

# OP Practice Portal Reports

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Version 20.4

**Path: IntelliChart Practice Portal > Navigation Panel > Reports**

## About

IntelliChart comes with several Reports to help your Practice obtain an accurate accounting of specific portal activities from the Patient and Practice Portals.

## Audit Report

The Audit Report displays auditable events as performed by users who are logged into the Practice Portal. When running this report, you can include up to 31 days in the date range.

### Audit Report: Summary of Steps

1. Navigate to Reports by following this path: **Navigation Panel > Reports**.
2. Click **Audit Report**.
3. Select the dates in the Date Range fields.
4. Click the **View Report** button.
5. *(Optional)* Click the **Export to Excel** button.

### Audit Report: Detailed Video

## Canned Reports

The Canned Reports grouping includes several report options, each of which offers different filters to focus the report on specific criteria.

## Regulatory Reports

Regulatory Reports are used for Meaningful Use reporting and provide different levels of detail, as explained in the report descriptions.

REPORTING LIST	
NAME	DESCRIPTION
2015 ONC Stage 3 / ACI (Acute)	Provides Stage 3 / ACI (Acute) report for The Office of the National Coordinator for Health Information Technology.
2015 ONC Stage 3 / ACI (Ambulatory)	Provides Stage 3 / ACI (Ambulatory) report for The Office of the National Coordinator for Health Information Technology.
2015 ONC Stage 3 / ACI Details	Provides detailed information related to Meaningful Use Stage 3 / ACI reports.
2014 ONC Stage 2 (Ambulatory) Group Detail Report	Provides 2014 Ambulatory Group Detail report for the Office of the National Coordinator for Health Information Technology.
2014 ONC Stage 2 (Ambulatory) Group Report	Provides 2014 ONC Ambulatory Group report for the Office of the National Coordinator for Health Information Technology.
Meaningful Use - Modified Stage 2 (Acute)	Provides Modified Stage 2 (Acute) report for The Office of the National Coordinator for Health Information Technology.
Meaningful Use - Modified Stage 2 (Ambulatory)	Provides Modified Stage 2 (Ambulatory) report for The Office of the National Coordinator for Health Information Technology.
Meaningful Use - Stage 1 (Acute)	Provides Stage 1 (Acute) report for The Office of the National Coordinator for Health Information Technology.
Meaningful Use - Stage 1 (Ambulatory)	Provides Stage 1 (Ambulatory) report for The Office of the National Coordinator for Health Information Technology.
Meaningful Use - Stage 1 and 2 Detail	Provides detailed information related to Meaningful Use Stage 1, Stage 2 and Modified Stage 2 reports.
Meaningful Use - Stage 2 (Acute)	Provides Stage 2 (Acute) report for The Office of the National Coordinator for Health Information Technology.
Meaningful Use - Stage 2 (Ambulatory)	Provides Stage 2 (Ambulatory) report for The Office of the National Coordinator for Health Information Technology.

## Regulatory Reports: Summary of Steps

1. Navigate to Reports by following this path: **Navigation Panel > Reports**.
2. Click **Regulatory Reports**. On-screen descriptions are displayed for the available reports. For current reporting, choose one of the below reports.
  - 2015 ONC Stage 3 / ACI (Ambulatory)
  - 2015 ONC Stage 3 / ACI Details
3. Click the **Run Report** button for the report you want to run.
4. Select a date range in the **Reporting Period** fields and complete additional filter fields, if applicable. These can be reset using the **Reset Filters** button
5. Click the **View Report** Button. If the requested report requires additional processing time, you'll be notified on-screen and be given the opportunity to request a notification when the report is ready. The **Processing Report** tab houses all of the reports that are in process as well as those whose processing has been completed. When a report is ready for review, simply click the Report Name to view the report.
6. *(Optional)* Click the **Export** button and choose from PDF, Word, or Excel).