Statewide Encounter Alerts Best Practice Guides: 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 **Scheduled Reports section**.

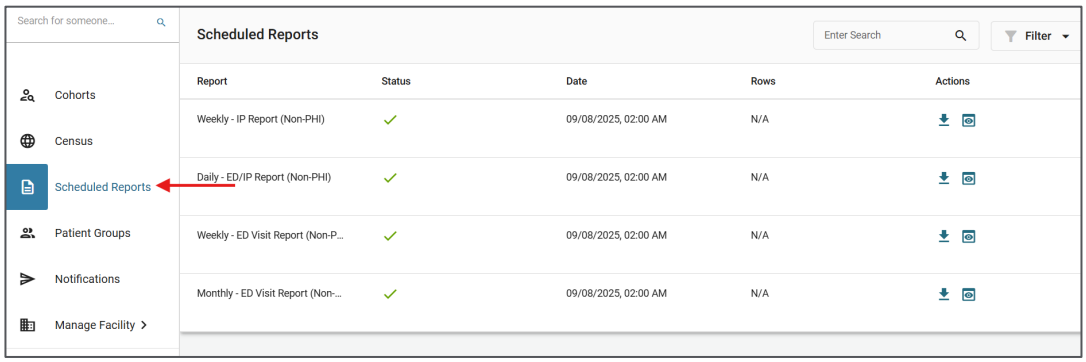
Quick links below allow users to jump directly to the sections most relevant to their needs.

Statewide Encounter Alerts Best Practice Guides: Scheduled Reports 1
Scheduled Reports 2

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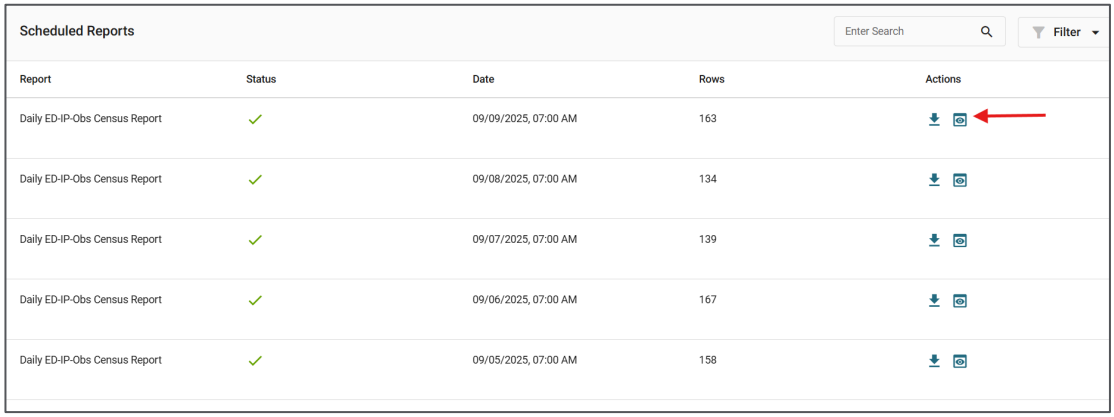
Scheduled Reports

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.

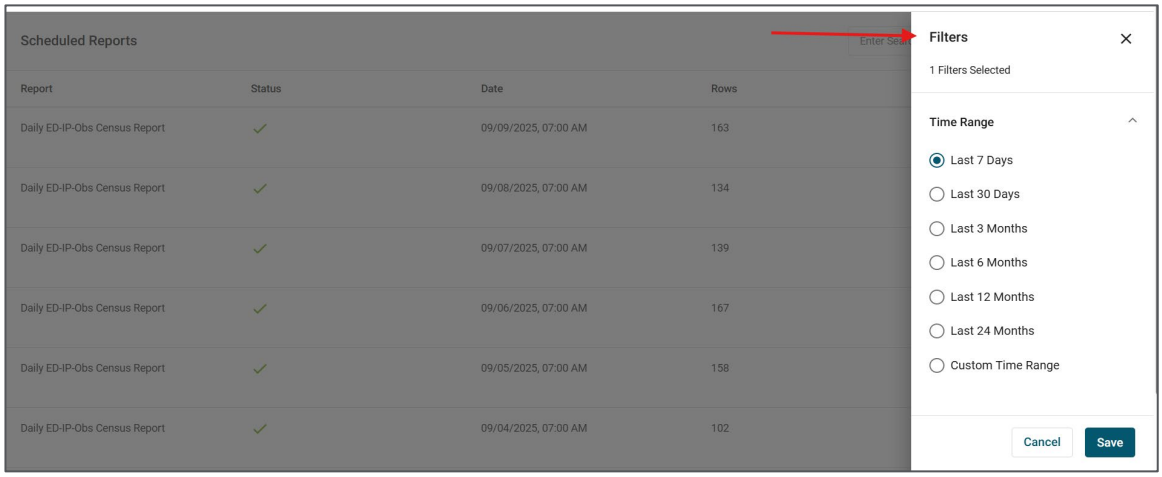


The Search function allows users to search for a report by date or title.



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

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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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