

# CHADIS: Create Report

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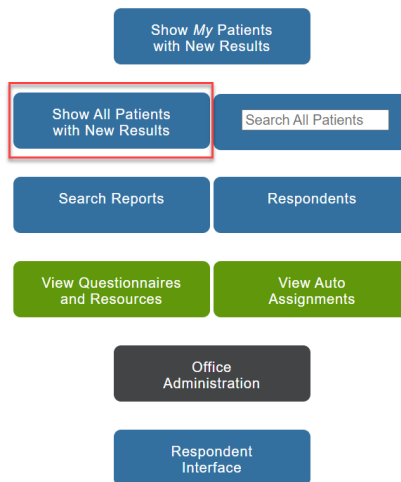
## About

There are two methods to create a CHADIS report, the Shortcut method, and the Patient Detail-page method. There are pros and cons to each report.

- Shortcut method
  - **Pro:** Using this method, the report would take one click to create.
  - **Con:** Using this method, you do not know which questionnaires were completed until you see the report. You do not have the choice to edit the report title.
- Patient Detail-page method
  - **Pro:** Using this method, you can view what questionnaires the respondent completed before the report is created. There is greater flexibility in deciding the title and the content of the report.
  - **Con:** Using this method, you would take four clicks in the Create New Report window to create the report.

## Create a CHADIS Report using the Shortcut Method

1. From the CHADIS Home page, click the **Show All Patients with New Results** button.



2. Click **Create New Report** in the Actions column.

Search Patients										
<input type="text" value="REED, FOWLER"/> <input type="checkbox"/> Include Removed Patients <input type="checkbox"/> Include Inactive Patients										
<input type="button" value="Show My Patients with New Results"/> <input type="button" value="Show All Patients with New Results"/> <input type="button" value="Search All Patients"/>										
ID	Last Name	Given Name	Middle Name	Birth Date	Gender	Latest	Unviewed	Actions		
17054	DUCK	HUEY	CUTIE	2/14/09	Male	4/6/21	26	Create New Report		
16927	CHAN	JACKIE	NOT BJ	11/18/13	Female	4/5/21	16	Create New Report		
16926	CHAN	SERENA	BJ	1/9/08	Female	2/4/21	3	Create New Report		
16901	WIGGIN	VALENTINE		5/16/10	Female	1/20/21	18	Create New Report		
2579	ANDERTON	MARY		5/16/96	Female	1/7/21	3	Create New Report		
17643	Bamey	Badmouth		10/1/20	Male	10/13/20	1	Create New Report		
16856	Cronie	Hense		2/12/19	Male	4/13/20	1	Create New Report		
16772	Sammy	Darren		2/12/15	Male	4/12/20	2	Create New Report		

Displaying all 8 patients.

If you haven't found the patients you are looking for, please try searching for [all patients](#)

3. Complete the workflow defined for your practice for access to the report by the provider.
4. A few available options from the CHADIS Detail Report.

- View a Printable version

- In the Questionnaires section
  - Click **Preview**, in the Responses column, to view the Questionnaire responses.
  - Click **Include**, in the Responses column, to include the responses for the Questionnaire to the report.

Questionnaires										
Flags	Questionnaire	Completed	Respondent	Provisional Result				Responses	Follow-Ups	PST
				Pass	Fail	Disorder	Disorder	Variation	Challenge	
**	Ages & Stages Questionnaires® - Third Edition (ASQ®-3) - 9 months	1/7/21 9:07 AM EST		4	1				1	Preview Include ASQ®-3 10m ASQ®-3 9m More options...
***	CHADIS 0-3 - Feeding	1/7/21 9:38 AM EST							5	Preview Include
**	CHADIS 0-3 - Regulation	3/5/21 2:51 PM EST	GUARDIAN			2	1		3	Preview Include
**	CHADIS 0-3 - Sleep	1/7/21 9:25 AM EST							1	Preview Include
*	CHADIS 0-3 - Sleep	1/7/21 9:32 AM EST							1	Preview Include
*	CHADIS 0-3 - Wornes and Moods	1/7/21 9:10 AM EST							2	Preview Include
*	CHADIS 0-3 - Wornes and Moods	1/7/21 9:15 AM EST				1			4	Preview Include
**	Infant Development Inventory - Fine Motor Domain	1/7/21 9:11 AM EST							1	Preview Include
**	Partner Violence Screen (PVS)	11/7/13 10:41 AM EST	Clinician	1						Preview Include
**	Vanderbilt Initial - Parent Informant	10/15/12 3:12 PM EDT	Clinician		6					Preview Include

5. To return to the CHADIS Home page, click the **Patients** link at the top left of the page.

## Create a CHADIS Report using the Patient Detail-page Method

1. From the CHADIS Home page, click the **Show All Patients with New Results** button.
2. To select a patient, click the magnifying glass to the left of the patient's name.

Search Patients									
Search Patients									
Any Doctor <input checked="" type="checkbox"/> Include Removed Patients <input type="checkbox"/> Include Inactive Patients <input type="checkbox"/>									
Show My Patients with New Results Show All Patients with New Results Search All Patients									
	Id	Last Name	Given Name	Middle Name	Birth Date	Gender	Latest	Unviewed	Actions
	18584	DUSTINANO	DUSTIN	VAN	3/1/21	Male	4/6/21	4	Create New Report
	17054	DUCK	HUEY	GUTIE	2/14/09	Male	4/6/21	26	Create New Report
	18448	DUSTIN	DUSTIN	VAN	3/2/21	Male	3/25/21	3	Create New Report
	16901	WIGGIN	VALENTINE		5/16/10	Female	1/20/21	22	Create New Report
	17643	Barney	Badmouth		10/1/20	Male	10/13/20	1	Create New Report
	16970	TEST	MADDISON	LEE	12/23/09	Female	5/29/20	1	Create New Report
	16856	Cronie	Hensie		2/12/19	Male	4/16/20	15	Create New Report
	16826	Wood	Mark		2/12/19	Male	4/13/20	24	Create New Report
	16772	Sammy	Darren		2/12/15	Male	4/12/20	9	Create New Report
	16873	Garcia	Mary		2/12/19	Female	4/10/20	1	Create New Report

Displaying patients 1 through 10 of 43 patients. Skip to Page: Previous [ 1 2 3 4 5 ] Next

*If you haven't found the patients you are looking for, please try searching for all patients*

3. In the Details window, click **Create Report** in the Latest Reports section.

Latest Reports		
Title	Visit Type	Date
Visit on 9/25/20	Well-Child Visit	9/25/20
<a href="#">create report</a>	<a href="#">create instant report</a>	<a href="#">see all reports</a>

4. In the Create New Report window, you may change the following information.

- **Report Title:** Click into the field and enter the name of the report.
- **Physician:** Click the drop-down arrow and select from the list.
- **Visit Type:** Click the drop-down arrow and select from the list.

5. Click the **Create Report** button, the CHADIS Detail Report window displays.
6. Complete the workflow defined for your practice for access to the report by the provider.
7. Review, in the above section, for a few options available from the CHADIS Detail Report.
8. To return to the CHADIS Home page, click the **Patients** link at the top left of the page.