Statewide Encounter Alerts Best Practice Guides: Census and Scheduled Reports

SHIN-NY Statewide Encounter Alerts, powered by HealtheConnections, deliver real-time notifications to help providers coordinate care, reduce gaps, and improve outcomes. Using PointClickCare's next-generation technology and comprehensive, statewide health data, these alerts give timely, secure insights from Inpatient and Emergency Department encounters.

This Best Practice Guide walks users through the **Census section**.

Quick links below allow users to jump directly to the sections most relevant to their needs.

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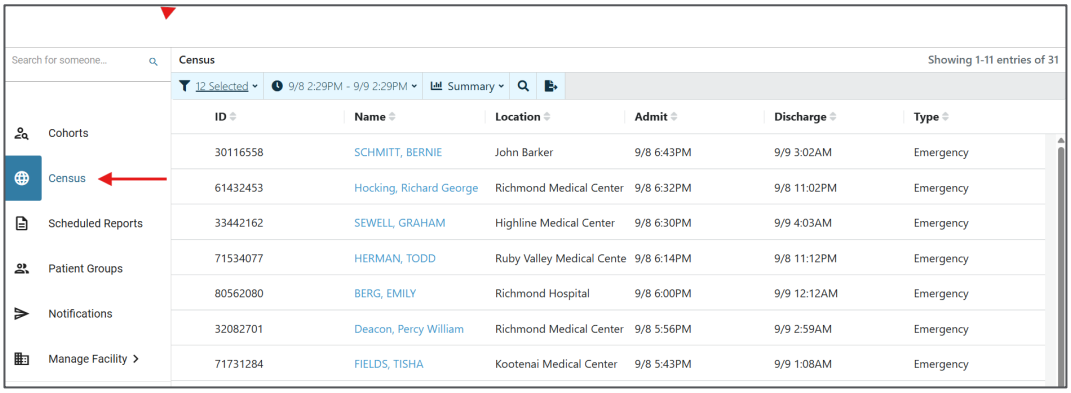
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Census

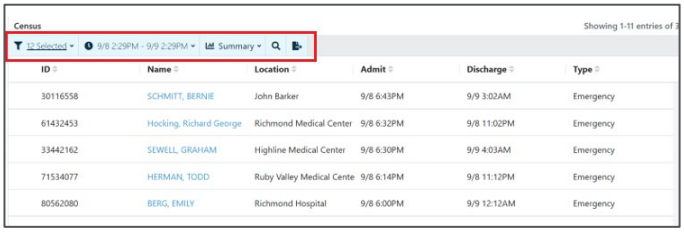
The Census page provides a real-time summary of the encounter activity for any patients on the facility's patient subscription list. The standard patient list on the Census page includes the following details:

- ID – Patient ID or MRN provided by the facility
- Name – Name of the patient (Last, First)
- Location – Location of the facility at which the encounter occurred
- Admit: Date and time of admit for the encounter that caused the alert to trigger
- Discharge: Date and time of discharge for the encounter that caused the alert to trigger
- Type: Specific type of encounter (e.g., Emergency, Med/Surg, etc.)



Census Page Customization

Utilize customization options above the encounter activity summary to break down the information.



Filter

Allows users to view a subset of the population by selecting one or more of the following options:

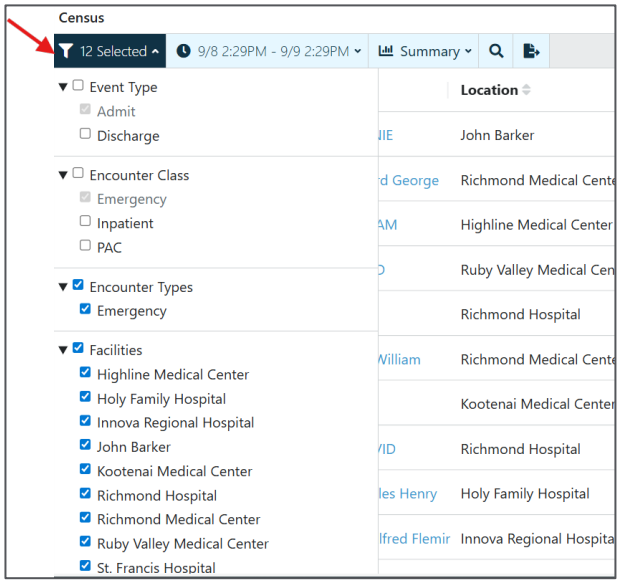
Event Type: Shows whether the encounter includes an admit or discharge or both

Encounter Class: Indicates if the encounter was Emergency or Inpatient

Encounter Types: Specifies the type of hospital encounter (e.g., Emergency, Med/Surg, etc.)

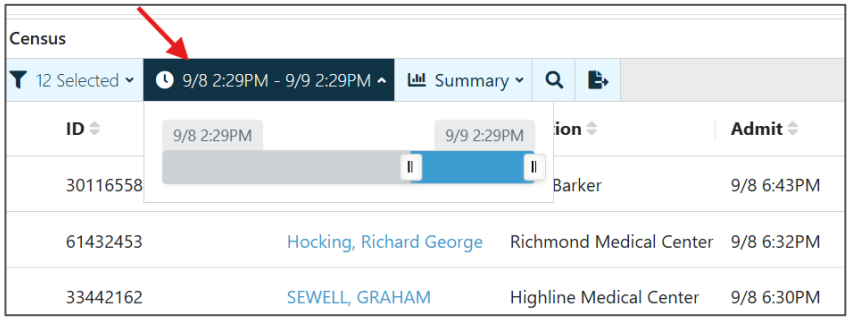
Facilities: Displays the name of the facility where the encounter took place

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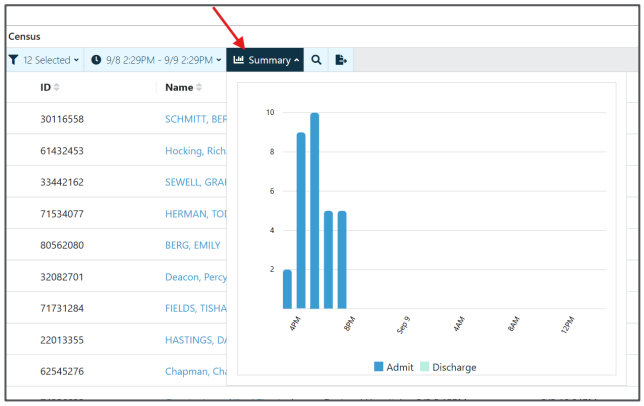
Timeframe

Using the slider bar, select the period to view patient activity. There is a 72-hour limit.



Summary

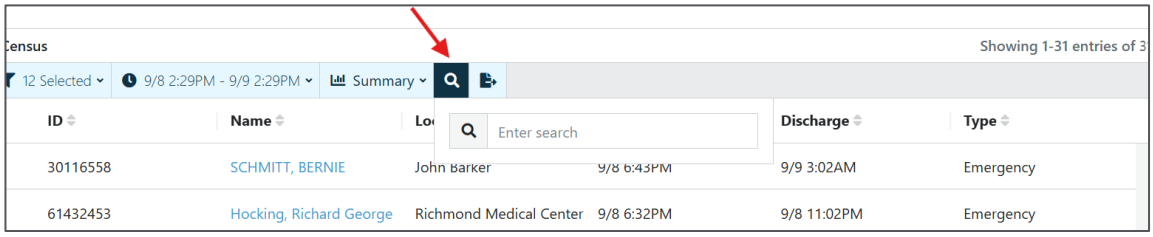
Provides a detailed visual report of all encounters in the time frame selected.



Search

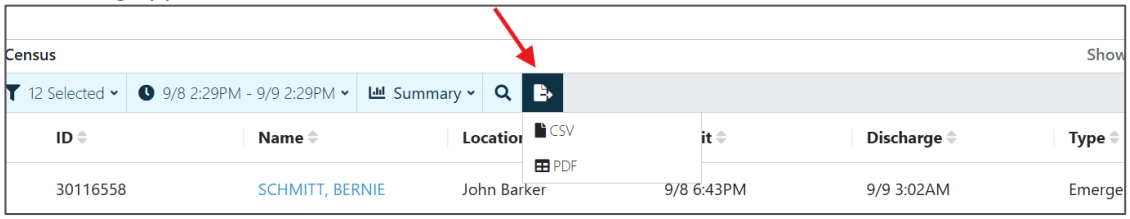
Type a patient's name or ID number (Patient ID or MRN provided by the facility) to locate a patient within Census. Results populate automatically.

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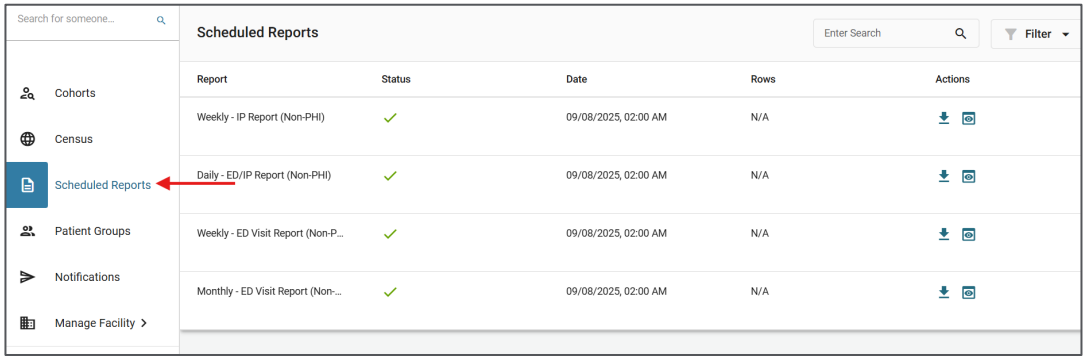
Export

Provides the ability to export the Census data either as a CSV or PDF file. Downloads will reflect any sorting or filtering applied.



Scheduled Reports

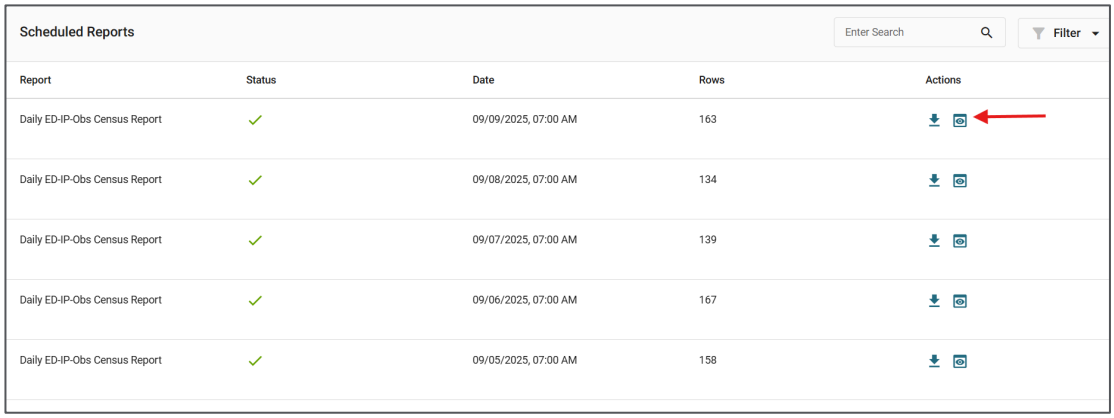
Lists all reports run for the facility and allows searching, previewing, or downloading. Scheduled reports can be generated based on the facility's Cohorts and can be sent daily, weekly, or monthly. Columns shown on facility reports can show up to 30 different data points including patient demographics, diagnoses, and encounter details.



Columns displayed on the Scheduled Reports page include:

- Report: Name of the report.
- Status: Shows a green check when a report was successfully run or indicates a status message detailing any problems if the report was unable to run.
- Date: Gives the date and time each report was run.
- Rows: Indicates how many rows compromise each report; generally, this should indicate how many patients or encounters are being shown depending on the core criteria the report was built on.
- Actions: Options to either download or preview the report. CSV file option is only available.

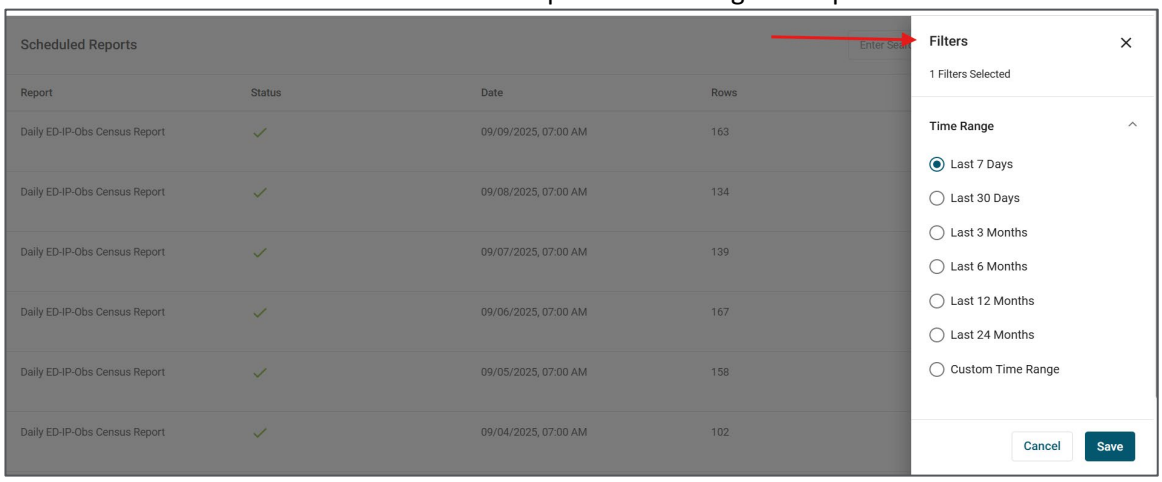
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The Search function allows users to search for a report by date or title.



The Filters function allows users to choose a specific date range for reports.



Contact HealtheConnections Support to request new custom Scheduled Reports or edits to existing Scheduled Reports.

Note: Scheduled Reports will be automatically disabled if there have been no downloads in a 45-day period. If disabled, no new Scheduled Reports will generate until a request has been made to turn them back on. Contact HealtheConnections Support to request Scheduled Reports be re-enabled.

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