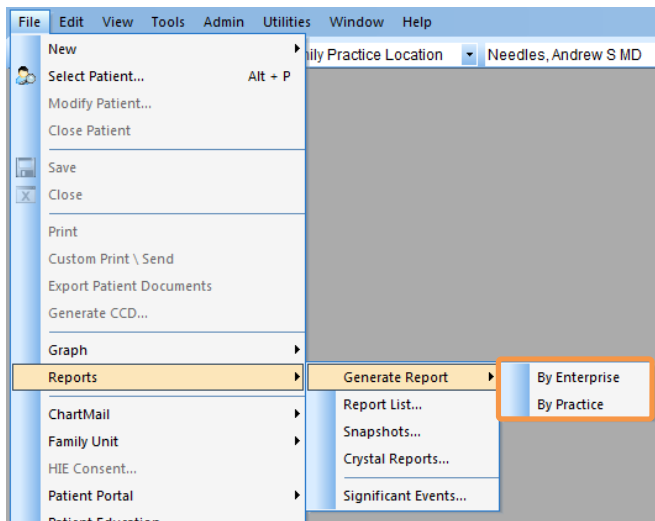


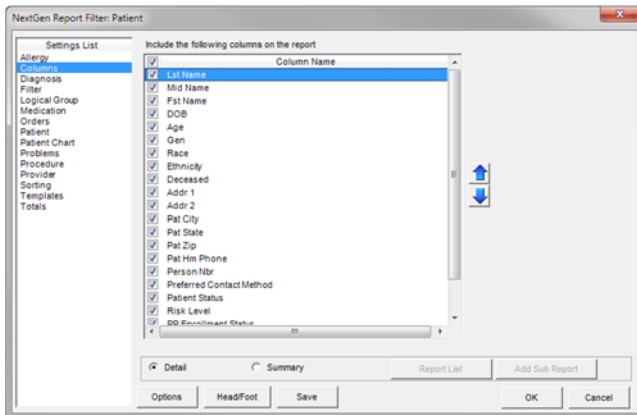
## NextGen EHR Reports

### Introduction

NextGen EHR reports are generated by either an Enterprise or a specific Practice. Running a report by Enterprise enables you to create reports for practices that belong to the enterprise you are logged into. Running a report by Practice enables you to only create reports for the practice you are logged into.



The report filter window allows you to use filters to select patient demographic data and clinical information to generate reports based on your needs.



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## Report Filter Descriptions

<b>Filter Setting</b>	<b>Description</b>
Allergy, Diagnosis, Medication, Problems, Procedures.	The Allergy, Diagnosis, Medication, Problems, and Procedure filters are set up in the same format. On these filter settings, select the specific data to include then filter the selected data as needed.
Orders	Select the performing entity along with specific tests you would like to report on. You can also show test results and values in the report.
Patient	Select specific patient criteria to further drill down the data you would like returned on your report.
Patient Chart	Use this filter to drill down on the patient's socio-economic information.
Provider	The Provider filter is where you filter the report based on providers and locations.
Templates	Select a template and template field data to report on.
Filter	To use this setting, you must first select template data on the Template filter. Then, the template fields you selected will be available to use and filter.
Logical Group	You must first select filter criteria from the Diagnosis, Medication, and/or Templates settings. Once you select filter criteria from any of those settings, they will appear in the Logical Group filter so you can determine your report logic.
Sorting	Place a check mark in the sorting fields to filter your report options, group your findings, and/or list them in alphabetical/numerical order.
Totals	Totals allows you to include column totals in the form of sums, averages, or counts.
Columns	Columns allows you to select which columns you want to display on a report. Columns are typically the last item you select before generating a report since additional columns may become available based on other filters you choose.
Enterprise	This filter setting is only available when generating a report by Enterprise. Select the practices within your enterprise that you'd like to report on.
SP	This filter setting is only available when generating a report by Enterprise. Use this filter to report on certain stored procedures that are contained in your database.

## Generate a Detail Report

Detail reports give you a list of patients that meet the filter criteria you've defined on the report filter window.

1. In NextGen EHR, click **File** from the top toolbar.
2. Click **Reports**.
3. Click **Generate Reports**.
4. Select to run the report By Enterprise or By Practice.
5. The report type defaults to Detail on the NextGen report Filter window. Select the **Detail** radio button if not already selected.
6. Use the filter settings to select the filter criteria for the report.
7. Click **OK**. Your report is generated.

## Generate a Summary Report

Summary reports enable you to compare specifically filtered data. A summary report consists of two separate reports: a denominator report and a numerator report.

1. In NextGen EHR, click **File** from the top toolbar.
2. Click **Reports**.
3. Click **Generate Reports**.
4. Select to run the report By Enterprise or By Practice.
5. Select the **Summary** radio button.
6. The Denominator window opens. Type the name of the denominator report in the Denominator Report name field.
7. Click **OK** on the Denominator window.
8. Use the filter settings to select the filter criteria for the denominator report.
9. Click **Add Sub Report**.
10. The Numerator window opens. Type the name of the numerator report in the Numerator Report name field.
11. Click **OK** on the Numerator window.
12. Use the filter settings to select the filter criteria for the denominator report.
13. Click **OK**. Your report is generated.

## Saving a Report

Once a report is generated you can either memorize a report or save a snapshot of it.

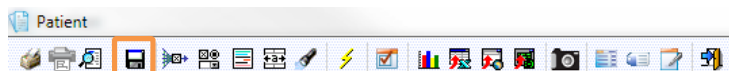
### Memorizing a report

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When you memorize a report, you save the parameters of the report but not the data in the report.

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1. Click the **Memorize Report** icon on the top toolbar.



2. On the Memorize Report window, type the **report name** in the Save As field.

3. Click the **Report Type** drop-down arrow and select the type of report you are memorizing.
4. Click **OK** to save your report. The report is now memorized.

### Accessing the Memorized Report

1. In NextGen EHR, click **File** from the top toolbar.
2. Click **Reports**.
3. Click **Report List**.
4. Click the **Report Type** drop-down arrow to select the type of report you'd like to access.
5. The list of memorized reports that were saved under the report type you selected appear in the window. Double-click a report in the list to open it.
6. The **NextGen Report Filter** window opens with the filters selected for the memorized the report.

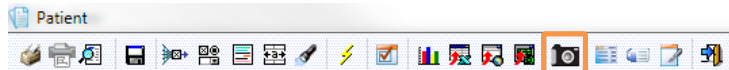
### Saving a Report Snapshot

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When you save a report snapshot, you can only view the saved data on the report. You can't memorize it or change the filters on the snapshot report.

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1. Click the **Save as Snapshot** icon on the top toolbar.



2. On the **Save Snapshot** window, type the report name in the Save As field.
3. Click **OK** to save your report. The report snapshot is now saved.

### Accessing the Report Snapshot

1. In NextGen EHR, click **File** from the top toolbar.
2. Click **Reports**.
3. Click **Snapshots**.
4. There are various ways to search for a report snapshot. Type your snapshot search criteria in one of the search fields.
5. Click **Find**.
6. The report snapshot appears in the search result window. Double-click the report to open it.
7. The report snapshot opens. You can only view the saved data on the report, you can't memorize it or change the filters.