark displays in the boxes next to the units.

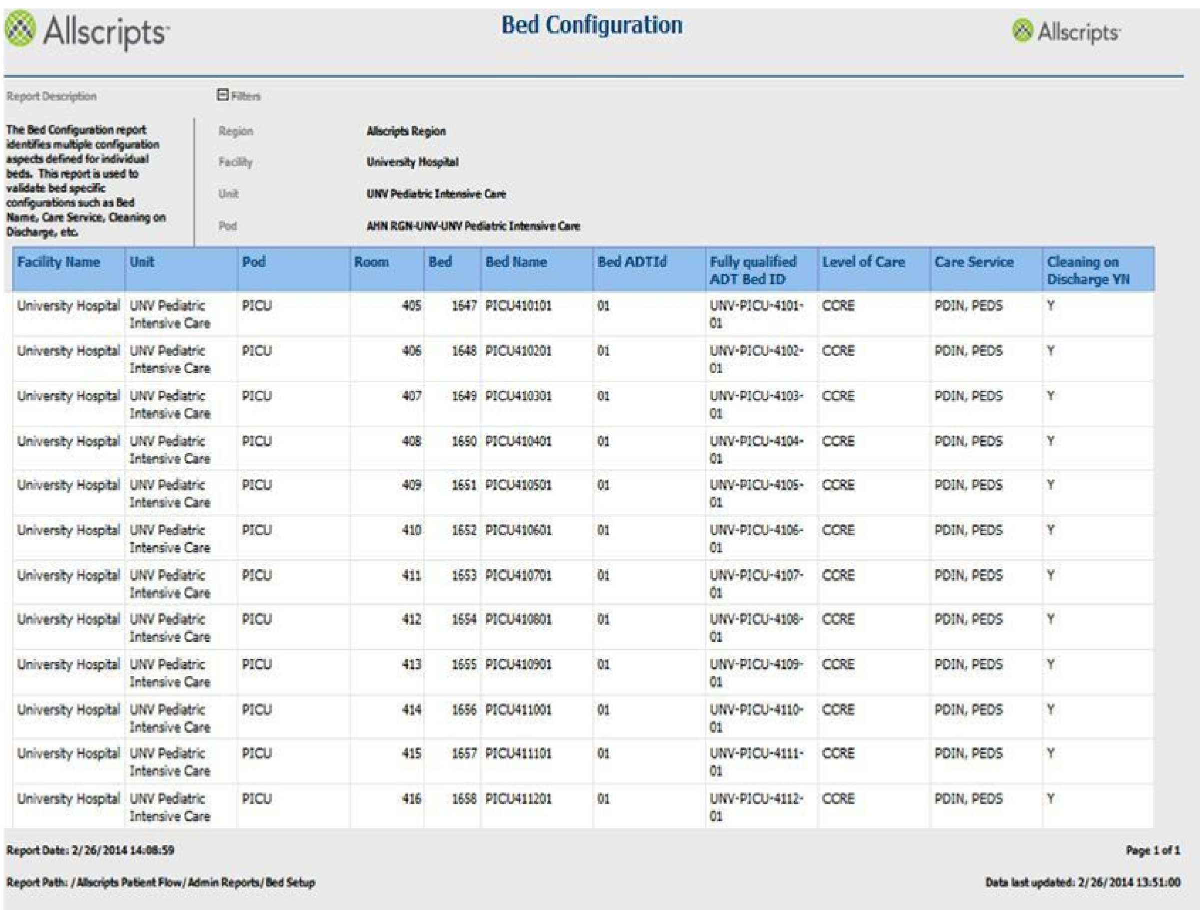
4. Click the **Pods** drop–down arrow to display all pods you have access to and click the boxes next to the pods. To select all pods, click the **(Select All)** box.

   A check mark displays in the boxes next to the pods.

5. Click **View Report**.

   The report starts and the `Loading`… message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 73: Bed Configuration



Bed Configuration

Report Description

The Bed Configuration report identifies multiple configuration aspects defined for individual beds. This report is used to validate bed specific configurations such as Bed Name, Care Service, Cleaning on Discharge, etc.

Filters

Region	Allscripts Region
Facility	University Hospital
Unit	UNV Pediatric Intensive Care
Pod	AHN RGN-UNV-UNV Pediatric Intensive Care

Facility Name	Unit	Pod	Room	Bed	Bed Name	Bed ADTId	Fully qualified ADT Bed ID	Level of Care	Care Service	Cleaning on Discharge YN
University Hospital	UNV Pediatric Intensive Care	PICU	405	1647	PICU410101	01	UNV-PICU-4101-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	406	1648	PICU410201	01	UNV-PICU-4102-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	407	1649	PICU410301	01	UNV-PICU-4103-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	408	1650	PICU410401	01	UNV-PICU-4104-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	409	1651	PICU410501	01	UNV-PICU-4105-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	410	1652	PICU410601	01	UNV-PICU-4106-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	411	1653	PICU410701	01	UNV-PICU-4107-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	412	1654	PICU410801	01	UNV-PICU-4108-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	413	1655	PICU410901	01	UNV-PICU-4109-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	414	1656	PICU411001	01	UNV-PICU-4110-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	415	1657	PICU411101	01	UNV-PICU-4111-01	CCRE	PDIN, PEDS	Y
University Hospital	UNV Pediatric Intensive Care	PICU	416	1658	PICU411201	01	UNV-PICU-4112-01	CCRE	PDIN, PEDS	Y

Report Date: 2/26/2014 14:08:59 Page 1 of 1

Report Path: /Allscripts Patient Flow/Admin Reports/Bed Setup Data last updated: 2/26/2014 13:51:00

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 39: Bed Configuration

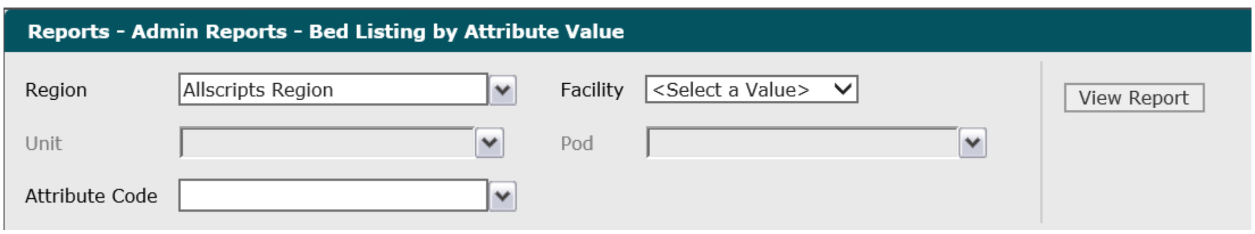
Report heading	Description
Facility Name	The name of the facility selected on the report parameters screen.
Unit	The units selected on the report parameters screen.
Pod	The pods selected on the report parameters screen.
Room	The pods selected on the report parameters screen.
Bed	The Number for the bed corresponding to the rooms.
Bed Name	The full identification name for the bed.
Bed ADTId	The ADT identification number for the bed.
Fully qualified ADT Bed ID	The fully qualified ADT identification number for the bed.
Level of Care	The care levels associated with the bed.
Care Service	The care services associated with the bed.
Cleaning on Discharge YN	Indicates if a bed-cleaning job is automatically generated when the patient occupying the bed is discharged. If Y is displayed, a bed-cleaning job will automatically be generated when the patient is discharged from the bed.

Bed listing by attribute value

The Bed Listing by Attribute Value report provides a listing of all beds that have been configured with the selected bed attributes. This report is used to review all beds with the selected attributes across single or multiple organizations.

Click **Bed Listing by Attribute Value** on the **Reports Admin** screen to access this report. The following report parameters screen displays.

Figure 74: Bed Listing



1. Click the **Region** drop–down arrow to display all regions you have access to and click the boxes next to the regions. To select all regions, click the **(Select All)** box.

   A check mark displays in the boxes next to the regions.
2. Click the **Facility** drop–down arrow to display all facilities you have access to and select a facility.

   The selected facility displays in the **Facility** field. The `Loading...` message briefly displays as units for the selected facility are loaded in the **Units** drop–down list.
3. Click the **Units** drop–down arrow to display all units you have access to and click the boxes next to the units. To select all units, click the **(Select All)** box.

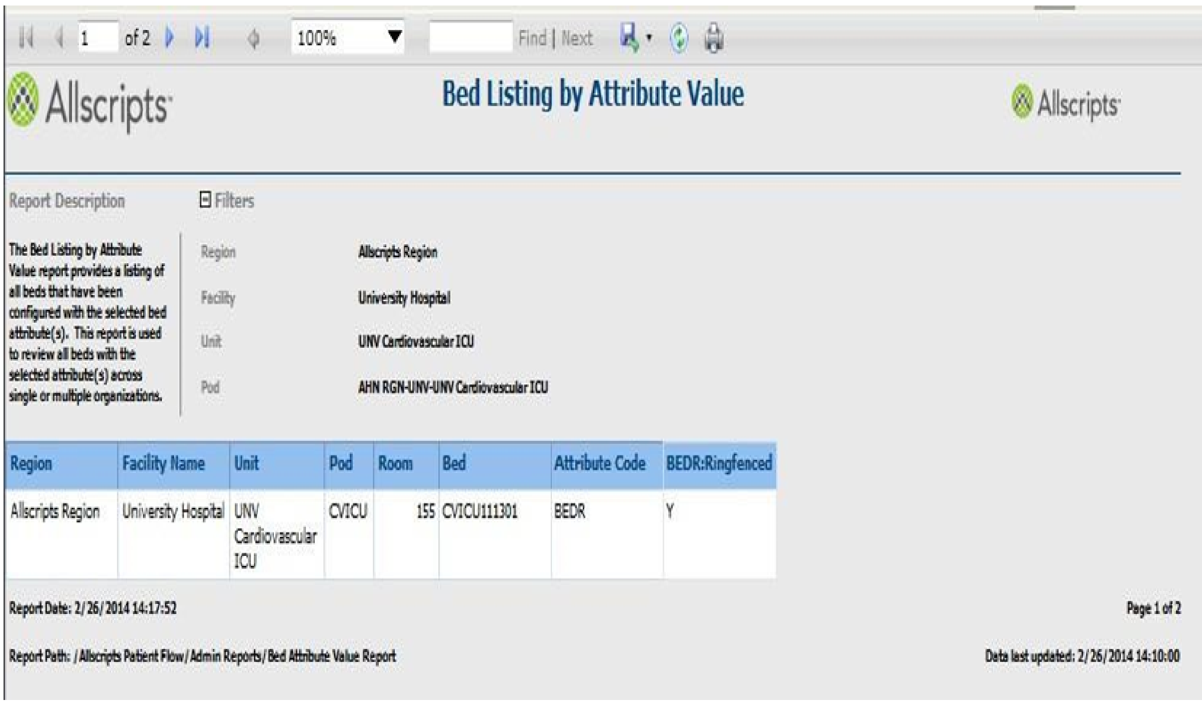
   A check mark displays in the boxes next to the units.
4. Click the **Pods** drop–down arrow to display all pods you have access to and click the boxes next to the pods. To select all pods, click the **(Select All)** box.

   A check mark displays in the boxes next to the pods.
5. Click the **Attribute Code** drop–down arrow and click the boxes next to the attribute codes. To select all attribute codes, click the **(Select All)** box.

   A check mark displays in the boxes next to the attribute codes.
6. Click **View Report**.

The report starts and the `Loading...` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 75: Bed Listing by Attribute Value Report



View the report

The report columns are explained below. Column headings are indicated in bold. A column is added for each attribute that is selected. A page displays 10 records at a time.

Table 40: Bed Listing by Attribute Value Report

Report headings	Description
Region	The regions selected on the report parameters screen.
Facility Name	The name of the facility selected on the report parameters screen.
Unit	The units selected on the report parameters screen.

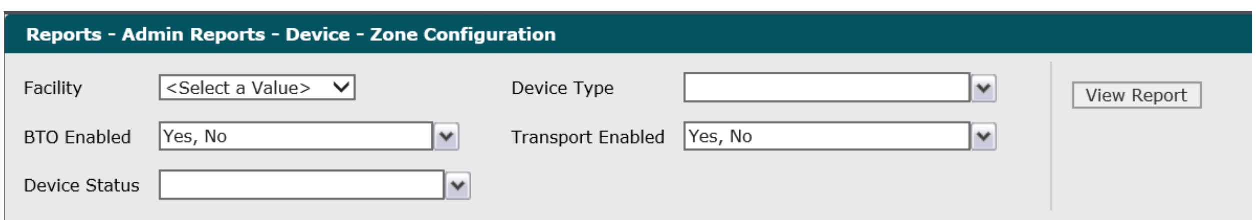
Report headings	Description
Pod	The pods selected on the report parameters screen.
Room	The number for the bed corresponding to the rooms.
Bed	The code for the attributes selected on the report parameters screen.
Attribute Code	Indicates if the attribute applies to the bed. If Y (Yes) is displayed, the attribute applies to the bed.
BEDR:Ringfenced	Indicates if the room has a ring fenced attribute.

Device–Zone Configuration

The Device – Zone Configuration report provides an overview of the Housekeeping Device to Housekeeping Zone relationships configured in the system. This report is valid for facilities that are configured for the Device – Zone method.

Click **Device – Zone Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 76: Device–Zone Configuration



1. Click the **Facility** drop–down arrow to display all facilities you have access to and select a facility.
2. Click the **Device Type** drop–down arrow to display all devices. To select all device types, click the **(Select All)** box.

   A check mark displays in the boxes next to the units.
3. To change the default values of **Yes**, **No**, click the **BTO Enabled** drop–down arrow to display all options and click the boxes to remove the check mark from the option you do not want.

   A check mark displays in the boxes next to the options.

4. To change the default values of **Yes**, **No**, click the **Transport Enabled** drop–down arrow to display all options and click the boxes to remove the check mark from the option you do not want.

   A check mark displays in the boxes next to the options.

5. Click the **Device Status** drop–down arrow and click the boxes next to the device statuses, **Active** or **Inactive**. To select all device statuses, click the **(Select All)** box.

   A check mark displays in the boxes next to the device statuses.

6. Click **View Report**.

The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 77: Device–Zone Configuration Report

Device - Zone Configuration

Report Description

The Device - Zone Configuration report provides an overview of the Housekeeping Device to Housekeeping Zone relationships configured in the system. This report is valid for facilities which are configured for the Device - Zone method

Filters

Facility	**University Hospital**
Device Type	**All**
BTO Enabled	**Yes**
Transport Enabled	**No**
Device Status	**All**

Device Name	Device Description	Device Status	Device Address	Device Type	BTO Enabled	Transport Enabled	Message Protocol	Facility Name	Reason	Date	Name
UNV HK Pager 01	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 02	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 03	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 04	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 05	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 06	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 07	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 08	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 09	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 01	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 02	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 03	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 04	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 05	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 06	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 07	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 08	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 09	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 01	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			
UNV HK Pager 02	Pager	Active	null@unknown.com	PAGR	Y	N	SMTP	University Hospital			

Report Date: 2/26/2014 14:30:53 **Page 1 of 10**

Report Path: / Allscripts Patient Flow / Admin Reports / BTO Device **Data last updated: 2/26/2014 14:10:00**

View the report

The report columns are explained below. Column headings are indicated in bold. A column is added for each attribute that is selected. A page displays 20 records at a time.

Table 41: Device-Zone Configuration

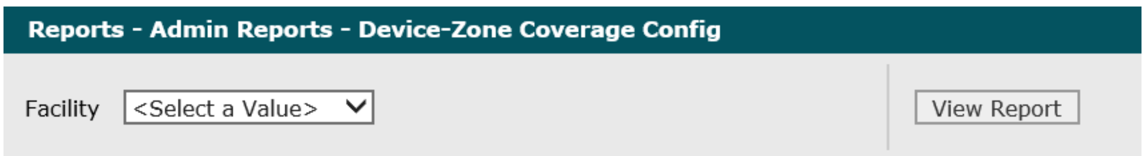
Report headings	Description
Device Name	The name of the device.
Device Description	The description of the device.
Device Status	The status of the device.
Device Address	The address of the device.
Device Type	The type of device, for example, PAGR for pager.
BTO Enabled	Whether or not the device is enabled for use for Bed Turnover jobs: Y is Yes and N is No.
Transport Enabled	The Whether or not the device is enabled for use for Transport jobs: Y is Yes and N is No.
Message Protocol	The protocol used for messages received and sent by the device.
Facility Name	The name of the facility the device is associated with.
Reason	The reason for the device.
Date	The date the device was configured in Allscripts Patient Flow™.
Name	The name of the person associated to the device (if any.)

Device-Zone Coverage Configuration

The Device – Zone Coverage Configuration report provides an overview of the Housekeeping Device to Zone coverage default relationships configured in the system. This report is valid for facilities that are configured for the Device – Zone method.

Click **Device – Zone Coverage Config** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 78: Device-Zone Coverage Configuration Report Parameters

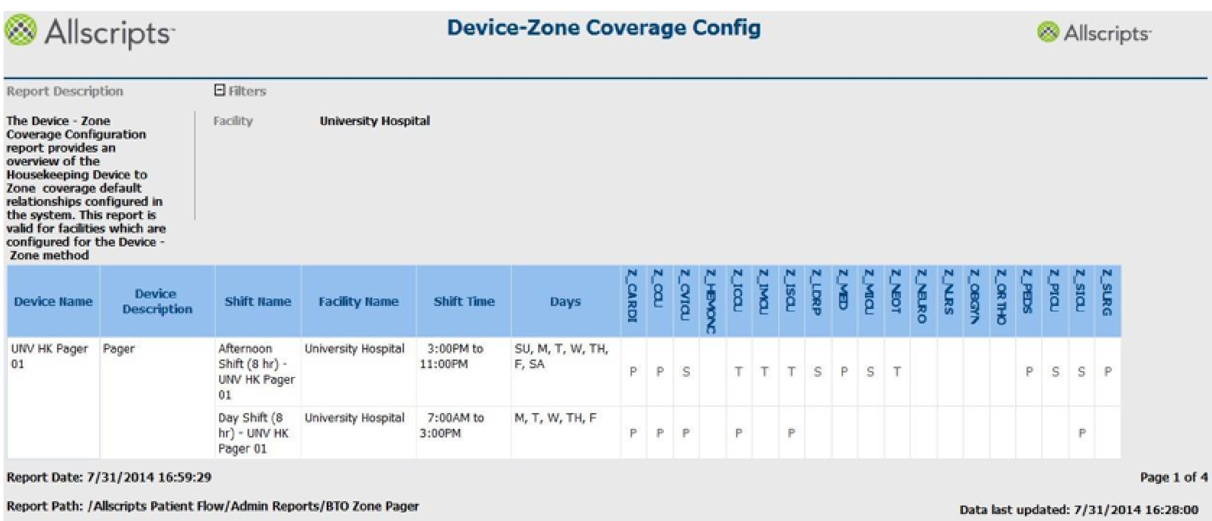


1. Click the **Facility** drop-down arrow to display all facilities you have access to and select a facility.

   The selected facility displays in the **Facility** field.
2. Click **View Report**.

   The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 79: Device-Zone Coverage Configuration



Device-Zone Coverage Config

Report Description

The Device - Zone Coverage Configuration report provides an overview of the Housekeeping Device to Zone coverage default relationships configured in the system. This report is valid for facilities which are configured for the Device - Zone method

Filters

Facility University Hospital

Device Name	Device Description	Shift Name	Facility Name	Shift Time	Days	Z_CARDI	Z_CCU	Z_CVICU	Z_HEMONC	Z_ICCU	Z_IMCU	Z_ISCU	Z_LDRP	Z_MED	Z_MICU	Z_NEOT	Z_NEURO	Z_NURS	Z_OBGYN	Z_OR THO	Z_PEDS	Z_PICU	Z_SICU	Z_SURG
UNV HK Pager 01	Pager	Afternoon Shift (8 hr) - UNV HK Pager 01	University Hospital	3:00PM to 11:00PM	SU, M, T, W, TH, F, SA	P	P	S		T	T	T	S	P	S	T					P	S	S	P
		Day Shift (8 hr) - UNV HK Pager 01	University Hospital	7:00AM to 3:00PM	M, T, W, TH, F	P	P	P		P		P											P	

Report Date: 7/31/2014 16:59:29 Page 1 of 4

Report Path: /Allscripts Patient Flow/Admin Reports/BTO Zone Pager Data last updated: 7/31/2014 16:28:00

View the report

The report columns are explained below. Column headings are indicated in bold. A page displays 10 records at a time. A column is added for each zone that has a device associated with it for the selected facility.

Table 42: Device-Zone Coverage Configuration

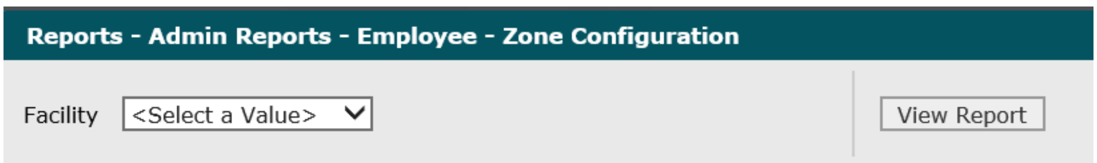
Report headings	Description
Device Name	The name of the device.
Device Description	The description of the device.
Shift Name	The name of the shift associated with the device.
Facility Name	The name of the selected facility on the report parameters screen.
Shift Time	The time range of the shift associated with the device.
Days	The days of the shift associated with the device: SU (Sunday), M (Monday), T (Tuesday), W (Wednesday), TH (Thursday), F (Friday), and or SA (Saturday).
Zone	The specific zone associated with the device and whether the device is configured to be Primary (P), Secondary s, or Tertiary (T) for the zone.

Employee-Zone Configuration

The Employee – Zone Configuration report provides an overview of the Housekeeping Employee to Housekeeping Zone relationships configured in the system. This report is valid for facilities that are configured for the Employee – Zone method.

Click **Employee – Zone Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 80: Employee-Zone Configuration



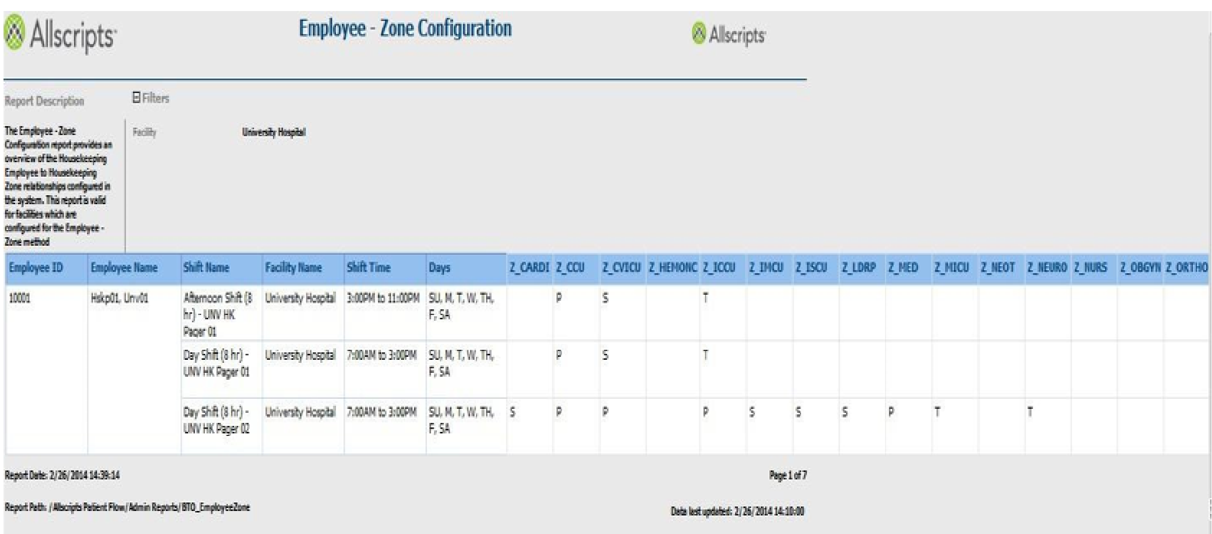
1. Click the **Facility** drop-down arrow to display all facilities you have access to and select a facility.

   The selected facility displays in the **Facility** field.

2. Click **View Report**.

   The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 81: Employee-Zone Configuration Report



Employee - Zone Configuration

Report Description

The Employee - Zone Configuration report provides an overview of the Housekeeping Employee to Housekeeping Zone relationships configured in the system. This report is valid for facilities which are configured for the Employee - Zone method

Filters

Facility: University Hospital

Employee ID	Employee Name	Shift Name	Facility Name	Shift Time	Days	Z_CARDI	Z_CCU	Z_CVICU	Z_HEMONC	Z_ICCU	Z_IMCU	Z_ISCU	Z_LDRP	Z_MED	Z_MICU	Z_NEOT	Z_NEURO	Z_NURS	Z_OBGYN	Z_ORTHO
10001	Hskp01, Unv01	Afternoon Shift (8 hr) - UNV HK Pager 01	University Hospital	3:00PM to 11:00PM	SU, M, T, W, TH, F, SA		P	S		T										
		Day Shift (8 hr) - UNV HK Pager 01	University Hospital	7:00AM to 3:00PM	SU, M, T, W, TH, F, SA		P	S		T										
		Day Shift (8 hr) - UNV HK Pager 02	University Hospital	7:00AM to 3:00PM	SU, M, T, W, TH, F, SA	S	P	P		P	S	S	S	P	T		T			

Report Date: 2/26/2014 14:39:14

Page 1 of 7

Report Path: /Allscripts Patient Flow/Admin Reports/BTO_EmployeeZone

Data last updated: 2/26/2014 14:10:00

View the report

The report columns are explained below. Column headings are indicated in bold. A page displays 10 records at a time. A column is added for each zone that has a device associated with it for the selected facility.

Table 43: Employee-Zone Configuration

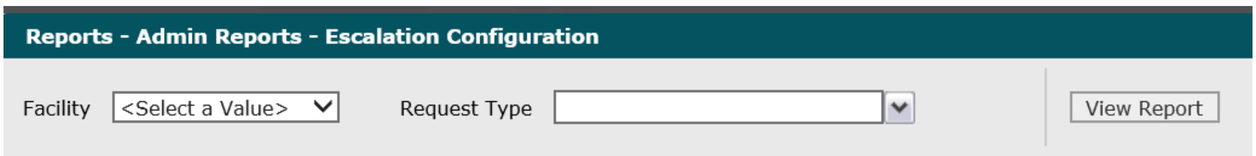
Report headings	Description
Employee ID	The employee's identification code in Allscripts Patient Flow™.
Employee Name	The name of the employee (last name, first name).
Shift Name	The name of the shift associated with the employee.
Facility Name	The name of the selected facility on the report parameters screen.
Shift Time	The time range of the shift associated with the employee.
Days	The days of the shift associated with the employee: SU (Sunday), M (Monday), T (Tuesday), W (Wednesday), TH (Thursday), F (Friday), and or SA (Saturday).
[Zone]	The specific zone associated with the employee and whether the employee is configured to be Primary (P), Secondary(S), or Tertiary (T) for the zone.

Escalation Configuration

The Escalation Configuration report provides a detailed overview of all escalations configured in the system, by facility.

Click **Escalation Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 82: Escalation Configuration Report Parameters



1. Click the **Facility** drop-down arrow to display all facilities you have access to and select a facility.

   The selected facility displays in the **Facility** field.

2. Click the **Request Types** drop-down arrow and select a request types. To select all request types, click the **(Select All)** box.

   The selected facility displays in the **Facility** field.

3. Click **View Report**.

   The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve.

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 44: Escalation Configuration Report

Report headings	Description
Request Type Code	The alphanumeric code for the request type in Allscripts Patient Flow™.
Request Type Description	The description of the request type.
Workflow State	The workflow state for the request type.
Priority	The priority of the workflow state (if any).
First Escalation (min)	The minutes configured for the first escalation.

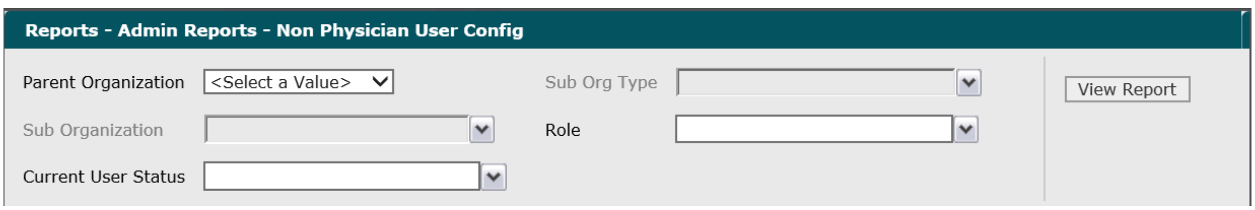
Report headings	Description
Second Escalation (min)	The minutes configured for the second escalation.
Third Escalation (min)	The minutes configured for the third escalation.

Non Physician User Configuration

The Non Physician User Configuration report lists all non-physician users, including your organizations and roles.

Click **Non Physician User Config** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 83: Non Physician User Configuration



1. Click the **Parent Organization** drop-down arrow to display all organizations you have access to and select an organization.

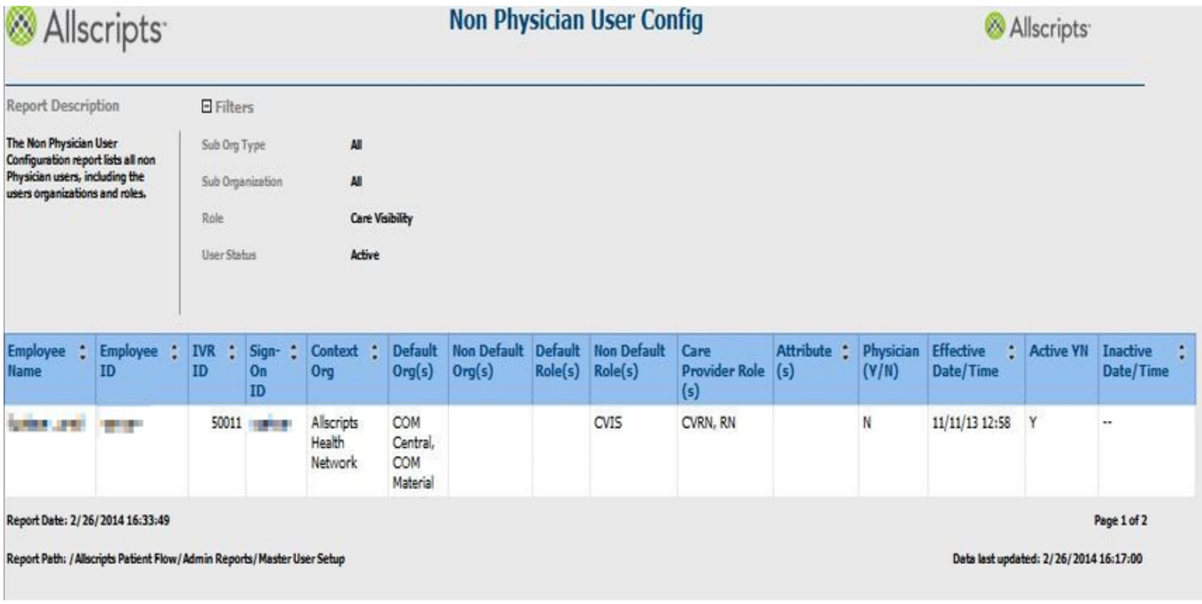
   The selected organization displays in the **Sub Organization** and **Sub Org Type** field.
2. Click the **Roles** drop-down arrow and select a roles. To select all roles, click the **(Select All)** box.

   The selected roles displays in the **Roles** field.
3. Click the **Current User Status** drop-down arrow and select a user status. To select all user statuses, click the **(Select All)** box.

   The selected user statuses displays in the **Current User Status** field.
4. Click **View Report**.

The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 84: Non Physician User Config



Allscripts Non Physician User Config Allscripts

Report Description

The Non Physician User Configuration report lists all non Physician users, including the users organizations and roles.

Filters

Sub Org Type	All
Sub Organization	All
Role	Care Visibility
User Status	Active

Employee Name	Employee ID	IVR ID	Sign-On ID	Context Org	Default Org(s)	Non Default Org(s)	Default Role(s)	Non Default Role(s)	Care Provider Role (s)	Attribute (s)	Physician (Y/N)	Effective Date/Time	Active YN	Inactive Date/Time
[illegible]	[illegible]	50011	[illegible]	Allscripts Health Network	COM Central, COM Material			CVIS	CVRN, RN		N	11/11/13 12:58	Y	--

Report Date: 2/26/2014 16:33:49 Page 1 of 2

Report Path: /Allscripts Patient Flow/Admin Reports/Master User Setup Data last updated: 2/26/2014 16:17:00

View the report

The report columns are explained below. Column headings are indicated in bold. Every column heading of the report can be used to sort the information. Clicking the black up arrow on the right of the column heading sorts the information in ascending order. Clicking the black down arrow on the right of the column heading sorts the information in descending order. A page displays 10 records at a time.

Table 45: Non Physician User Configuration

Report headings	Description
Employee Name	The name of the employee (last name, first name).
Employee ID	The employee's identification code in Allscripts Patient Flow™.
IVR ID	The Interactive Voice Response (IVR) identification code associated with the employee.
Sign-On ID	The short-name of the physician.

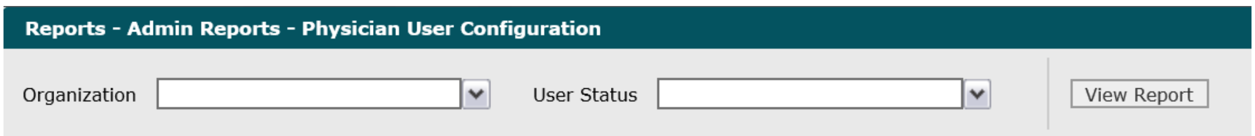
Report headings	Description
Context Org	The name of the context organization.
Default Org(s)	The name of the default organization.
Non Default Org(s)	The name of the non-default organization.
Default Role(s)	The name of the default role.
Non Default Role(s)	The name of the non-default role.
Care Provider Role(s)	Indicates the role or level of care of the person assigned to the patient.
Attribute(s)	The attributes selected on the report parameters screen.
Physician(Y/N)	Indicates if the physician is assigned to the patient.
Effective Date/Time	The date and time the physician was authorized to the unit.
Email	The email address of the employee.
Phone	The phone number of the employee.
Parent Org Name	The name of the parent organization of the employee.
Authorization Roles	The code for the authorization roles of the employee in Allscripts Patient Flow™.
Active YN	Indicates if the employee is active in Allscripts Patient Flow™. Y indicates that the employee is active, and N indicates that the employee is inactive.
Inactive Date	If the employee is inactive, the date that the employee was inactivated in Allscripts Patient Flow™.

Physician User Configuration

The Physician User Configuration report lists all users defined in the system as physicians, including the physician's organizations, roles, and contact information.

Click **Physician User Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 85: Physician User Configuration Parameters



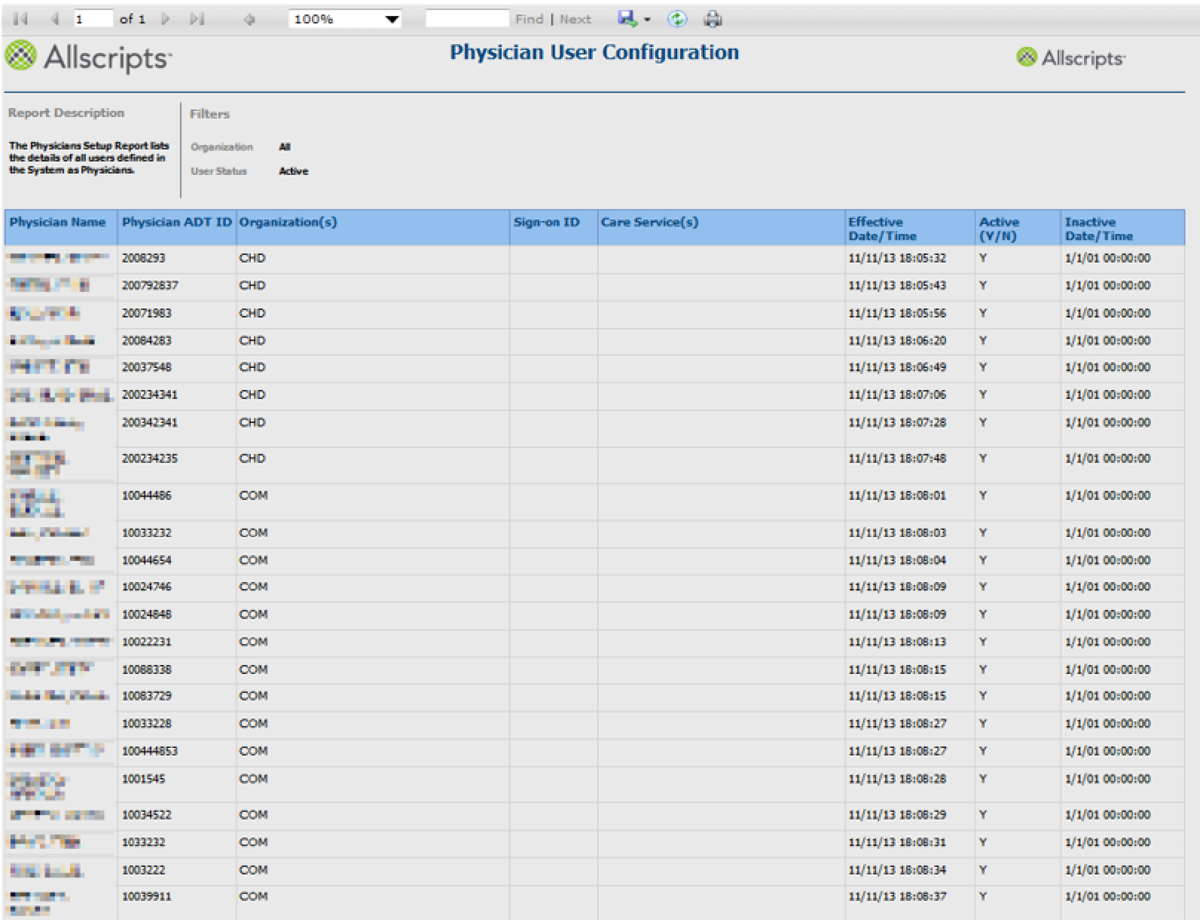
1. Click the **Organization** drop-down arrow to display all organizations you have access to and select an organization.

   The selected organization displays in the **Organization** field.
2. Click the **User Status** drop-down arrow and select a user status. To select all user statuses, click the **(Select All)** box.

   The selected user statuses displays in the **User Status** field.
3. Click **View Report**.

The report starts and the `Loading...` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 86: Physician User Configuration



1 of 1 100% Find | Next

Allscripts **Physician User Configuration** Allscripts

Report Description

The Physicians Setup Report lists the details of all users defined in the System as Physicians.

Filters

Organization All

User Status Active

Physician Name	Physician ADT ID	Organization(s)	Sign-on ID	Care Service(s)	Effective Date/Time	Active (Y/N)	Inactive Date/Time
[illegible]	2008293	CHD			11/11/13 18:05:32	Y	1/1/01 00:00:00
[illegible]	200792837	CHD			11/11/13 18:05:43	Y	1/1/01 00:00:00
[illegible]	20071983	CHD			11/11/13 18:05:56	Y	1/1/01 00:00:00
[illegible]	20084283	CHD			11/11/13 18:06:20	Y	1/1/01 00:00:00
[illegible]	20037548	CHD			11/11/13 18:06:49	Y	1/1/01 00:00:00
[illegible]	200234341	CHD			11/11/13 18:07:06	Y	1/1/01 00:00:00
[illegible]	200342341	CHD			11/11/13 18:07:28	Y	1/1/01 00:00:00
[illegible]	200234235	CHD			11/11/13 18:07:48	Y	1/1/01 00:00:00
[illegible]	10044486	COM			11/11/13 18:08:01	Y	1/1/01 00:00:00
[illegible]	10033232	COM			11/11/13 18:08:03	Y	1/1/01 00:00:00
[illegible]	10044654	COM			11/11/13 18:08:04	Y	1/1/01 00:00:00
[illegible]	10024746	COM			11/11/13 18:08:09	Y	1/1/01 00:00:00
[illegible]	10024848	COM			11/11/13 18:08:09	Y	1/1/01 00:00:00
[illegible]	10022231	COM			11/11/13 18:08:13	Y	1/1/01 00:00:00
[illegible]	10088338	COM			11/11/13 18:08:15	Y	1/1/01 00:00:00
[illegible]	10083729	COM			11/11/13 18:08:15	Y	1/1/01 00:00:00
[illegible]	10033228	COM			11/11/13 18:08:27	Y	1/1/01 00:00:00
[illegible]	100444853	COM			11/11/13 18:08:27	Y	1/1/01 00:00:00
[illegible]	1001545	COM			11/11/13 18:08:28	Y	1/1/01 00:00:00
[illegible]	10034522	COM			11/11/13 18:08:29	Y	1/1/01 00:00:00
[illegible]	1033232	COM			11/11/13 18:08:31	Y	1/1/01 00:00:00
[illegible]	1003222	COM			11/11/13 18:08:34	Y	1/1/01 00:00:00
[illegible]	10039911	COM			11/11/13 18:08:37	Y	1/1/01 00:00:00

View the report

The report columns are explained below. Column headings are indicated in bold. Every column heading of the report can be used to sort the information. Clicking the black up arrow on the right of the column heading sorts the information in ascending order. Clicking the black down arrow on the right of the column heading sorts the information in descending order. A page displays 10 records at a time.

Table 46: Physician User Configuration

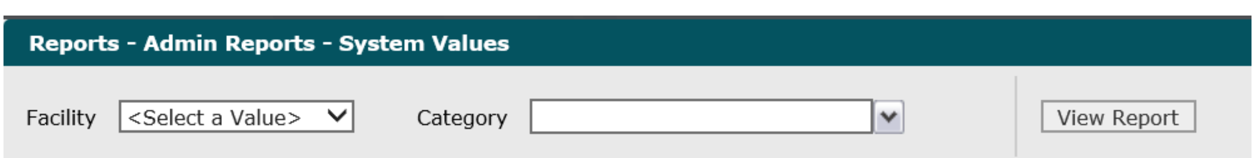
Report headings	Description
Physician Name	The name of the physician (last name, first name).
Physician ADT ID	The unique ADT ID assigned to the physician.
Organization(s)	The organization the physician is authorized to view.
Sign-on ID	The short-name of the physician.
Care Service(s)	The care services associated with the physician.
Effective Date/Time	The date and time the physician was authorized to the unit.
Active YN	Indicates if the physician is active in Allscripts Patient Flow™. Y indicates that the physician is active, and N indicates that the physician is inactive.
Inactive Date Time	If the physician is inactive, the date that the physician was inactivated in Allscripts Patient Flow™.

System Values

The System Values report provides all currently active system values configured in the system.

Click **System Values** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 87: System Values



1. Click the **Facility** drop-down arrow to display all facilities you have access to and select a facility.
   The selected facility displays in the **Facility** field.

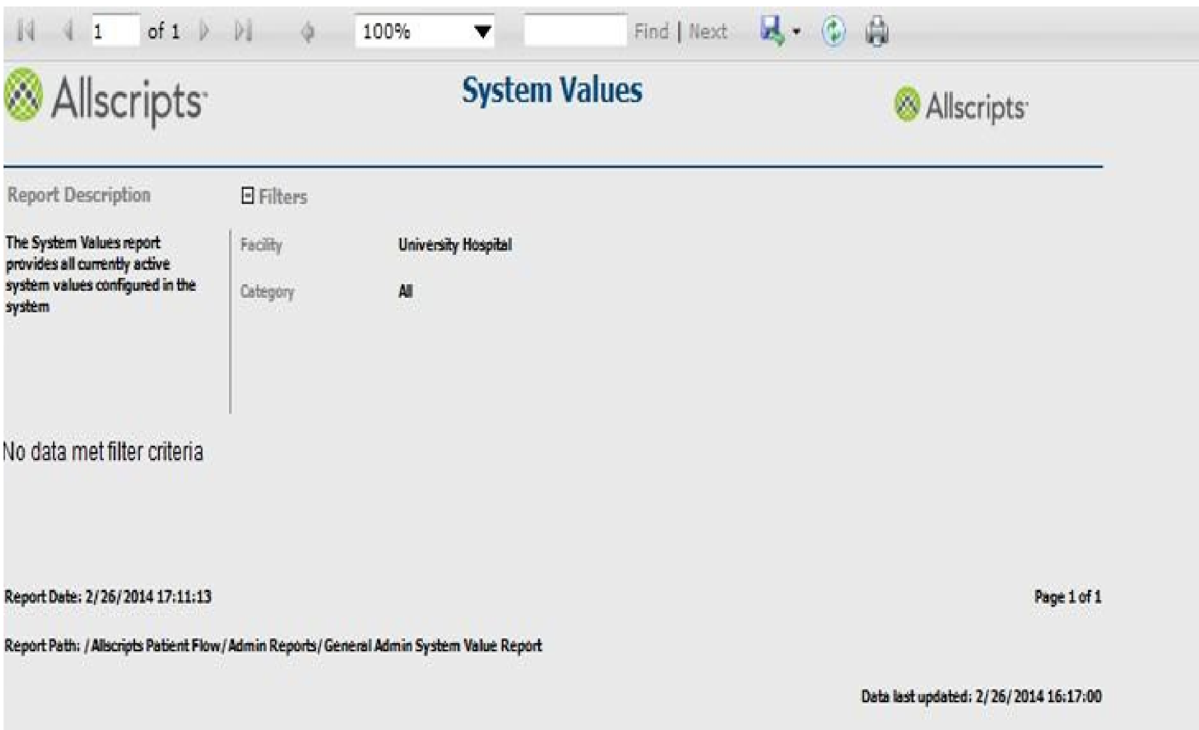
2. Click the **Category** drop-down arrow and select a categories. To select all categories, click the **(Select All)** box.

   The selected categories displays in the **Category** field.

3. Click **View Report**.

   The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure. An example of this report is shown in the following figure.

Figure 88: System Values



View the report

The report columns are explained below. Column headings are indicated in bold.

Table 47: System Values

Report heading	Description
Code	The System Option code.
Org	The name of the facility.
Display Name	The display name of the System Option code.

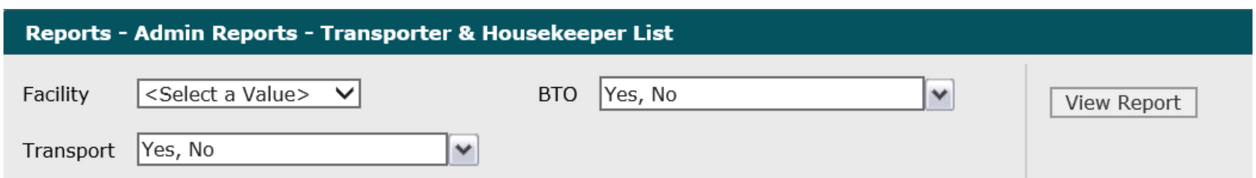
Report heading	Description
Value	The System Option value.
Description	The description of the System Option code.
Category	The category of the System Option code.

Transporter and Housekeeper Listing

The Transporter and Housekeeper Listing report provides a listing of all Housekeepers and Transporters configured in the system.

Click **Transporter & Housekeeper List** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 89: Transporter and Housekeeper List Parameters



1. Click the **Facility** drop–down arrow to display all facilities you have access to and select a facility.

   The selected facility displays in the **Facility** box.
2. To change the default values selected in the **BTO** box, click the drop–down arrow and click **(Select All)** to remove all check marks. Click the boxes next to the values.

   A check mark displays in the boxes next to the **BTO** value. The default values for **BTO** are **Yes**, **No**, and **(Select All)**.
3. To change the default values selected in the **Transport** box, click the drop–down arrow and click **(Select All)** to remove all check marks. Click the boxes next to the values.

   A check mark displays in the boxes next to the **Transport** value. The default values for**Transport** are **Yes**, **No**, and **(Select All)**.
4. Click **View Report**.

The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 90: Transporter and Housekeeper Listing Report

Transporter & Housekeeper List

Report Description

The Transporter and Housekeeper Listing report provides a listing of all Housekeepers and Transporters configured in the system

Filters

Facility	University Hospital
BTO	All
Transport	All

Empl Id	Employee Name	BTO	Transport	Facility
10001	Hskp01, Unv01	Y	N	University Hospital
10002	Hskp02, Unv02	Y	N	University Hospital
10003	Hskp03, Unv03	Y	N	University Hospital
10004	Hskp04, Unv04	Y	N	University Hospital
10005	Hskp05, Unv05	Y	N	University Hospital
10006	Hskp06, Unv06	Y	N	University Hospital
10007	Hskp07, Unv07	Y	N	University Hospital
10008	Hskp08, Unv08	Y	N	University Hospital
10009	Hskp09, Unv09	Y	N	University Hospital
10010	Hskp10, Unv10	Y	N	University Hospital
20001	Trsptr01, Unv01	N	Y	University Hospital
20002	Trsptr02, Unv02	N	Y	University Hospital
20003	Trsptr03, Unv03	N	Y	University Hospital
20004	Trsptr04, Unv04	N	Y	University Hospital
20005	Trsptr05, Unv05	N	Y	University Hospital
20006	Trsptr06, Unv06	N	Y	University Hospital
20007	Trsptr07, Unv07	N	Y	University Hospital
20008	Trsptr08, Unv08	N	Y	University Hospital
20009	Trsptr09, Unv09	N	Y	University Hospital
20010	Trsptr10, Unv10	N	Y	University Hospital

Report Date: 2/26/2014 17:15:31 Page 1 of 1

Report Path: /Allscripts Patient Flow/Admin Reports/BTO Employee List Data last updated: 2/26/2014 16:17:00

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 48: Transporter and Housekeeper List

Report heading	Description
Empl ID	The identification code of the employee.

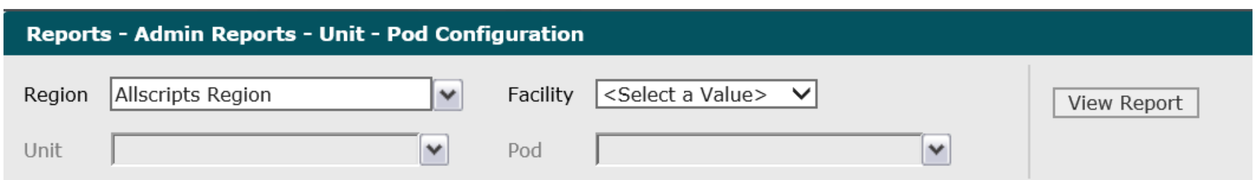
Report heading	Description
Employee name	The employee's name (last name, first name).
BTO	Whether or not the employee is a Bed Turnover employee: Y is Yes and N is No.
Transport	Whether or not the employee is a Transport employee: Y is Yes and N is No.
Facility	The full name of the facility.

Unit–Pod Configuration

The Unit – Pod Configuration report identifies all units and pods configured, and their relationships, including ADT and PF naming conventions. This report is used to validate the correct setup of units and pods within the system.

Click **Unit – Pod Configuration** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 91: Unit–Pod Configuration



1. Click the **Region** drop–down arrow to display all regions you have access to and click the boxes next to the regions. To select all regions, click the **(Select All)** box.

   A check mark displays in the boxes next to the regions.
2. Click the **Facility** drop–down arrow to display all facilities you have access to and select a facility.

   The selected facility displays in the **Facility** field. The `Loading...` message briefly displays as units for the selected facility are loaded in the **Units** drop–down list.
3. Click the **Units** drop–down arrow to display all units you have access to and click the boxes next to the units. To select all units, click the **(Select All)** box.

   A check mark displays in the boxes next to the units. The `Loading...` message briefly displays as units for the selected facility are loaded in the **Units** drop–down list.

4. Click the **Pods** drop–down arrow to display all pods you have access to and click the boxes next to the pods. To select all pods, click the **(Select All)** box.

   A check mark displays in the boxes next to the pods.

5. Click **View Report**.

   The report starts and the `Loading...` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 92: Unit–Pod Configuration

Unit - Pod Configuration

Report Description

The Unit - Pod Configuration report identifies all Units and Pods configured, and their relationships, including ADT and SPF naming conventions. This report is used to validate the correct setup of Units and Pods within the system.

Filters

Region	Allscripts Region
Facility	University Hospital
Unit	All
Pod	All

Facility	Unit Long Name	Unit Short Name	Pod Long Name	Pod Short Name	Facility Unit Pod ADTId	Portal YN	Reserve To Bed Allowed YN	Unit YN	Cleaning On Discharge YN
University Hospital	UNV Cardiovascular ICU	CVICU	CVICU	CVICU	UNV-CVICU-CVICU	N	Y	Y	N
University Hospital	UNV Coronary Care Unit	CCU	CCU	CCU	UNV-CCU-CCU	N	N	Y	N
University Hospital	UNV General Cardiology	CARD	CARD	CARD	UNV-CARD-CARD	N	N	Y	N
University Hospital	UNV General Medical Unit	MED	MED	MED	UNV-MED-MED	N	N	Y	N
University Hospital	UNV General Surgery	SURG	SURG	SURG	UNV-SURG-SURG	N	N	Y	N
University Hospital	UNV Hematology/Oncology	HEM/ONC	HEM/ONC	HEM/ONC	UNV-HEMONC-HEMONC	N	N	Y	N
University Hospital	UNV Intermediate Cardiac Care Unit	ICCU	ICCU	ICCU	UNV-ICCU-ICCU	N	Y	Y	N
University Hospital	UNV Intermediate Medical Care Unit	IMCU	IMCU	IMCU	UNV-IMCU-IMCU	N	N	Y	N
University Hospital	UNV Intermediate Surgical Care	ISCU	ISCU	ISCU	UNV-ISCU-ISCU	N	N	Y	N
University Hospital	UNV Labor Delivery Recovery Post-Partum	LDRP	LDRP	LDRP	UNV-LDRP-LDRP	N	N	Y	N

Report Date: 2/26/2014 17:19:11

Page 1 of 3

Report Path: /Allscripts Patient Flow/Admin Reports/Unit Pod Setup

Data last updated: 2/26/2014 16:17:00

View the report

The report columns are explained below. Column headings are indicated in bold. A page displays 10 records at a time.

Table 49: Unit-Pod Configuration

Report heading	Description
Facility	The name of the facility.

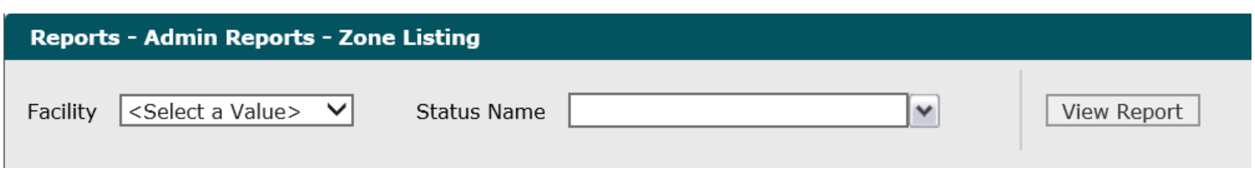
Report heading	Description
Unit Long Name	The long name of the unit.
Unit Short Name	The short name of the unit.
Pod Long Name	The long name of the pod.
Pod Short Name	The short name of the pod.
Facility Unit Pod ADT Id	The identification code for the Facility, Unit, and Pod used by the ADT System.
Portal YN	Whether or not the unit/pod is a portal: Y is Yes and N is No.
Reserve to Bed Allowed YN	Whether or not a bed reservation is allowed for the unit or pod is Y is Yes and N is No.
Unit YN	Whether or not the organization is a unit Y is Yes and N is No.
Cleaning on Discharge YN	Whether or not cleaning of the bed in the unit or pod is triggered by the patient's discharge: Y is Yes and N is No.

Zone Listing

The Zone Listing report provides a listing of all Housekeeping Zones configured in the system

Click **Zone Listing** on the **Reports – Admin** screen to access this report. The following report parameters screen displays.

Figure 93: Zone Listing



1. Click the **Facility** drop-down arrow to display all facilities you have access to and select a facility.

   The selected facility displays in the **Facility** field.
2. Click the **Status Name** drop-down arrow to and click the boxes next to the statuses. To select all statuses, click the **(Select All)** box.

The selected statuses displays in the **Status Name** field.

3. Click **View Report**.

   The report starts and the `Loading…` message displays. The display of the report might be delayed because of the amount of data to retrieve. An example of this report is shown in the following figure.

Figure 94: Zone Listing

Allscripts **Zone Listing** Allscripts

Report Description

The Zone Listing report provides a listing of all Housekeeping Zones configured in the system.

Filters

Facility University Hospital

Status All

Zone	Zone Name	Status	Num Of Active Beds	Num Of Inactive Beds	Blocked Cleaning Zone	Cleaning on Discharge	Facility Name
Z_CCU	Z_CCU	Active	12	0	N	N	University Hospital
Z_CVICU	Z_CVICU	Active	13	0	N	N	University Hospital
Z_ICCU	Z_ICCU	Active	20	0	N	N	University Hospital
Z_CARDI	Z_CARDI	Active	12	0	N	N	University Hospital
Z_SICU	Z_SICU	Active	12	0	N	N	University Hospital
Z_ISCU	Z_ISCU	Active	12	0	N	N	University Hospital
Z_SURG	Z_SURG	Active	26	0	N	N	University Hospital
Z_MICU	Z_MICU	Active	12	0	N	N	University Hospital
Z_IMCU	Z_IMCU	Active	18	0	N	N	University Hospital
Z_MED	Z_MED	Active	26	0	N	N	University Hospital
Z_PICU	Z_PICU	Active	12	0	N	N	University Hospital
Z_NEOT	Z_NEOT	Active	20	0	N	N	University Hospital
Z_PEDS	Z_PEDS	Active	20	0	N	N	University Hospital
Z_LDRP	Z_LDRP	Active	20	0	N	N	University Hospital
Z_NURS	Z_NURS	Active	20	0	N	N	University Hospital
Z_OBGYN	Z_OBGYN	Active	20	0	N	N	University Hospital
Z_HEMONC	Z_HEMONC	Active	20	0	N	N	University Hospital
Z_ORTHO	Z_ORTHO	Active	20	0	N	N	University Hospital
Z_NEURO	Z_NEURO	Active	20	0	N	N	University Hospital

Report Date: 2/26/2014 17:23:31 **Page 1 of 2**

Report Path: /Allscripts Patient Flow/Admin Reports/BTO Zone

Data last updated: 2/26/2014 16:17:00

View the report

The report columns are explained below. Column headings are indicated in bold.

Table 50: Zone Listing Report

Report heading	Description
Zone	The Housekeeping Zones configured for the selected facility.
Zone Name	The name of the Housekeeping Zones.
Status	The status of the Housekeeping Zones.
Num of Active Beds	The number of active beds in the Housekeeping Zones.
Num of Inactive Beds	The number of inactive beds in the Housekeeping Zones.
Blocked Cleaning Zone	Whether or not the zone is blocked for cleaning: Y is Yes and N is No.
Cleaning on Discharge	Whether or not beds in the zone are triggered for cleaning by patient discharges: Y is Yes and N is No.
Facility Name	The name of the selected facility.

Chapter 9

Reporting Services

Reporting services

This information identifies additional Stored Procedures and outlines a process that is required for migrating Reporting Services RDLs to a new Reporting Services environment

Reports require views, stored procedures, and functions, which are part of the aggregate of PF. However, in addition to the existing aggregate, this document itemizes additional dependencies for reports. This document assumes that Reporting Services is installed.

> **Note:** This is not a static document. The DLLs must be copied prior to copying all Reporting Services RDL files.

DLL information and location of files

DLLs used by export worklists

The Dynamic Linked Libraries (DLLs) used by the Export Worklists are:

1. Premise.PremiseLIVE.RDLExtension.dll
2. Premise.PremiseLIVE.SQLExtension.dll

Source location of DLL files

The source location of the DLL files is: `\\engqat12\c$\Program Files\Microsoft SQL Server\MSRS10.MSSQLSERVER\ReportingServices\ReportServer\bin`.

Destination location of of DLL files

The DLLs must be copied into the `ReportServer\bin` on the new Reporting Services environment.

Stored procedures utilized by export worklists

Ensure that the following Stored Procedures are copied to the new database.

> GetBedRequestWorkFlow
> GetBTOWorkflow
> GetCheckInOutDevices
> GetCheckInOutPers
> GetTransportWorklist
> GetSqlResultsAsTemporaryTables

Migration procedure

1. Navigate to Team Foundation Server (Source Control Explorer).

   Note: This process outlines a way of transferring the RDLs.

2. Locate (`SunrisePatientFlow BI`) from (`$/Premise/PremiseLive/Main/`) or the latest version of the iteration.
3. Get a (TFS) latest in the `SunrisePatientFlow BI` folder.
4. On the local PC, navigate to `C:\PDCSourceCode\PremiseLive\Main\SunrisePatientFlowBI\Reports`.
5. Run the command file named: `RSScripter Load All Items.cmd`

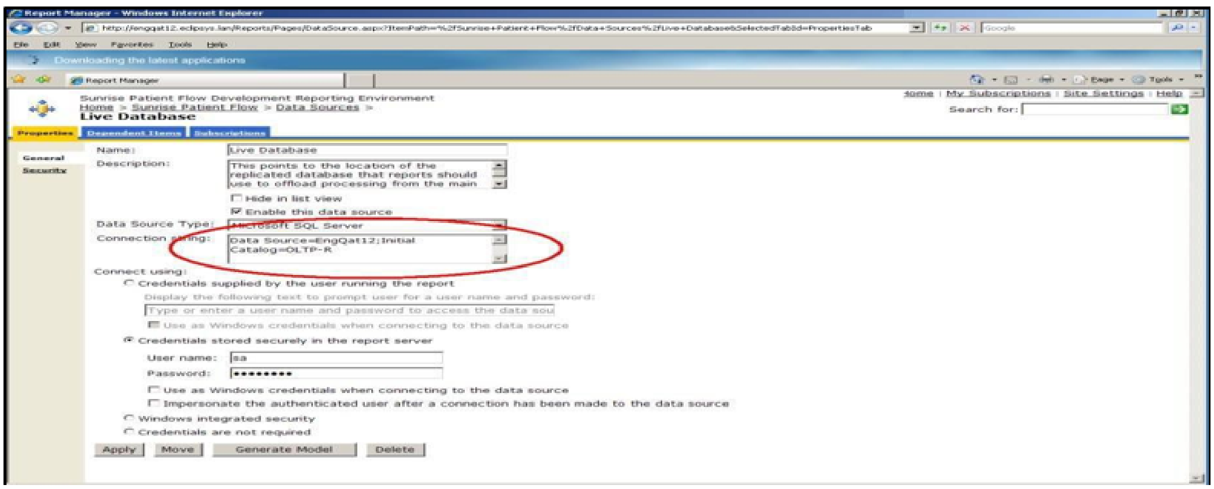
   Note: This script requires the `RS.EXE` program, and this program can be located in different folder locations depending upon 32–bit or 64–bit environment. As an example, on 32–bit, it could be located at: `C:\Program Files\Microsoft SQL Server\100\Tools\Binn\RS.EXE`. On 64–bit, it could be located at: `C:\Program Files (x86)\Microsoft SQL Server\100\Tools\Binn\RS.exe`. You must update the script depending upon the environment.

6. Follow the prompts provided by the execution of the script.
7. Post installation of the RDL files; see the log file `RSScripter LoadLog.txt` to ascertain that the RDL files were copied and installed without failure.

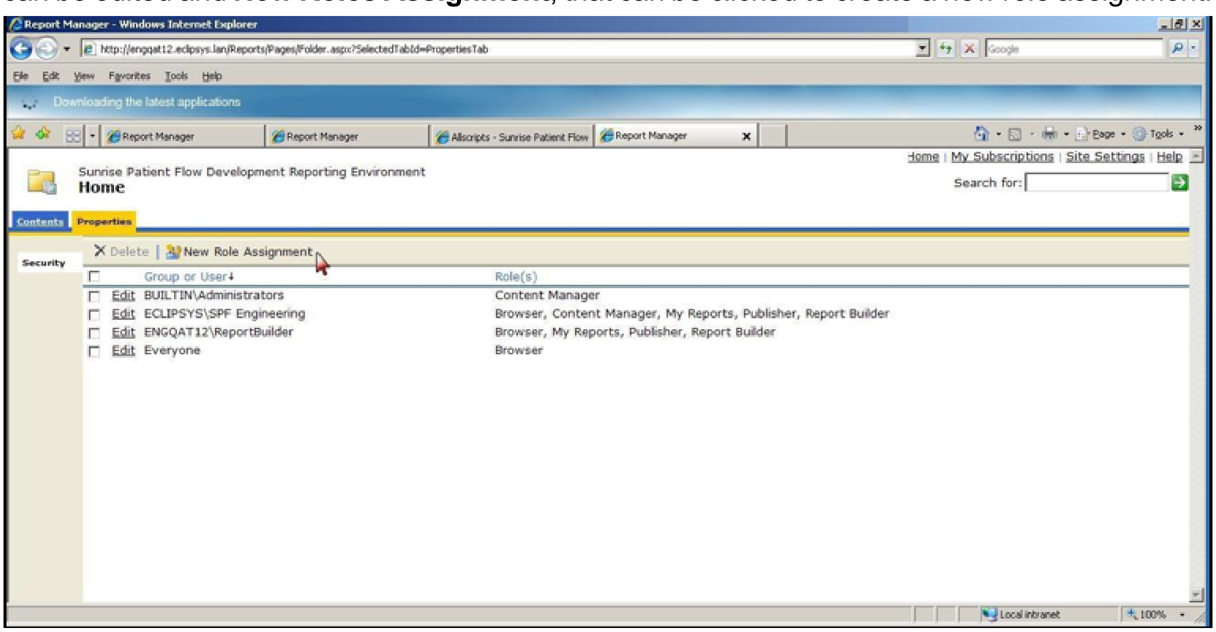
Troubleshooting tips

The troubleshooting tips for Reporting Services might help you resolve issues. This is not an exhaustive list.

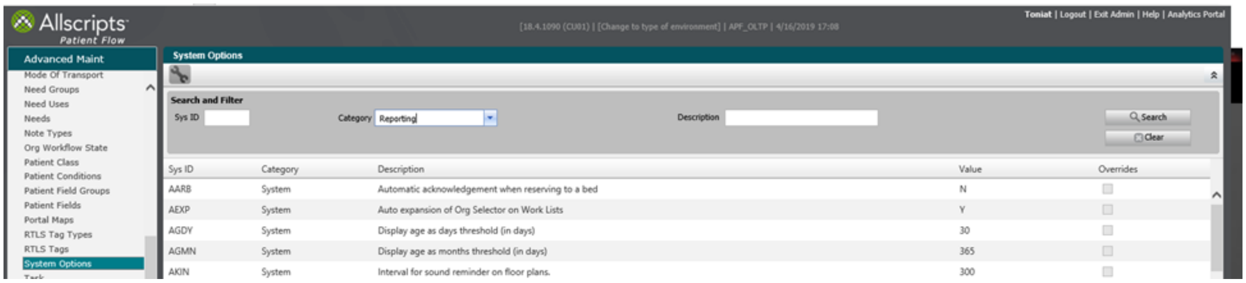
1. Ensure that you have the correct data source within Reporting Services. The following figure shows where the data source for the Reporting Services is displayed on the**Properties** tab in the **Connection string** field.



2. Ensure that you have added a new role assignment on the Reporting Services server that permits access to the application web server. The following figure displays various roles that can be edited and **New Roles Assignment**, that can be clicked to create a new role assignment.



3. Ensure that you have set the correct system options in **Advanced Maintenance** within the application by selecting **Category > Reporting > Search**.



4. If you are experiencing a CLR problem, check the service pack that you have installed for SQL Server. For example, an error has occurred during report processing, `(rsProcessingAborted)`. The Value expression for the query parameter `@FromDate` contains an error: `Attempted to perform an operation that was forbidden by the CLR host. (rsRuntimeErrorInExpression)`.
   For example, the development server (ENGQAT12) shows the following database version: You can use`SELECT@@VERSION` to retrieve version information. *Microsoft SQLServer 2008 (SP1) – 10.0.2734.0 (X64) Sep 11 2009 14:30:58 Copyright 1988–2008 Microsoft Corporation Standard Edition (64–bit) on Windows NT 6.0 <X64> (Build 6002: Service Pack 2)*

   Make certain that all other servers have similar values from a Service Pack perspective.

For more information

For more information and the most up-to-date documentation, go to the Allscripts Central website at **https://central.allscripts.com**. You can access the Product Documentation portal from this website.

1. Sign in to the Allscripts Central website.

   > If you have an Allscripts Central account, enter your user name and password, and click **Sign in**.

   > If you do not have an Allscripts Central account, click **Create one** to begin creating a new account.

   The Allscripts Central home page is displayed.

2. Go to **My Products > Product Documentation**.

   The Product Documentation portal landing page is displayed.

   The list of products under the **Product Name** box reflects your preferences in Allscripts Central Central. You can navigate to the documentation for a product using **Product Name** in conjunction with the search function.

   Product tiles are also displayed and reflect your Allscripts Central preferences.

3. From **Product Name**, select the product on which to search for documentation.

   Product Name uses predictive searching, so as you type the product name, the list displays only matching products. Select the correct product when it is displayed.

4. In the search box, enter search criteria.

   The search box also uses predictive searching. As you type, topics that match the criteria are displayed below the search box.

5. To complete your search, perform one of the following actions:

   > Click the magnifying glass.

   > Select one of the topics displayed beneath the search box.

   Search results are displayed in the main pane. You can use the filters in the left pane to further narrow your results. For example, you can select **Feature Guides** from **Document Type** to display only topics that are included in a feature guide.

6. Click a topic title to open the topic in the context of the book indicated by the product, version, and document type tags that are displayed beneath the title.

> **Note:** If a topic is included in more than one book, a list of the books in which the topic is included is displayed beneath the topic title. Select the applicable book from the list. The topic opens in the context of that specific publication.

What to do next

You can navigate the Product Documentation portal using multiple methods. From the bottom of the portal landing page, click **Helpful Tips** under **Getting Started** to learn more about using the portal.

Index

D

E

F

H

J

M

N

O

P

R

S

T

U

W

Z