

Workload Error Reports

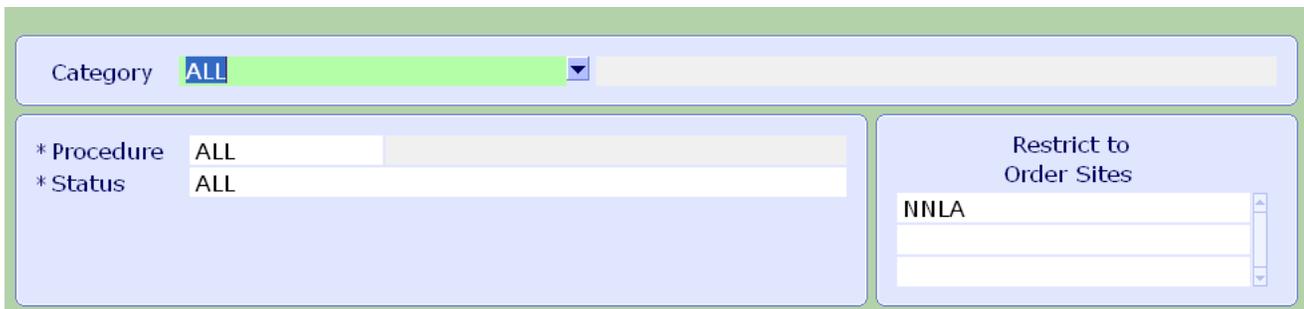
At a minimum, these reports should be run at the beginning of a month for the previous month prior to data being submitted. Need to ensure all the workload has been entered in ITS for month end reports to be calculated correctly.

Ideally, the errors reports can be run on a daily/weekly basis so the errors are more manageable to fix.

1. **Incomplete Procedures (by status)** – find it under ITS Application>Therapy Services REPORTS>ITS ORDERS
 - a. This report lets you know all the procedures that are in a Logged Status. Orders should not stay in the system as logged, **either cancel the order** if client was not seen and indicate the reason for cancellation, **or edit status of the order to Complete (Edit Batch)** with all the workload information entered.
 - b. If the patient has not been seen to date but will be in the future, leave the procedure as Logged until the patient is seen. **Once patient has been seen, amend the order to reflect the service date (Modify Order).**



Category, Procedure and Status default to ALL.



Category – delete ALL and enter mnemonic or do a look-up to select

Procedure – leave default as ALL, unless searching for a specific procedure type (do a look-up to select).

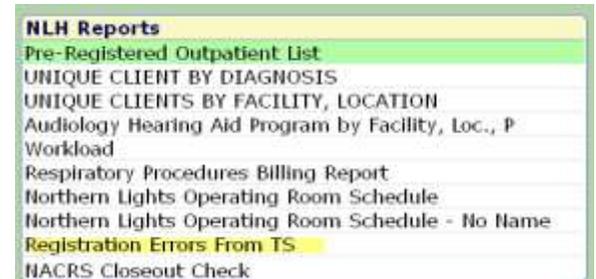
Status – leave default as ALL, unless searching for a specific status, i.e. (Logged or In Process)

Sites - defaults to site user is logged in, can edit and select as many sites as required. If blank, will list orders for all sites.

For staff who register outpatients, need to check for registration errors as all outpatient registrations need to be a VIS type (RCRVIS, CLIVIS). This report should be run more frequently as it is easier to fix and recurring registration types (RCR) when no revisits have been added to the account. Fix registration errors ASAP.

2. Registration Errors from TS - find it under ITS

Application>Therapy Services REPORTS>Custom Reports>NLH Reports



Facility – Default ALL; look-up to select specific acute care facility (NNLA, NNWA, or NSTA)

From Date – Thru Date - Indicate the date range, Defaults in as T-3 and T dates.

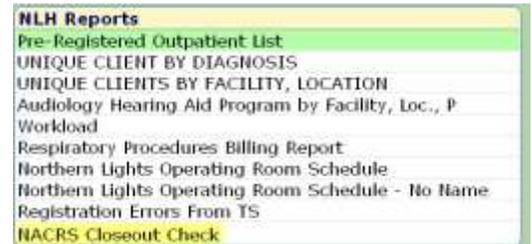
Admitting Clerk Num – defaults to All, Recommend user entering own Meditech 6 digit number to limit report to own errors . Otherwise report will display registration errors for all staff who register patients in that facility.

* Facility	ALL
* From Date	
* Thru Date	
* Admitting Clerk Num	

3. NACRS Error / Closeout Check Report - find it under ITS Application>Therapy Services REPORTS>Custom Reports> NLH Reports

This report will identify any orders/visits that have missing information or at a Logged status.

This report is for all the outpatient NACRS reportable visits. Only need to run for the acute care facilities with outpatient locations, e.g. NNLA, NNWA, NSTA.



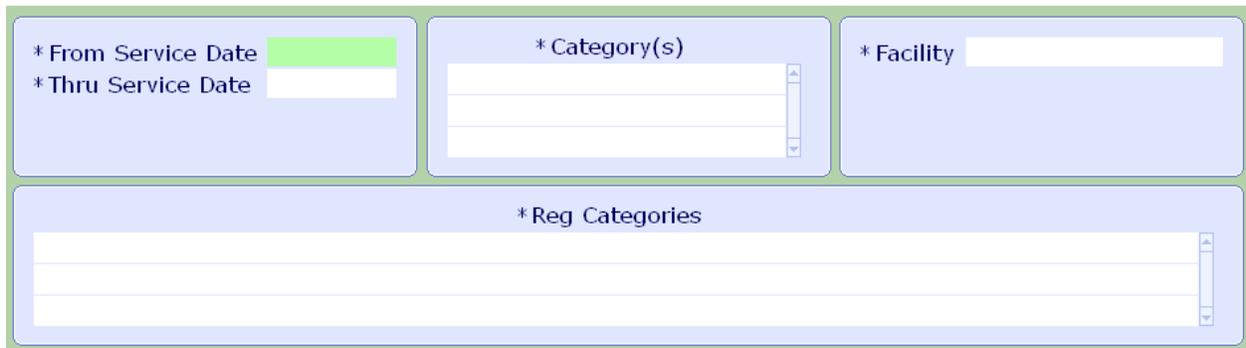
All errors need to be fixed ASAP so health records can submit all outpatient visits in a timely manner to AH&W

From Service Date – Thru Service Date - Indicating the date range based on the order service dates

Category(s) – Defaults as ALL, can edit and select specific categories. If you leave ALL for category, will provide list of errors for non-allied health visits, i.e. DI visits, recommend entering applicable category

Facility - Defaults as ALL, can edit and select one facility

Reg Categories – need to enter RCRVIS for all OT, PT, SLP, AUD and CN visits. Enter CLIVIS for RT visits.



The report will indicate the Unit Number (Medical Record #), Patient Name, Patient Account #, Order Category and the Order Number so can easily find the correct patient account and order date to fix errors.

**** Ignore any errors that indicate the procedure/order/exam is Cancelled (X). This is not applicable to Allied Health as only a warning for DI visits. There is nothing to fix with these warnings.**

**** Any ULI Missing Errors will be fixed by Health records staff.**