

Registration Bypass Warning Report-Travel Screening (PRLD082A-002)

AREA: SCHEDULING

Report Name: Registration Bypass Warning Report-Travel Screening (PRLD082A-002)

Data Source: Maestro Care

Method of Delivery: User generated from Maestro Care

Frequency: Daily

Purpose: To review the bypassed registration warnings for Travel Screening in a department.

Expectation(s):

- Service Access Manager are to review the report, share results with staff daily and provide re-education when appropriate.

Guide for Interpreting Data:

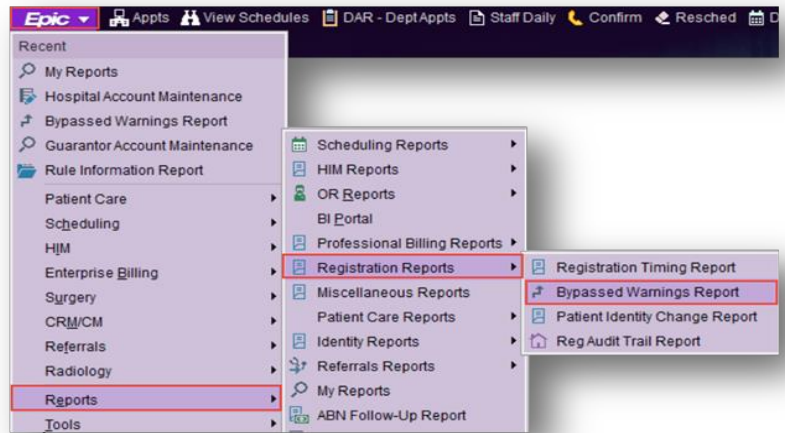
The report shows users that bypass the Travel Screening warning during registration and the patient department of the bypassed warning.

Report Measurements – As displayed on report

Column	Field Logic
Bypassed Warning Date	This column displays the date when the warning was bypassed.
Bypassed Warning Time	This column displays the time when the warning was bypassed
User	The column displays the user who bypassed the warning.
Patient Name and MRN	This column displays then name and MRN of the patient that was registered when the warning was bypassed. The information displays in the form of the Patient Name [MRN].
Error Text	This column shows the warning message displayed to the user when the warning was bypassed.
Workflow	This column shows the ADT/Registration workflow in which the warning was bypassed.
Patient Department	This column displays department of the patient encounter that was registered when the warning was bypassed.

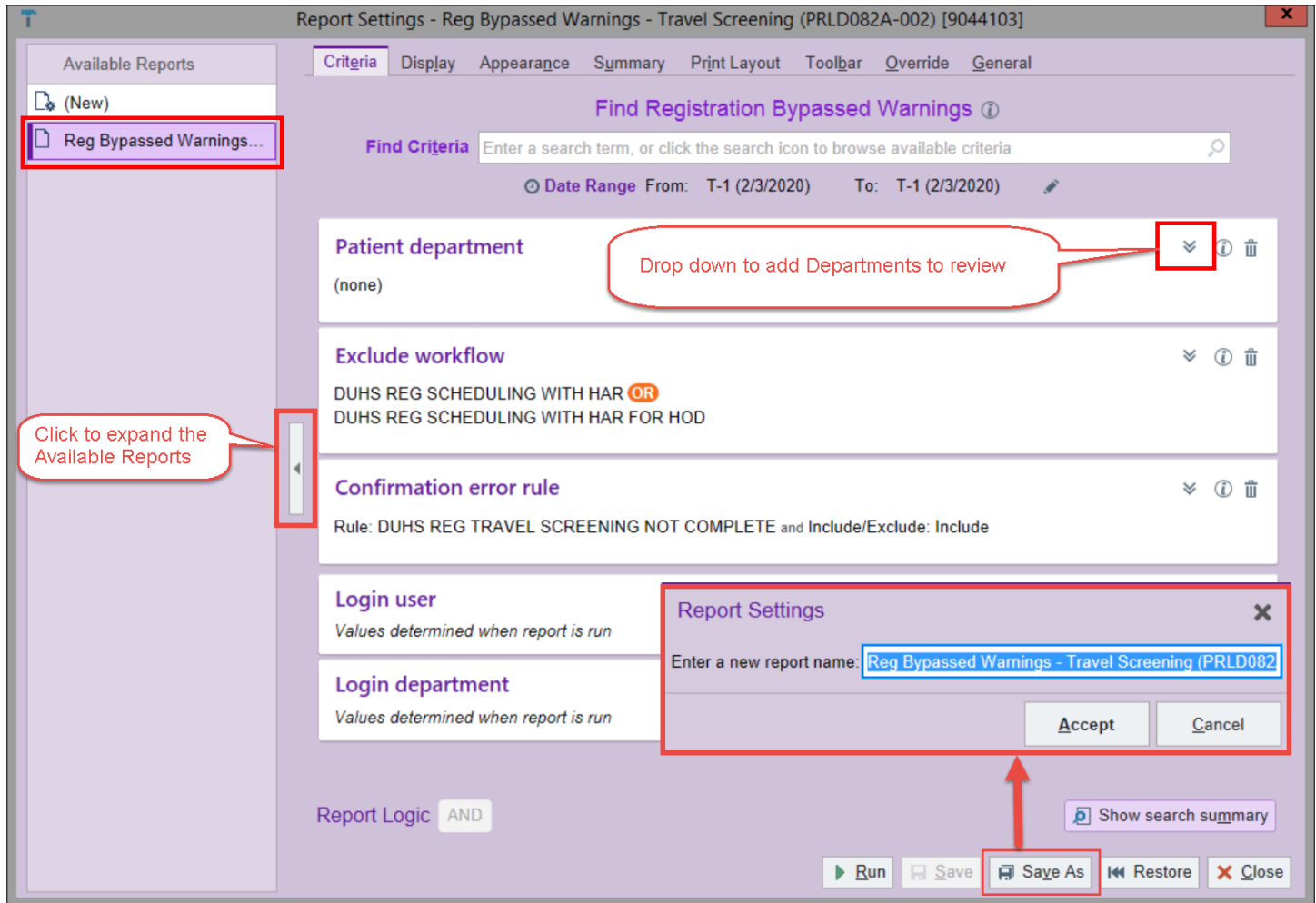
RUNNING THE REPORT

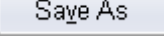
- Go to the EPIC button
 - *Reports*
 - *Registration Reports*
 - *Bypassed Warnings Report*
- In order to use the default Registration Bypass Warning Report for Travel Screening select the existing report on the left side in the expanded Available Reports menu.



Registration Bypass Warning Report-Travel Screening (PRLD082A-002)



- Report Settings are defaulted with the required Criteria
 - The date range is defaulted for the previous day.
 - In the Patient department section, enter specific departments (DEP's) you wish to review. Use the drop down expand button to open criteria field for entering specific departments.



- You can save the report by selecting  and name the report once the department criteria has been modified.
- Name the Report
- Select “Run” to request report

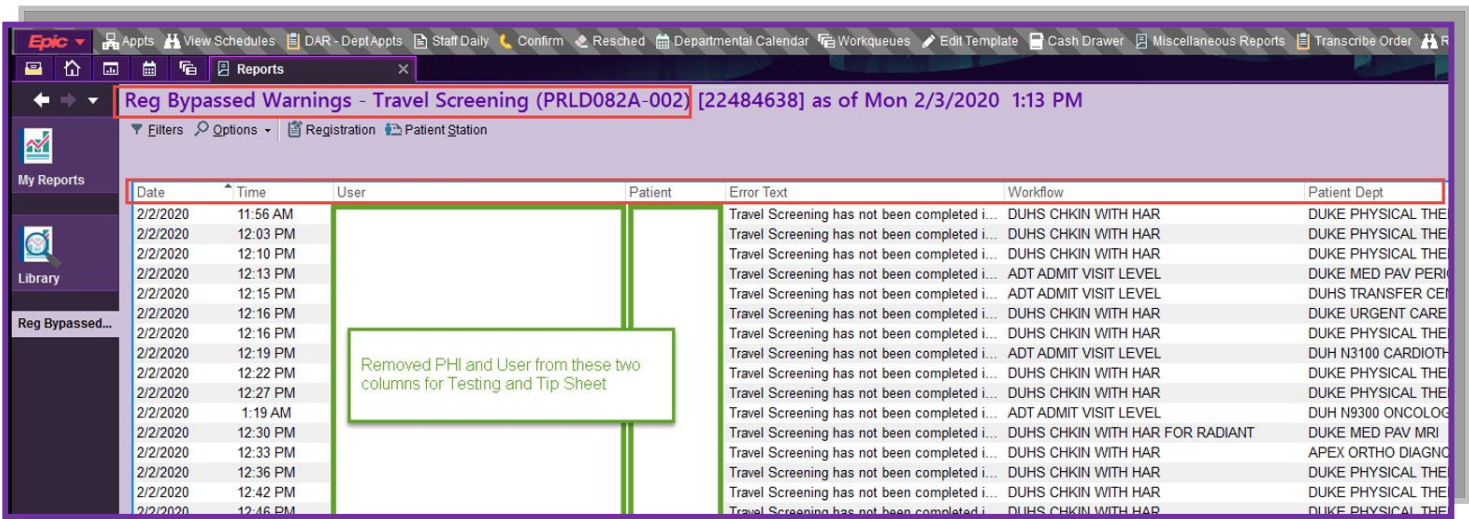
REQUESTING THE REPORT

There are two ways to run/request the report.

1. Use My Reports and locate the report PRLD082A-002 in the Library.
 - Click on Edit to add Departments in the report criteria.
2. Select Save As and name the report
3. The report saved by the user will appear in the list of reports displayed in the library
 - Select the  next to the report name, which will add it to your favorites 

Registration Bypass Warning Report-Travel Screening (PRLD082A-002)

- Select 

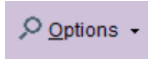



Date	Time	User	Patient	Error Text	Workflow	Patient Dept
2/2/2020	11:56 AM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	12:03 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	12:10 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	12:13 PM			Travel Screening has not been completed i...	ADT ADMIT VISIT LEVEL	DUKE MED PAV PERI
2/2/2020	12:15 PM			Travel Screening has not been completed i...	ADT ADMIT VISIT LEVEL	DUHS TRANSFER CEN
2/2/2020	12:16 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE URGENT CARE
2/2/2020	12:16 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	12:19 PM			Travel Screening has not been completed i...	ADT ADMIT VISIT LEVEL	DUH N3100 CARDIOTH
2/2/2020	12:22 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	12:27 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	1:19 AM			Travel Screening has not been completed i...	ADT ADMIT VISIT LEVEL	DUH N9300 ONCOLOG
2/2/2020	12:30 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR FOR RADIANT	DUKE MED PAV MRI
2/2/2020	12:33 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	APEX ORTHO DIAGNO
2/2/2020	12:36 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	12:42 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE
2/2/2020	12:46 PM			Travel Screening has not been completed i...	DUHS CHKIN WITH HAR	DUKE PHYSICAL THE

NAVIGATING THE REPORT

The report will populate after it has been requested by choosing to run the report. Users are able to review the department and identify the user who bypassed the Travel Screening warning. Each column may be sorted by clicking on the column header.

EXPORTING TO EXCEL

- Select Options 
- Choose Export to file 

Encryption Password box will populate, create password for report.



File Encryption Password

❓ The file you are trying to save must be encrypted. Please enter a password for encryption.

The password must contain at least the following:

- 8 characters
- 1 English upper case character (A-Z)
- 1 English lower case character (a-z)
- 1 digit (0-9)

Password:

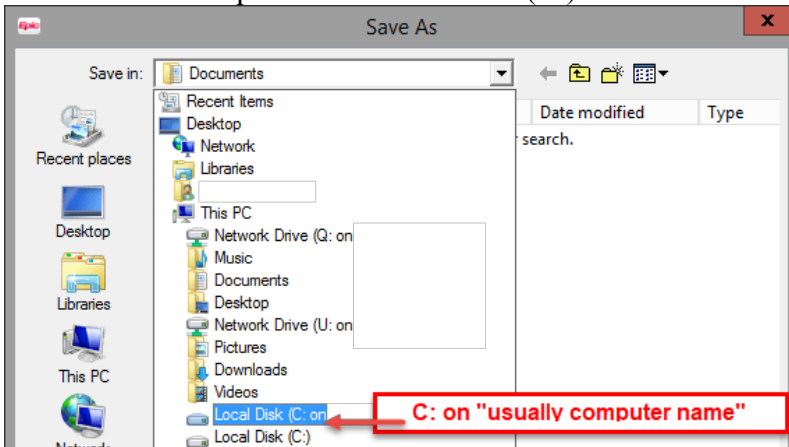
Verify password:

Accept Cancel

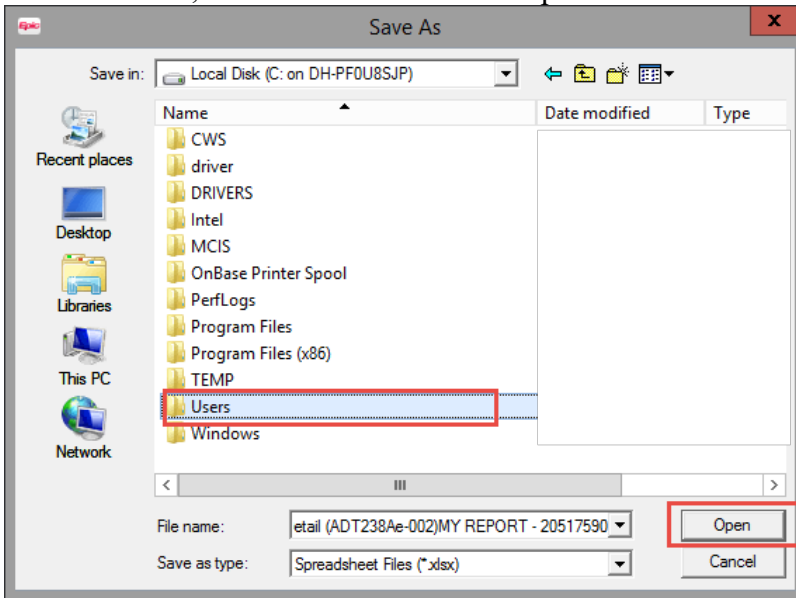
Registration Bypass Warning Report-Travel Screening (PRLD082A-002)

Use drop down and select Local C drive, labeled Local Disk (C: on.....).

Do not save the report to the Local Disk (C:) that does not contain the computer name.

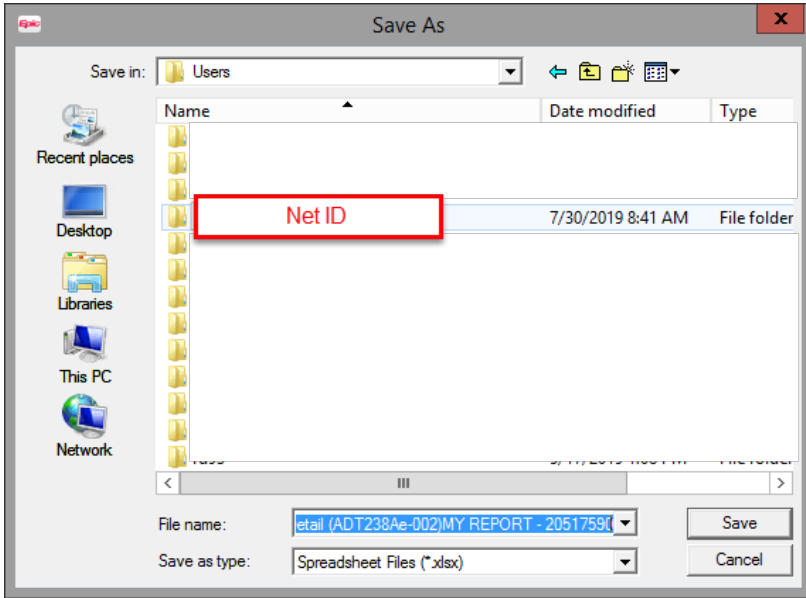


Select "Users", double click or choose "Open"

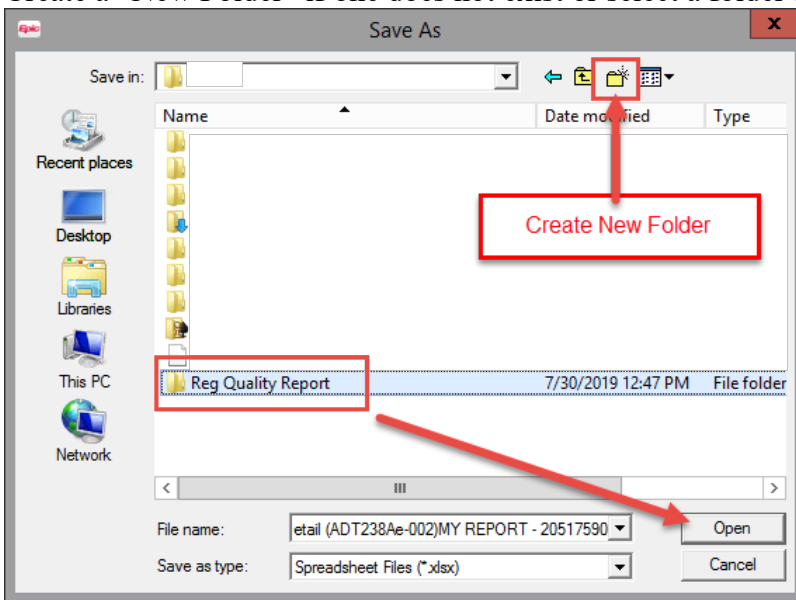


Registration Bypass Warning Report-Travel Screening (PRLD082A-002)

Double click on user Net ID



Create a "New Folder" if one does not exist or select a folder and choose "Open"



The report will open in Excel format