OP Reports: Practice Workflow Reports

Last Modified on 08/23/2019 9:36 am EDT

Version 14.19

The following reports are available and are included with a new install or update of Office Practicum. These reports can be run by clicking the OP Reports button within the Tools tab of the ribbon.

Schedule

[**Example**]

The Schedule folder is located in the Administration folder of the OP Reports program.

- **Appointment Schedule** - Prints a list of all appointments by date, time, and location within a date range.
- **Appts by Provider** - Displays a count of appointments by provider and type within a date range.
- **Appts by Type** - Displays a count of appointments by type within a date range.
- **Appts by Visit Status** - Displays a list of appointments grouped by Visit Status within a date range.
- **No Show Appointments** - Prints a list of all patients who missed appointments within a date range. Ordered from most no-shows to least.
- **Time In Motion** - Prints elapsed time between patient tracking stages Scheduled Arrival Time, Check-in, Awaiting MD, MD Finished, and Check-out. (**NOTE**: This report may not work if your practice has customized patient tracking stages).
- **Time Spent in Office** - Calculates the elapsed time between patient check in and check out by provider and date.
- **Time Spent in Office_Details** - Expands patient appointment details for each provider.
- **Appts by Provider Summary** - Prints a count of appointment types grouped by provider within a date range.
- **Appts by Type Summary** - Prints a count of appointment by provider grouped by appointment

type within a date range.

- **Appts by Visit Status Summary** - Prints a count of appointment by provider grouped by visit status.

Chart

[**Example**]

These reports found in the Chart_Rpts folder of OP Reports and are printed directly from Office Practicum. No modifications should be made to these reports by the practice.

- **Complete Med List** - Prints a list of all medications on a selected patient's chart.
- **Current Med List** - Only displays the medication chart and indicates what the patient is currently taking.
- **Encounter List** - Brief summary of all patient encounter notes.
- **Enc Referral Letter** - Letter for patient's primary care provider with summary of encounter information.
- **Enc Summary Note** - Summary of patient encounter.
- **Immunization Forecast** - List of patient's upcoming immunizations.
- **Itemized Problem List** - List of patient's ongoing problems.
- **Referral Letter** - Prints a referral letter for a patient.
- **Well Referral Letter** - Letter for patient's primary care provider with summary of well visit information.
- **Well Summary Note** - Summary of the patients well visit.

Front Desk Reports

[**Example**]

These reports are found in the Front-Desk_Rpts folder in OP Reports and can be printed from the Schedule or Tracking windows in Office Practicum.

- **FaceSheet** - Displays patient's register and insurance information, as well as the patient's current account balance.
- **FaceSheet Account** - Prints the same information as the FaceSheet and will include account balance, aging and billing notes.
- **Future Appointments** - Prints a list of future appointments for each patient in a family.
- **Future Appointments by Patient Number** - Prints a list of future appointments for the patient.
- **Next Appointment Letter** - Prints a reminder letter with the patient's next scheduled appointment, if it exists, including the date, provider and type of visit.
- **Next Appointment Letter Sched** - Prints a reminder letter with the patient's next scheduled

appointment, if exists, with the date and type of visit.

- **OP Superbill** - Prints the individual patient's superbill.
- **Vaccination Record Sched** - Prints the patient's vaccination record.
- **Patient Missed School** - Prints an excuse note for the patient.
- **Patient Missed Work** - Prints an excuse note for the patient.

System Administration

These reports are found in the Administration > System Administration folder in OP Reports.

- **Audit Trail** - Prints changes made to information in Office Practicum. Searchable by date range and by patient number.
- **Disclosure Tracking Log for Patient /w Claim Info**- Prints disclosed information by patient within a specified date range.
- **Security Log In Analysis** - Prints analysis for security log ins, including user login, computer name, and session information.

Prescription Reports

These reports are found in the Prescription_Rpts folder and can be printed from Office Practicum. No modifications should be made to these reports by the practice.

- Prescription Print-out Options. Includes variations of the following:

  - With and Without Signature
  - 4 on Page
  - 1 per page
  - Prescription on full page
  - With and Without Note
  - EPCS

Version 14.10

The following reports are available and are included with a new install or update of Office Practicum. These reports can be run from the OP Reports program located under Tools in the Main Menu bar.

Schedule

[**Example**]

The Schedule folder is located in the Administration folder of the OP Reports program.

- **Appointment Schedule** - Prints a list of all appointments by date and time within a date range.
- **Appts by Provider** - Displays a list of appointments grouped by provider within a specified date range.
- **Appts by Type** - Displays a list of appointments grouped by appointment type within a specified date range.
- **Appts by Visit Status** - Displays a list of appointments grouped by Visit Status within a date range.
- **Count of Patient Visits** - Displays a count of visits for each patient within a specified date range.
- **No Show Appointments** - Prints a list of all patients who missed appointments within a date range. Ordered from most no-shows to least.
- **Time In Motion** - Prints elapsed time between patient tracking stages Scheduled Arrival Time, Check-in, Awaiting MD, MD Finished, and Check-out. (NOTE: this report may not work if your practice has customized patient tracking stages).
- **Time Spent in Office** - Calculates the elapsed time between patient check in and check out by provider and date.
- **Time Spent in Office_Details** - Expands patient appointment details for each provider.

Additional:

- **Appts by Provider Summary** - Prints a count of appointment types grouped by provider within a date range.
- **Appts by Type Summary** - Prints a count of appointment by provider grouped by appointment type within a date range.
- **Appts by Visit Status Summary** - Prints a count of appointment by provider grouped by visit status.

Chart

[**Example**]

These reports found in the Chart_Rpts folder of OP Reports and are printed directly from Office Practicum. No modifications should be made to these reports by the practice.

- **Complete Med List** - Prints a list of all medications on a selected patient's chart.
- **Cover Letter** - Displays patient's register and chart information.
- **Current Med List** - Only displays medication chart and indicates what patient is currently taking.
- **Encounter List** - Brief summary of all patient encounter notes.
- **Enc Referral Letter** - Letter for patient's primary care provider with summary of encounter

information.
- **Enc Summary Note** - Summary of patient encounter.
- **Immunization Forecast** - List of patient's upcoming immunizations.
- **Itemized Problem List** - List of patient's ongoing problems.
- **Referral Letter** - Prints a referral letter for a patient.
- **Well Referral Letter** - Letter for patient's primary care provider with summary of well visit information.
- **Well Summary Note** - Summary of the patients well visit.

Front Desk Reports

[**Example**]

These reports are found in the Front-Desk_Rpts folder in OP Reports and can be printed from the [F7] Schedule in Office Practicum.

- **FaceSheet** - Displays patient's register and insurance information, as well as the patient's current account balance.
- **Future Appointments** - Prints a list of future appointments for each patient in a family.
- **Next Scheduled Appointment Letter** - Prints a reminder letter with the patient's next scheduled appointment, if exists.
- **OP Superbill** - General Superbill Form.
- **Patient Missed School** - Prints an excuse note for the patient.
- **Patient Missed Work** - Prints an excuse note for the patient.

System Administration

These reports are found in the Administration > System Administration folder in OP Reports.

- **Audit Trail** - Prints changes made to information in Office Practicum. Searchable by date range and by patient number.
- **Disclosure Tracking Log for Patient** - Prints disclosed information by patient within a specified date range.
- **Security Log In Analysis** - Prints analysis for security log ins, including user login, computer name, and session information.

Prescription Reports

These reports are found in the Prescription_Rpts folder of OP Reports and can be printed from Office Practicum. No modifications should be made to these reports by the practice.

- 7 Prescription Print-out Options. Includes variations of the following:

  - With and Without Signature.
  - 4 on Page.
  - 1 per page.
  - With and Without Note.