

Northern Lights Imaging and Therapeutics (ITS) – Therapy Services

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Workload Summary Reports

Rehab/Therapist Workload Summary (by Provider) - find report under ITS>Reports>Custom Reports>Provincial Reports

This report runs for the user logged into Meditech. It cannot be used to run another user's Workload.

This report is most useful for outpatients, but it will pull inpatients as well if the user provides service to both inpatients and outpatients at the designated site.

| Custom Reports | Transfers by Time |
|--|--|
| Preview Assessments | Rehab Admissions/ITS Compare |
| Discharge Summary | List of Patient Labels - Full Page (Avery) |
| Plan of Care | HLP Address & Chart Labels - Avery 05160 (15/pt) |
| Worklist | EDOC Home Oxygen |
| SCH - Appointment Lists | Rehab Diagnosis Stats |
| ITS - Incomplete Procedures (by status) | Rehab Diagnosis Stats Download |
| Print Patient's Problems | Rehab Diagnosis Stroke Stats |
| ENR Reports | Therapist Workload Summary |
| Nursing Unit Census | Rehab Workload Summary non CHR v2 |
| Reprint Labels and Armbands | 3rd Next Available Appointment - Allied Health |
| Active Client List by Discipline and Provider | Number of appointments during specified time perio |
| Rehab Admissions/ITS Compare | Activity Log by User |
| Unique Clients by Diagnosis | Appointment Outcomes by Facility, Location, Doctor |
| Daily Log | Appt List by Department |
| Duplicate Procedures | SCH Daily Appointment List by Resource Group - CWS |
| Incomplete Procedures (by status) | Class Attendance Sheet |
| Non-Client Care Statistics Report | SCH CDM Pending Appt List by Waitlisted Date |
| Non-Client Workload Report | Pending Appointments by Department and Type - Chro |
| Testing Group Program Worksheet | Cancelled OR Appointments |
| Wheelchair Inventory | Third Next Available Appointment |
| Current Diet Orders for Inpatients | DAILY APPT LIST |
| Active Client List by School | Seniors Health - Resource Worksheet |
| Therapy Services SHIP report All Technologists | SCH LIST STATS BY APPOINTMENT TYPE |
| Reports (by Dictating Doctor or User) | BHL/Living Healthy Exercise Reorder |
| Provincial Reports | Order Statistics |

This report allows a therapist to view a summary of the workload entered per patient over a specified date range. This list also includes both service date and revisit date, so a comparison can be made to ensure revisits have been entered for each outpatient visit.

From Date and Thru Date: enter the date range

| | | | | |
|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| * From Date: <input type="text"/> | * Thru Date: <input type="text"/> | * Category: <input type="text"/> | * Facility: <input type="text"/> | * Location: <input type="text"/> |
| * Status: <input type="text"/> | | | | |

Category: ALL will default, enter the Category mnemonic or use the lookup. You can enter more than one Category (i.e. if you are both an OTA and PTA, enter both OT and PT if you want to get all your workload on one report. If you want to have each Category separate, run 2 reports, one for OT and one for PT).

Facility: ALL will default, if you want to narrow the report, then delete ALL and enter Facilities' mnemonics or use the lookup.

Location: ALL will default, if you want to narrow the report, then delete ALL and enter Locations or use the lookup. i.e. NNLAPT is the PT outpatient location in Fort McMurray

Status: Enter "C" for Complete – you are only searching for complete orders in this report to verify, however you can run it again for "logged" or "cancelled" if you wish to check.

The report will sort by facility and locations and provide subtotals. At the end of the report, total numbers are provided for each facility re: Assessment minutes, Treatment minutes and Consultation minutes.

[Rehab/Therapist Workload Summary- Manager](#) - find report under ITS>Reports>Custom Reports>Provincial Reports

This report allows managers to run the workload report for any of the providers. There are 2 versions of the report, regular output that can be previewed and/or printed. There is also a download version to allow managers the option to download report data into Excel.

This report is most useful for outpatients, but it will pull inpatients as well if the user provides service to both inpatients and outpatients at the designated facility/location.

This report allows a manager to view a summary of the time spent per patient over a specified date range for a specific provider. This list also includes both service date and revisit date, so a comparison can be made to ensure revisits have been entered for each outpatient visit.

From Date and Thru Date: enter the date range

Category: ALL will default, enter the Category or use the lookup. You can

enter more than one Category (i.e. if provider is an OTA and PTA, enter both OT and PT if you want to get all the workload on one report. If you want to have each Category separate, run 2 reports, one for OT and one for PT).

Facility: ALL will default, if you want to narrow the report, than delete ALL and enter Facilities or use the lookup.

Location: ALL will default, if you want to narrow the report, than delete ALL and enter Facilities or use the lookup. i.e.>NNLAPT is the PT outpatient location in Fort McMurray

Status: Enter "C" for Complete – you are only searching for complete orders in this report to verify, however you can run it again for "logged" or "cancelled" if you wish to check

Provider: enter the 6 digit number of provider, or type 'N/lastname' and do a lookup



The screenshot shows a search form with the following fields:

- * From Date: [text input]
- * Thru Date: [text input]
- * Category: [text input]
- * Facility: [text input]
- * Location: [text input]
- * Status: [text input]
- Provider: [text input]

The report will sort by facility, location, category and provider subtotals (as determined by parameters entered when running report).

At the end of the report, total numbers are provided re: Assessment minutes, Treatment minutes and Consultation minutes for each provider by facility and category

Download Option

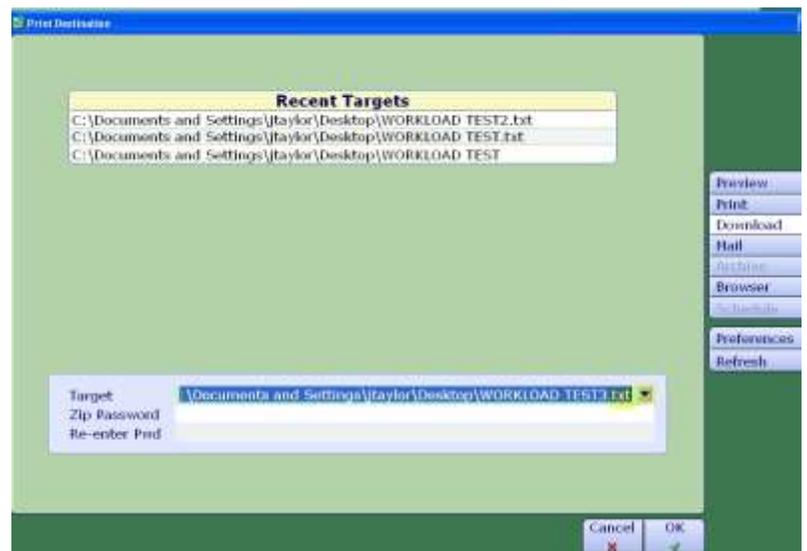
After entering the fields in the report, and filing, when the Preview screen pops up, Click on **Download** instead of Preview



Print Destination screen will displays, will display recent targets. Click on the arrow to choose location, i.e. document folder.

Name the file with the extension .txt

Can choose to enter a Password – if enter a password, needs to be at least 8 characters in length. Then will be required to re-enter the password. Click 'OK'

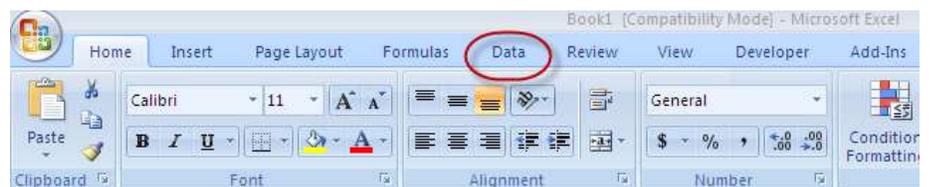


Note: System creates and downloads the file as a password-protected zipped executable file. After the file is downloaded to the selected location, users can access and unzip the file with the selected password.

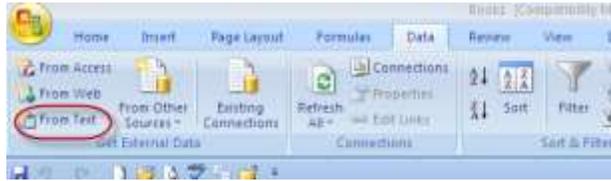
Text data will be saved in the location you chose, and once completed, user will get a message pop up that report is finished. Click Close.



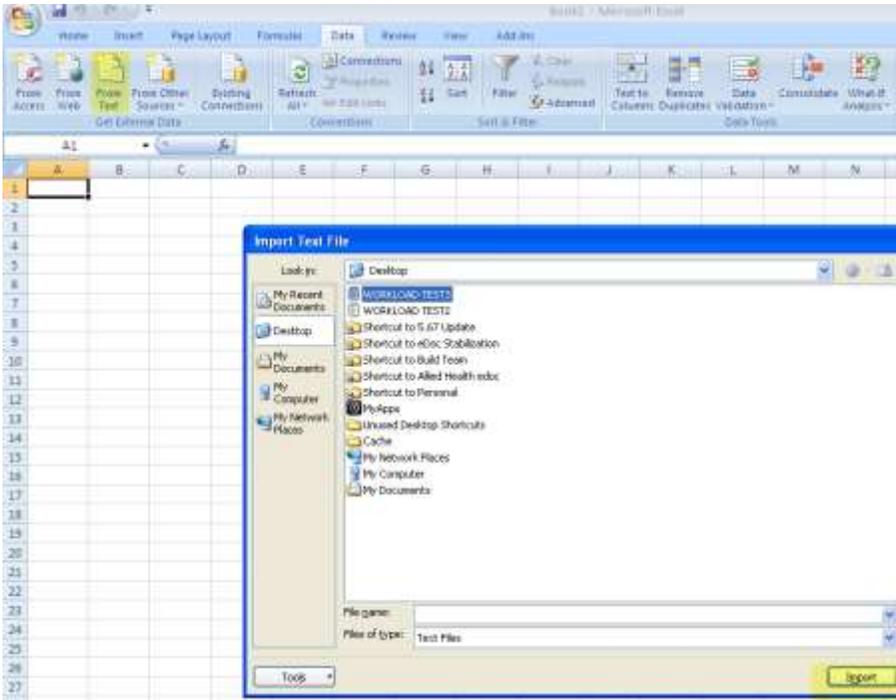
Open Microsoft Excel – Click data tab:



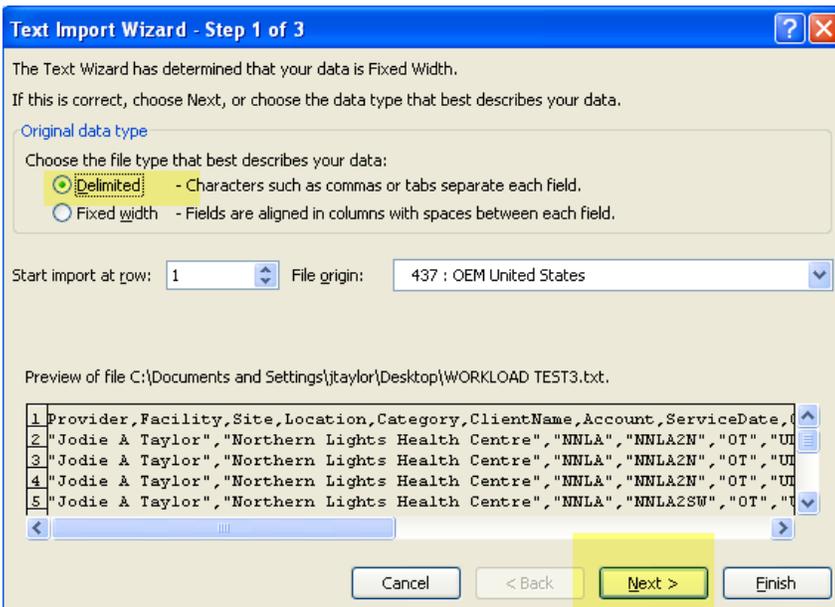
Click From Text:



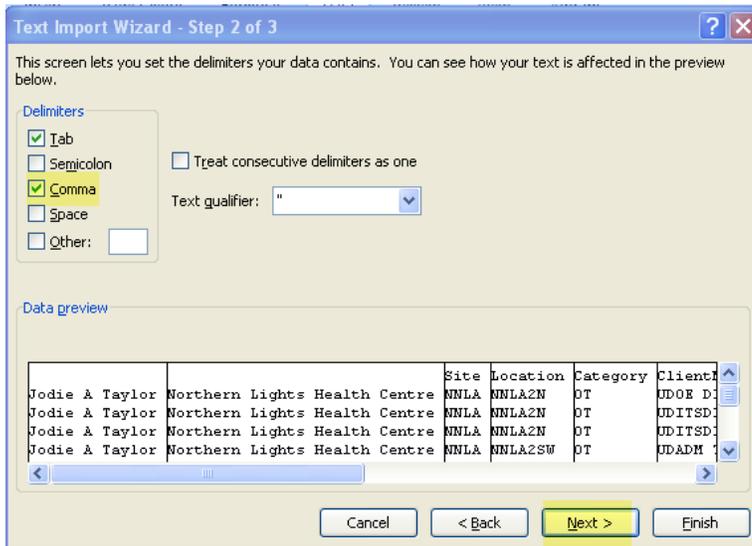
An Import Text file box will display. Find the location of the .txt file you saved – select the .txt file and select Import



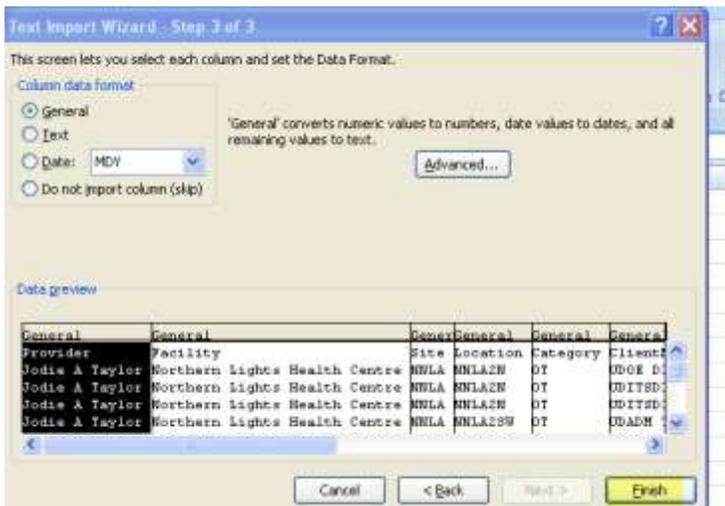
Text Import Wizard window opens - choose Delimited – then click Next



The screen will display with Tab auto checked, **ensure to also choose Comma** and Click Finish



Then click on Finish



Import Data pops up - asking where on the spreadsheet you want to start the data – Click OK. (If you click ok the data will start in cell A1, otherwise indicate which cell you want to start)

