

### DISCERN REPORTING PORTAL FOR RUNNING REG REPORTS

#### DISCERN REPORTING PORTAL

The Discern Reporting Portal serves as a centralized platform for users to view and execute DA2, CCL, and Business Objects (Custom Reports), while the actual reports remain within the respective parent Millennium application.

#### LOGIN TO DISCERN REPORTING PORTAL

Users can access the Discern Reporting Portal from their preferred Millennium application, such as PowerChart, or via the AppBar, as well as from the support folder within the Millennium storefront.

#### Steps

1. Log in to Millennium using your authenticated credentials (username and password).
2. Select Discern Reporting Portal from the tool bar of your preferred Millennium application, or from the AppBar.

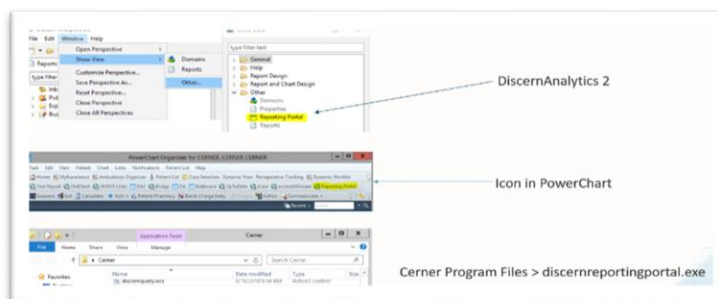


Accessing Reporting Portal via AppBar



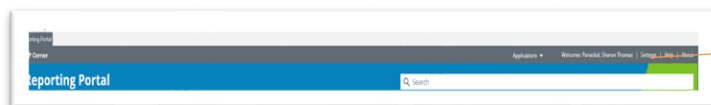
Accessing Reporting Portal via PowerChart

\*Users can also access the Discern Reporting Portal through the methods illustrated in the screenshot below.

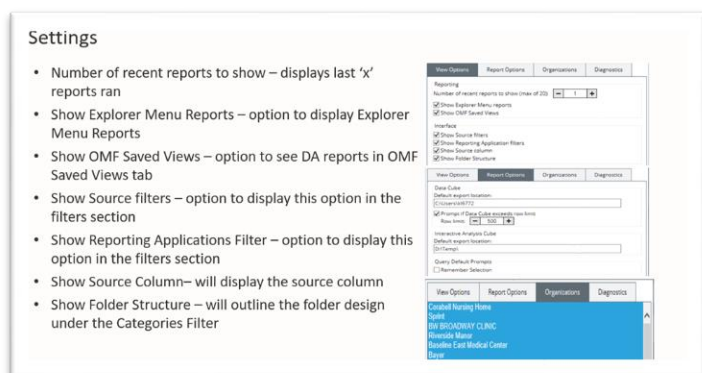


### SETTINGS

1. The Settings menu in the Discern Portal allows users to customize the display of search results.
2. Only users who develop and validate reports should select the options for 'Show Explorer Menu Reports' and 'Show OMF Saved Views'.
3. The Diagnostics tab under the Settings menu can be disregarded.



Click on Settings



### RUNNING A REPORT

#### Steps

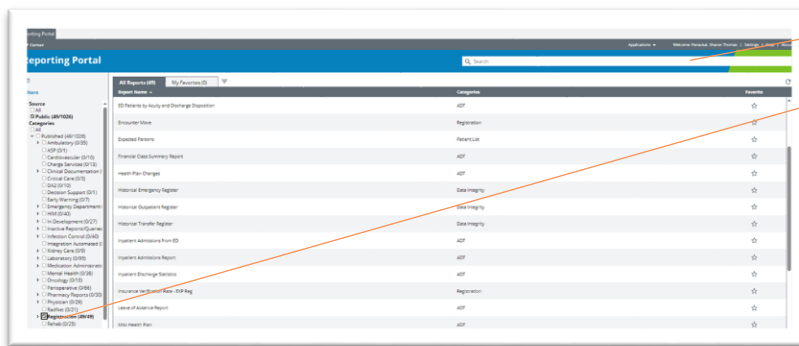
1. Select 'Public' from the Source Filter.
2. Choose the required report category, such as 'Registration'.
3. Select the desired report to run by clicking the 'Run' button.
4. If the selected report is a Business Object (BO) report, the user will be prompted to enter authenticated login credentials to access it.
5. Once the report is generated, in addition to the Report Instructions tab (which provides detailed instructions related to the selected report), the user may access the following tabs, depending on the type of report selected:
  - a. Summary tab to view the report summary.
  - b. Detail tab to view individual patient details from the report summary.
  - c. Encounter tab to view the generated report categorised by Encounter Type.
  - d. Financial Class tab to view the generated report categorised by Financial Class Type.
  - e. Medical Service tab to view the generated report categorised by Medical Service Type.

- f. Summary Charts tab provides a graphical representation of the generated report
- g. Summary Tables tab to view the report drilled down to specific parameters (e.g., categorized by Facility, Unit, Charting Clinician, etc.).

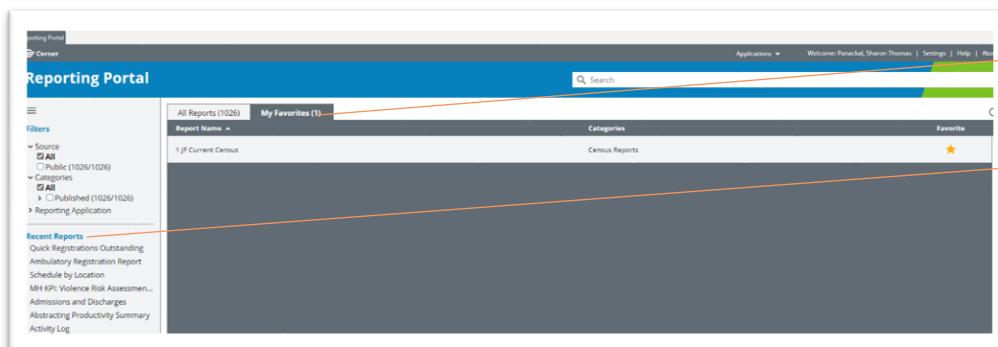
Note: Each report type may offer additional information through various tabs on the report page, providing more specific insights.

- 6. Once the report is generated, the user can view the total number of prompts enabled for the selected report.
- 7. The user can select the 'Query' menu to access prompts specified for the selected report, and generate report based on the selected values.
  - a. For example, in the 'Quick Registrations Outstanding' Reg report, Facility serves as a prompt. The user can select or deselect facilities provided within the prompt to generate a report specific to the chosen options.

\*The user can also search for a report by entering its name in the search bar.



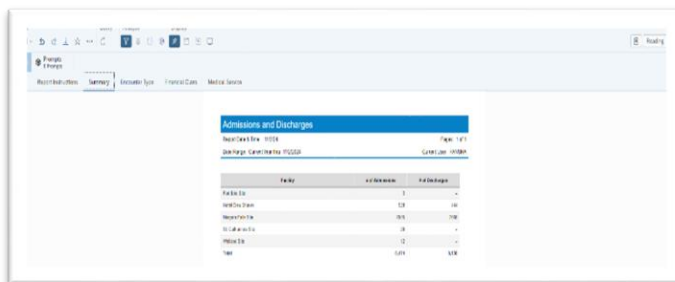
Use the search box to find the desired report, or select the relevant report category, and then choose the required report from the generated list.



\* 1: My Favorites: Reports that need to be run frequently can be marked as favourites and accessed from the 'My Favorites' section.

\* 2: Recent Reports: Displays the reports previously run by the user.

Note: The screenshots below illustrate the different views of the report available to the user through various tabs.

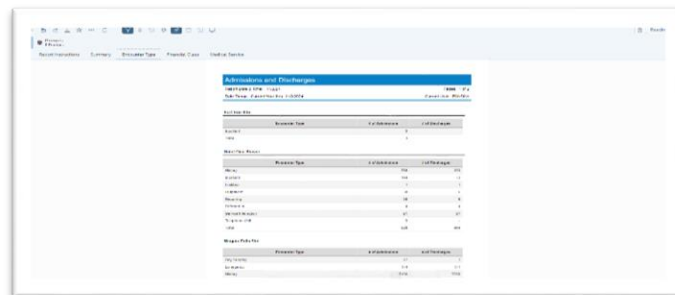


Admissions and Discharges

Next Last Prev 1/100 Page: 1/1

Back Page Search/Refresh Filter Clear All Filter

Filter	Admissions	Discharges
Facility	1	0
Unit	10	10
Department	100	100
ICD-9-CM	10	10
ICD-10	10	10
Year	100	100



Admissions and Discharges

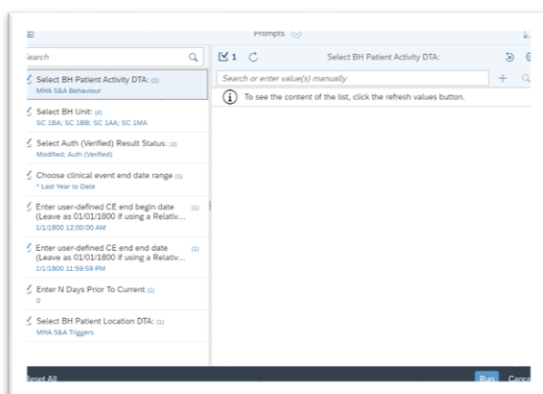
Next Last Prev 1/100 Page: 1/1

Back Page Search/Refresh Filter Clear All Filter

Filter	Admissions	Discharges
Facility	1	0
Unit	10	10
Department	100	100
ICD-9-CM	10	10
ICD-10	10	10
Year	100	100

## PROMPTS

When generating a report, the user can choose specific values for prompts, such as selecting a user-defined date range, which will be used to generate the corresponding reports.



Prompts

Select BH Patient Activity DTA

Search or enter value(s) manually

To see the content of the list, click the refresh values button.

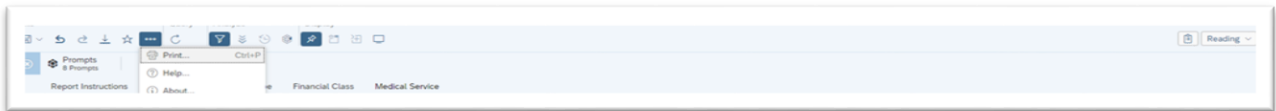
- Select BH Patient Activity DTA: (1) MHA S&A Behaviour
- Select BH Unit: (0) SC 1BA, SC 1BB, SC 1AA, SC 1MA
- Select Auth (Verified) Result Status: (0) Modified, Auth (Verified)
- Choose clinical event end date range: (1) \* Last Year to Date
- Enter user-defined CE end begin date: (0) (Leave as 01/01/2000 if using a Relative...) 1/1/2000 12:00:00 AM
- Enter user-defined CE end date: (0) (Leave as 01/01/2000 if using a Relative...) 1/1/2000 11:59:59 PM
- Enter N Days Prior To Current: (0) 0
- Select BH Patient Location DTA: (0) MHA S&A Triggers

Send All

Note: If the prompt value search field is empty, the user can enter a '\*', which acts as a wildcard, and will display the list of all permitted prompt values to choose from.

### PRINTING A REPORT

Reports can be printed directly from the reporting portal (see screenshot below).



The required report can also be downloaded to various file types, such as pdf, excel or csv, and can be printed later (see screenshots below).

