

# **Ambulatory Operations Application Guide**

**Measure Factory** 

## **Ambulatory Operations Application Guide: Measure Factory**

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## Contents

About This Guide	1
The Ambulatory Operations Dashboards	3
Executive Dashboard	9
Current	13
Current—Working with Yesterday's Data	13
Current—Working with Monthly Data	16
Operations	17
Operations—Working with Overview Data	17
Operations—Working with Trended Data	19
Revenue	23
Revenue—Working with Overview Data	23
Revenue—Working with Trended Data	25
Receivables	29
Receivables—Working with Current Data	29
Receivables—Working with Trended Data	31
Physicians	33
Physicians—Working with Data About Many Physicians	33
Physicians—Working with Data About One Physician	34
Facilities	39
Facilities—Working with Data About a Department	39
Facilities—Working with Data About a Facility and Its Departments	40
E&M Coding	45
Population	47
Population—Working with Data About This Month's Patients	47

Population—Working with Data About Chronic Patients	48
Diving	51
What Is Diving?	51
Diving on a Tabular Display	53
The Measure Dictionary	57
Viewing Measure Details	57
Measure Analysis Options	58
About Default and Custom Analyses	58
Other Analysis Options	60
Analyzing Measure Data	61
Analyzing Measure Data Over Time (Default Analysis)	61
Analyzing Measure Data, Without a Time-Period Comparison	
(Custom Analysis)	64
Opening Measure Data in ProDiver	65
Self Service Functionality	67
Creating Your Page	67
Adding Stamps	67
Deleting Stamps	71
Using Stamps	72

## **About This Guide**

## What is Ambulatory Operations?

Ambulatory Operations is a healthcare application, developed by Dimensional Insight. Built with Measure Factory—Dimensional Insight's business rules engine—Ambulatory Operations standardizes your source system data across relevant metrics. The result is consistent, trustworthy numbers that empower your organization to make data-driven decisions.

What insights does Ambulatory Operations provide? Ambulatory Operations provides visibility into interactions between providers and patients. It shows activity from a variety of settings, such as physician offices, hospitals, and nursing homes.

Ambulatory Operations provides measures that reflect:

- Volumes, such as office visits, appointments, and procedures
- Revenue and finances, such as charges and accounts receivable
- Productivity, such as RVUs (relative value units) and charge lag
- Population characteristics, such as population segment sizes and visits per person year

Where does the data come from? Data is extracted from two types of systems:

- Ambulatory and physician electronic health records (EHR) systems
- Revenue cycle systems

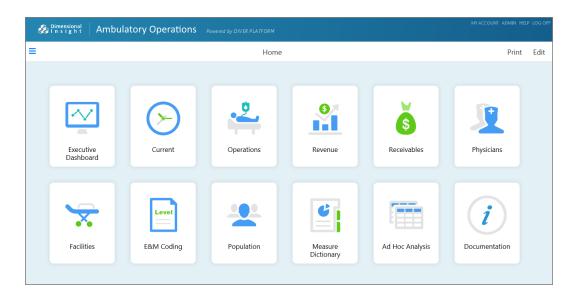
Ambulatory Operations uses transactional data—for example, appointments—as well as information about professional claims.

**Are other Applications available?** Yes. Ambulatory Operations is only one of Dimensional Insight's solutions for healthcare. Others include Hospital Operations, Surgery, and Provider Performance Advisor.

## What is in this guide?

This guide explains how to work with the Ambulatory Operations dashboards. It teaches you how to access, read, and dive into your data.

**NOTE**: Your Dimensional Insight consultant and developers within your organization can modify these dashboards to better suit your needs, so keep in mind that your view might differ from what is shown here.



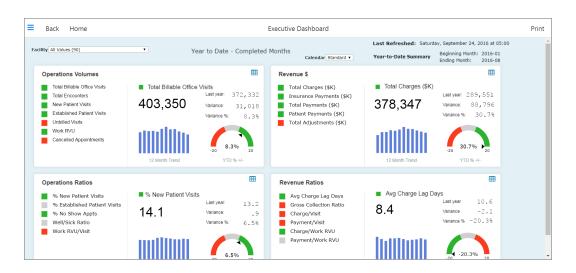
## The Ambulatory Operations Dashboards

The following dashboards are included with Ambulatory Operations:

## **Executive Dashboard**

Use the **Executive Dashboard** to view current and trended data about patient visits, work relative value units (RVUs), charges, and payments.

For more information, see Executive Dashboard on page 9.



## Current

Use the **Current** page to view current and past data about patient visits, work RVU, and billing.

For more information, see Current on page 13.

Back Home		Current	Prir	nt Edi
Yesterday Month	•	Activity for Wednesday, June 27, 201	Last Refreshed: Thursday, June 28, 2018	3 at 05:00
694 PY MTD 1	18,466 19,421 -4.9%	New Patient Visits           Yesterday         MTD         2,399           96         PY MTD         2,475           % +/.         -3.1%	•         Established Patient Visits           Yesterday         MTD         16,067           598         PY MTD         16,946           % +/-         -5.2%         •	•
4,589 PYMTD	01,907 88,330 15.4%	Attended Appointments           Yesterday         MTD         29,158           1,117         PY MTD         26,730           % +/-         9,1%	Unbilled Visits           Yesterday         MTD         79,056           3,104         PY MTD         75,404           % +/-         4.8%	0
	<b>1</b> 6,379 14,691 11,5%	Total Charges DOE (\$K)           Yesterday         MTD         17,992           884         PY MTD         14,289           % +/-         25,9%	Total Payments (\$K)           Yesterday         MTD         4,988           343         PY MTD         4,391           % +/-         13,6%	•

## **Operations**

Use the **Operations** page to view current and trended data about patient visits and RVU.

For more information, see Operations on page 17.

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•								Last Refreshed:	Saturday, Septer	mber 24, 201	6 at 05:00	1
					Calendar S	tandard 🔻		Year-to-Date Sun	imary Beginni Ending	ng Month: 2 Month: 2	016-01 016-08	
			_				_				- 1	
Sep-2016	Sep-2015	% +/-		Aug-2016	Aug-2015	% +/-		2016	2015	% +/-		
178,087	318,978	-44.2%	•	466,372	399,244	16.8%		3,771,705	3,223,038	17.0%		
12,601	35,764	-64.8%	÷	41,620	43,776	-4.9%		403,350	372,332	8.3%		
1,704	4,755	-64.2%	÷	5,704	5,785	-1.4%		56,701	49,154	15.4%		
10,897	31,009	-64.9%	÷ .	35,916	37,991	-5.5%		346,649	323,178	7.3%		
706	2,129	-66.8%	<b>*</b>	2,332	2,588	-9.9%		22,081	20,205	9.3%		
5,054	12,321	-59.0%	<b>V</b>	17,461	15,370	13.6%	λ.	186,633	125,748	48.4%		
33	383	-91.4%	<b>V</b>	200	565	-64.6%		3,400	4,167	-18.4%	<b>V</b>	
32	132	-75.8%	<b>V</b>	174	184	-5.4%		2,137	1,734	23.2%	<b>A</b>	
18	90	-80.0%	•	79	92	-14.1%		870	889	-2.1%		
1,134	3,113	-63.6%	•	4,076	4,275	-4.7%		30,785	29,509	4.3%		
10,830	30,803	-64.8%	<b>V</b>	35,542	37,265	-4.6%		353,312	324,830	8.8%		
24,519	63,074	-61.1%	<b>V</b>	83,067	76,564	8.5%	4	840,220	644,718	30.3%		
91,240	109,932	-17.0%	•	195,959	131,427	49.1%	▲	1,394,842	1,102,003	26.6%		
131,229	280,353	-53.2%	•	377,402	316,496	19.2%		3,410,546	2,849,209	19.7%		
86,416	181,677	-52.4%	•	250,674	209,594	19.6%	4	2,288,012	1,865,694	22.6%		
	Sep-2016 178,087 12,601 1,704 10,897 706 5,054 33 32 18 1,134 10,830 24,519 91,240 131,229	Sep-2016         Sep-2015           178,087         318,978           12,601         35,764           1,704         35,764           1,704         310,099           706         2,129           5,054         12,321           33         383           32         132           18         30,803           24,519         63,074           91,424         109,932           13,229         280,353           86,416         181,677	178,087         318,978         -44.2%           12,601         35,764         -64.8%           1,704         4,755         -64.2%           10,897         31,009         -64.4%           5,054         12,321         -50.0%           33         333         391.4%           32         132         -75.8%           18         90         -80.0%           1,134         3,113         -63.6%           1,134         3,0803         -64.8%           24,519         63.074         -11.1%           91,240         109,932         17.0%           131,222         280.333         53.2%           66.416         181.677         -52.4%	Sep-2016         Sep-2015         % + /-           178,087         318,978         -44.2%         ¥           12,601         35,764         -64.8%         ¥           1,704         4,755         -64.2%         ¥           1,704         3,009         -66.4%         ¥           706         2,129         -66.8%         ¥           33         383         -91.4%         ¥           32         12,221         -55.9%         ¥           33         383         -91.4%         ¥           18         90         -80.0%         ¥           1,134         3,113         -63.6%         ¥           91,240         109,932         -17.0%         ¥           191,242         120,932         -53.2%         ¥           131,222         280,333         -53.2%         ¥	Sep-2016         Sep-2015         % + /-         Aug-2016           178,087         318,978         -44.2%         ▼         466,372           12,601         35,764         -64.8%         ▼         41,620           1,704         4,755         -64.2%         ▼         43,5174           10,897         310,99         -64.2%         ▼         43,516           706         2,129         -66.8%         ▼         2,332           5,054         12,321         -59.0%         ▼         17,461           33         383         -91.4%         ▼         200           32         112         -75.8%         ▼         174           18         90         -80.0%         ▼         35,542           1,134         3,113         -63.6%         ▼         35,542           24,519         63.074         -61.1%         ▼         195,557           91,420         109.932         -17.0%         ▼         195,557           131,229         280,333         -53.2%         ▼         377,402           131,229         280,353         -53.2%         ▼         250,674	Sep-2016         Sep-2015         % +/-         Aug-2016         Aug-2015           178,087         318,978         -44.2%         ✓         466,372         399,244           12,601         35,764         -64.8%         ✓         41,620         43,776           1,704         4,755         -64.2%         ✓         5,704         5,764         35,916         37,991           706         2,129         -66.8%         ✓         2,332         2,888           5,054         12,221         -59.0%         ✓         17,461         15,370           33         383         -91.4%         ✓         200         563           32         132         -75.8%         ✓         4,076         4,275           1,134         3,113         -63.6%         ✓         4,076         4,275           1,134         3,113         -63.6%         ✓         4,076         4,275           1,134         3,0,03         -64.8%         ✓         35,542         37,655           24,519         63.074         -61.1%         ✓         35,542         31,427           131,229         280,353         -53.2%         ✓         377,402         316,476 <td>Sep-2016         Sep-2016         <math>\Re_{0}</math> +/-         Aug-2016         <math>\Lambda_{02}</math>-2015         <math>\Re_{0}</math> +/-           178,087         318,978         -44.2%         <math>\checkmark</math>         466,372         399,244         16.8%         <math>\land</math>           12,601         35,764         -64.8%         <math>\checkmark</math>         41,620         43,776         -4.9%           1,704         4,755         -64.3%         <math>\checkmark</math>         35,916         37,991         -5.5%           10,897         31,099         -66.4%         <math>\checkmark</math>         2,323         2,588         -9.0%           706         2,129         -66.8%         <math>\checkmark</math>         2,323         2,588         -9.0%         <math>\checkmark</math>           33         383         -91.4%         <math>\checkmark</math>         200         555         -64.6%         <math>\checkmark</math>           18         90         <math>\sim</math>         17,461         15,370         13.6%         <math>\checkmark</math>           1,134         3,113         -63.6%         <math>\checkmark</math>         35,542         37,255         -4.7%           10,830         30,803         -64.8%         <math>\checkmark</math>         35,542         37,255         -4.6%           19,404         19,932         17.0%         <math>, 35,642</math>         37,255         -4.6%</td> <td>Sep-2016         Sep-2015         <math>\Re_{+}/-</math>         Aug-2016         Aug-2015         <math>\vartheta_{+}/-</math>           178,087         318,978         -44.2%         <math>\checkmark</math>         466,372         399,244         16.8%         <math>\land</math>           12,601         35,764         -64.3%         <math>\checkmark</math>         41,620         43,776         -4.9%           1,004         4,755         -64.2%         <math>\checkmark</math>         5,704         5,791         -5.5%         <math>\checkmark</math>           10,897         31,009         -64.9%         <math>\checkmark</math>         35,916         37,991         -5.5%         <math>\checkmark</math>           706         2,129         -66.3%         <math>\checkmark</math>         2,332         2,388         -9.9%         <math>\checkmark</math>           33         383         -91.4%         <math>\checkmark</math>         0200         55.65         -64.4%         <math>\checkmark</math>           18         90         -80.0%         <math>\checkmark</math>         174         184         -5.4%         <math>\checkmark</math>           1,134         3,113         -63.0%         <math>\checkmark</math>         4,076         4,275         -4.6%         <math>\checkmark</math>           10,830         30,803         -64.3%         <math>\checkmark</math>         35,542         37,265         -4.6%         <math>\checkmark</math>           10,830         30,933         -53.2%</td> <td>Sep-2016         Sep-2015         % + /-         Aug-2016         Aug-2015         % + /-         2016           178,087         318,978         -44.2%          466,372         399,244         16.8%         \$         3,771,705           12,601         35,764         -64.8%          44,66,372         399,244         16.8%         \$         3,771,705           10,607         35,764         -64.8%          44,66,372         37,991         5.768         74.9%         403,350           10,897         31,009         -64.2%          7,704         5,785         -1.4%         5,6701           30,091         -64.2%          2,332         2,588         -9.9%         2,2081           5,054         12,321         -59.0%          11,461         15,370         13.6%         3,340           33         33         333         391.4%         200         556         -64.6%         3,40           31         333         391.4%         200         556         -64.6%         3,30           31         333         39.86%         40,76         4,275         -4.7%         30,785           1,134</td> <td>Sep-2016         Sep-2015         % + /-         Aug-2016         Aug-2015         % + /-         2016         2015           178,087         318,978         -44.2%         466,372         399,244         16.8%         3,771,705         3,223,038           12,601         35,764         -64.8%         41,620         43,776         -4.9%         403,350         372,332           1,704         4,755         -64.2%         5,704         5,794         -5.6%         346,649         323,178           10,897         31,009         -64.9%         2,332         2,588         -9.9%         22,081         20,255           5,054         12,321         -59.0%         7,7461         15,370         13.6%         3,400         4,167           33         383         -91.4%         200         556         -64.4%         3,400         4,167           32         132         -75.8%         17,41         184         -5.4%         2,373         1,734           18         90         -80.0%         4,076         4,275         -4.4%         3,312         24,519           10,80         30,803         -64.4%         35,542         37,265         -4.6%         35,312</td> <td>Sep-2016         Sep-2016         Meg-2016         Mug-2016         Mug-2015         % +/-         2016         2015         % +/-           178,087         318,978         -44.2%         ¥         466,6372         399,244         16.8%         \$         3,771,705         3,223,038         17.0%           12,601         35,764         -64.8%         ¥         446,20         43,776         -4.9%         403,350         372,322         8.8%           1,004         4,755         -64.2%         ¥         7.6%         346,649         323,178         7.3%           10,897         31,009         -64.3%         ¥         7.3%         7.3%         346,649         323,178         7.3%           706         2,129         -66.3%         ¥         7.3%         7.3%         ¥         7.3%         7.3%         ¥         7.3%         ¥         7.3%         ¥         7.3%         ¥         7.3%         ¥         8.3%         17.461         15.370         13.6%         ¥         2.08         12.646         ¥         2.08         12.646         \$         3.400         4.167         -1.84%         \$           33         391.4%         Y         147         184</td> <td>Sep-2016         Sep-2015         % +/-         Aug-2016         Aug-2015         % +/-         2016         2015         % +/-           178,087         318,978         -44.2%         466,372         399,244         16.8%         3,771,705         3,223,038         17.0%         17.0%           12,601         35,764         -64.8%         41,620         43,776         -4.9%         403,350         372,332         8.3%         17.0%         17.6%         17.0%         403,501         372,332         8.3%         17.0%         15.4%         15.4%         15.4%         15.4%         15.4%         15.6%         3.46,649         232,178         7.3%         14.6%         23,327         7.3%         13.6%         126,631         125,748         48.4%         14.4%         15.370         13.6%         23,300         41,677         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         15.370         13.6%         23,400         41,677         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         1</td>	Sep-2016         Sep-2016 $\Re_{0}$ +/-         Aug-2016 $\Lambda_{02}$ -2015 $\Re_{0}$ +/-           178,087         318,978         -44.2% $\checkmark$ 466,372         399,244         16.8% $\land$ 12,601         35,764         -64.8% $\checkmark$ 41,620         43,776         -4.9%           1,704         4,755         -64.3% $\checkmark$ 35,916         37,991         -5.5%           10,897         31,099         -66.4% $\checkmark$ 2,323         2,588         -9.0%           706         2,129         -66.8% $\checkmark$ 2,323         2,588         -9.0% $\checkmark$ 33         383         -91.4% $\checkmark$ 200         555         -64.6% $\checkmark$ 18         90 $\sim$ 17,461         15,370         13.6% $\checkmark$ 1,134         3,113         -63.6% $\checkmark$ 35,542         37,255         -4.7%           10,830         30,803         -64.8% $\checkmark$ 35,542         37,255         -4.6%           19,404         19,932         17.0% $, 35,642$ 37,255         -4.6%	Sep-2016         Sep-2015 $\Re_{+}/-$ Aug-2016         Aug-2015 $\vartheta_{+}/-$ 178,087         318,978         -44.2% $\checkmark$ 466,372         399,244         16.8% $\land$ 12,601         35,764         -64.3% $\checkmark$ 41,620         43,776         -4.9%           1,004         4,755         -64.2% $\checkmark$ 5,704         5,791         -5.5% $\checkmark$ 10,897         31,009         -64.9% $\checkmark$ 35,916         37,991         -5.5% $\checkmark$ 706         2,129         -66.3% $\checkmark$ 2,332         2,388         -9.9% $\checkmark$ 33         383         -91.4% $\checkmark$ 0200         55.65         -64.4% $\checkmark$ 18         90         -80.0% $\checkmark$ 174         184         -5.4% $\checkmark$ 1,134         3,113         -63.0% $\checkmark$ 4,076         4,275         -4.6% $\checkmark$ 10,830         30,803         -64.3% $\checkmark$ 35,542         37,265         -4.6% $\checkmark$ 10,830         30,933         -53.2%	Sep-2016         Sep-2015         % + /-         Aug-2016         Aug-2015         % + /-         2016           178,087         318,978         -44.2%          466,372         399,244         16.8%         \$         3,771,705           12,601         35,764         -64.8%          44,66,372         399,244         16.8%         \$         3,771,705           10,607         35,764         -64.8%          44,66,372         37,991         5.768         74.9%         403,350           10,897         31,009         -64.2%          7,704         5,785         -1.4%         5,6701           30,091         -64.2%          2,332         2,588         -9.9%         2,2081           5,054         12,321         -59.0%          11,461         15,370         13.6%         3,340           33         33         333         391.4%         200         556         -64.6%         3,40           31         333         391.4%         200         556         -64.6%         3,30           31         333         39.86%         40,76         4,275         -4.7%         30,785           1,134	Sep-2016         Sep-2015         % + /-         Aug-2016         Aug-2015         % + /-         2016         2015           178,087         318,978         -44.2%         466,372         399,244         16.8%         3,771,705         3,223,038           12,601         35,764         -64.8%         41,620         43,776         -4.9%         403,350         372,332           1,704         4,755         -64.2%         5,704         5,794         -5.6%         346,649         323,178           10,897         31,009         -64.9%         2,332         2,588         -9.9%         22,081         20,255           5,054         12,321         -59.0%         7,7461         15,370         13.6%         3,400         4,167           33         383         -91.4%         200         556         -64.4%         3,400         4,167           32         132         -75.8%         17,41         184         -5.4%         2,373         1,734           18         90         -80.0%         4,076         4,275         -4.4%         3,312         24,519           10,80         30,803         -64.4%         35,542         37,265         -4.6%         35,312	Sep-2016         Sep-2016         Meg-2016         Mug-2016         Mug-2015         % +/-         2016         2015         % +/-           178,087         318,978         -44.2%         ¥         466,6372         399,244         16.8%         \$         3,771,705         3,223,038         17.0%           12,601         35,764         -64.8%         ¥         446,20         43,776         -4.9%         403,350         372,322         8.8%           1,004         4,755         -64.2%         ¥         7.6%         346,649         323,178         7.3%           10,897         31,009         -64.3%         ¥         7.3%         7.3%         346,649         323,178         7.3%           706         2,129         -66.3%         ¥         7.3%         7.3%         ¥         7.3%         7.3%         ¥         7.3%         ¥         7.3%         ¥         7.3%         ¥         7.3%         ¥         8.3%         17.461         15.370         13.6%         ¥         2.08         12.646         ¥         2.08         12.646         \$         3.400         4.167         -1.84%         \$           33         391.4%         Y         147         184	Sep-2016         Sep-2015         % +/-         Aug-2016         Aug-2015         % +/-         2016         2015         % +/-           178,087         318,978         -44.2%         466,372         399,244         16.8%         3,771,705         3,223,038         17.0%         17.0%           12,601         35,764         -64.8%         41,620         43,776         -4.9%         403,350         372,332         8.3%         17.0%         17.6%         17.0%         403,501         372,332         8.3%         17.0%         15.4%         15.4%         15.4%         15.4%         15.4%         15.6%         3.46,649         232,178         7.3%         14.6%         23,327         7.3%         13.6%         126,631         125,748         48.4%         14.4%         15.370         13.6%         23,300         41,677         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         15.370         13.6%         23,400         41,677         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         14.4%         1

### Revenue

Use the **Revenue** page to view current and trended data about charges, payments, and adjustments.

For more information, see <u>Revenue on page 23</u>.

Sep-2016         Sep-2016         Sep-2016           Total Charges (\$K)         14,376         29,           Total Payments (\$K)         3,619         8,4           Insurance Payments (\$K)         3,218         7,           Patient Payments (\$K)         4,01         1,1,           Total Adjustments (\$K)         10,183         18,4           Ratios         4         14,37	th to Date           p-2015         % +/-           29,437         -51.2%         ▼           8,878         -59.2%         ▼           7,779         -58.6%         ▼           1,099         -63.5%         ▼           16,534         -45.1%         ▼	CURREN	T COMPLETE I Aug-2015 32,693 10,780 9,482 1,298 22,695		Ye	st Refreshed: ar-to-Date Sum 2016 378,347 109,448 96,896	Begi	inning Montl ing Month:	h: 2010 2010	6-01	0
Month         Month         Sep-2016         S	p-2015         % +/-           29,437         -51.2%         ▼           8,878         -59.2%         ▼           7,779         -58.6%         ▼           1,099         -63.5%         ▼	CURREM Aug-2016 41,631 12,361 11,043 1,318	<b>T COMPLETE I</b> Aug-2015 32,693 10,780 9,482 1,298	<b>MONTH</b> % +/- 27.3% 14.7% 16.5%		<b>2016</b> 378,347 109,448	289,551 92,903	E % +/- 30.7% 17.8%	201		
IMONTH           Sep-2016         Sep-2016           olumes         14,376         29,/           otal Charges (\$K)         14,376         29,/           otal Payments (\$K)         3,619         8,/           surance Payments (\$K)         3,218         7,           atlenk Payments (\$K)         401         14,,           otal Adjustments (\$K)         10,183         18,/           atlos         3619         3,8,1	p-2015         % +/-           29,437         -51.2%         ▼           8,878         -59.2%         ▼           7,779         -58.6%         ▼           1,099         -63.5%         ▼	Aug-2016 41,631 12,361 11,043 1,318	Aug-2015 32,693 10,780 9,482 1,298	% +/- 27.3% 14.7% 16.5%		<b>2016</b> 378,347 109,448	<b>2015</b> 289,551 92,903	<b>% +/</b> - 30.7% 17.8%			
Sep-2016         Sep-2016         Sep-2016           otal Charges (\$K)         14,376         29,           otal Payments (\$K)         3,619         8,4           suarance Payments (\$K)         3,218         7,           atlenk Payments (\$K)         4,01         14,1,4           otal Adjustments (\$K)         10,183         18,4           atlos         4         14,14	p-2015         % +/-           29,437         -51.2%         ▼           8,878         -59.2%         ▼           7,779         -58.6%         ▼           1,099         -63.5%         ▼	Aug-2016 41,631 12,361 11,043 1,318	Aug-2015 32,693 10,780 9,482 1,298	% +/- 27.3% 14.7% 16.5%		<b>2016</b> 378,347 109,448	<b>2015</b> 289,551 92,903	<b>% +/</b> - 30.7% 17.8%			
foldmess         14,376         29,9           otal Charges (\$K)         14,376         29,8           otal Payments (\$K)         3,619         8,1           nsurance Payments (\$K)         3,218         7,2           atient Payments (\$K)         401         1,1           otal Adjustments (\$K')         10,183         18,1           aties         401         18,1	29,437 -51.2% V 8,878 -59.2% V 7,779 -58.6% V 1,099 -63.5% V	41,631 12,361 11,043 1,318	32,693 10,780 9,482 1,298	27.3% 14.7% 16.5%		378,347 109,448	289,551 92,903	30.7% 17.8%			
otal Charges (\$K)         14,376         29,           otal Payments (\$K)         3,619         8,           isurance Payments (\$K)         3,218         7,           atlent Payments (\$K)         401         1,1,           otal Adjustments (\$K)         10,183         18,           atlos         405         10,183         10,183	8,878 -59.2% 7,779 -58.6% 1,099 -63.5%	12,361 11,043 1,318	10,780 9,482 1,298	14.7% 16.5%		109,448	92,903	17.8%			
isurance Payments (\$K) 3,218 7, atlent Payments (\$K) 401 1,/ tatl Adjustments (\$K) 10,183 18,/ atlos	7,779 -58.6% <b>V</b> 1,099 -63.5% <b>V</b>	11,043 1,318	9,482 1,298	16.5%	_		1 A A A A A A A A A A A A A A A A A A A		_		
attient Payments (\$K)         401         1,1           stal Adjustments (\$K)         10,183         18,1           atios         10         10,183         10,183	1,099 -63.5% 🔻	1,318	1,298			96,896	81 357	10 1%	<b>—</b>		
atios	· · · · ·			1.5%							
atios	18,534 -45.1% 🔻	29,291	22.605			12,552	11,546	8.7%			
			22,685	29.1%		263,311	195,816	34.5%			
vg Charge Lag Days 9.2											
	9.2 .1%	8.3	9.7	-14.8%		8.4	10.6	-20.3%			
	.32 -80.4% 🔻	.15	.32	-51.2%	▼	.26	.31	-16.9%	•		
harge/Work RVU 166.35 162	162.03 2.7%	166.08	155.98	6.5%		165.36	155.20	6.5%			
harge/Adj Work RVU 175.71 172	172.71 1.7%	174.79	164.83	6.0%		173.35	163.31	6.1%			
harge/Total RVU 109.55 105	105.00 4.3%	110.31	103.30	6.8%		110.93	101.62	9.2%			
harge/Visit 46.56 114	114.22 -59.2% 🔻	74.88	114.89	-34.8%	$\mathbf{T}$	99.94	114.60	-12.8%	•		
ayment/Work RVU 20.47 73	73.24 -72.1% 🔻	47.50	72.52	-34.5%	$\mathbf{T}$	67.60	70.29	-3.8%			
ayment/Visit 4.91 46	46.09 -89.4% 🔻	18.14	46.72	-61.2%	•	36.61	45.86	-20.2%	•		

### Receivables

Use the **Receivables** page to view current and trended data about the balances in accounts receivable.

For more information, see <u>Receivables on page 29</u>.



## **Physicians**

Use the **Physicians** page to view current and trended data about encounter service provider volume, work RVU, and billing.

For more information, see Physicians on page 33.

Back Home					Physician	s						I
inity Scorecard Cility All Values (90) partment Name All Values (791)	▼ ▼				Calen	dar Standa	and 🔻	tefreshed: <sup>Satu</sup> ar-to-Date Summ	Beg	inning Month: 20		
Measures	TOTAL	BILLABLE	OFFICE VISITS	-	NE	W PATIEN	IT VISITS	ESTAB	ISHED PAT		-	
Encounter Service Provider	Cur	Prev	%+/-		Cur	Prev	%+/-	Cur	Prev	%+/-	^	
Zimmerman, V (PHY 004742)	1,525	77	1,880.5%		175	20	775.0%	1,350	57	2,268.4%		1
Zimmerman, Q (PHY_001105)	1,219	2,332	-47.7% 🔻		389	665	-41.5% 🔻	830	1,667	-50.2%	<b>7</b>	
ork, H (PHY_019575)	218	19	1,047.4%		18	1	1,700.0% 🔺	200	18	1,011.1%		
'ates, R (PHY_024553)	455	543	-16.2% 🔻		9	15	-40.0% 🔻	446	528	-15.5%	<b>7</b>	
Wynn, Y (PHY_024661)	96	54	77.8% 🔺		0	3	-100.0% 🔻	96	51	88.2%		
Wynn, U (PHY_002569)		1	-100.0% 🔻			1	-100.0% 🔻		0		L .	
Wyatt, K (PHY_002911)	190	315	-39.7% 🔻		67	89	-24.7% 🔻	123	226	-45.6%	<b>7</b>	
Wyatt, J (PHY_004131)	2,975	2,519	18.1% 🔺		1,021	849	20.3% 🔺	1,954	1,670	17.0%		
Wright, I (PHY_004324)	2,108	1,714	23.0% 🔺		333	261	27.6% 🔺	1,775	1,453	22.2%		
Wright, D (PHY_003128)	593	548	8.2% 🔺		61	57	7.0% 🔺	532	491	8.4% 🖌		
Wooten, A (PHY_024654)	2,035	1,741	16.9% 🔺		571	563	1.4% 🔺	1,464	1,178	24.3%		
Woodward, O (PHY_020085)	6				0			6			L .	
Wong, J (PHY_026452)	820		A		17		<b>A</b>	803			L .	
Wolfe, V (PHY_002762)	1	0	A		0	0	<b>A</b>	1	0		<b>N</b>	
Wolfe, K (PHY_017736)		1	-100.0% 🔻			0	<b>A</b>		1	-100.0%		
Wilson, Y (PHY_016113)	0	1	-100.0% 🔻		0	0	<b>A</b>	0	1	-100.0%	<b>7</b>	
Williamson, O (PHY_005161)	1	7	-85.7% 🔻		0	0	<b>A</b>	1	7	-85.7%	<b>7</b>	
Williamson, B (PHY_023120)	865	600	44.2% 🔺		205	143	43.4% 🔺	660	457	44.4% 🖌		
Williams, T (PHY_005292)	0	1	-100.0% 🔻		0	1	-100.0% 🔻	0	0		<b>N</b>	
Williams, A (PHY 045012)	110	4	2,650.0%		18	3	500.0%	92	1	9,100.0%		

## **Facilities**

Use the **Facilities** page to view current and trended data about department volume, work RVU, and billing.

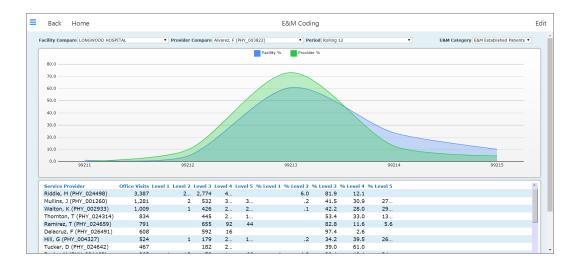
For more information, see <u>Facilities on page 39</u>.

Back Home			Facilitie	es				P
mary Scorecard						Last Refreshed: Sund	lay, August 28, 2016 at 05:00	
partment Name All Values (229)	*		Ca	alendar Stan	dard 🔻	Year-to-Date Summary	Beginning Month: 2016-01 Ending Month: 2016-07	
leasures	TOTAL BILLABL	E OFFICE VISITS		NEW PATIEI	NT VISITS	ESTABLIS	HED PATIENT VISITS	
Facility	Cur Prev	%+/-	Cur	Prev	%+/-	Cur I	Prev %+/- ^	
ING SKAGEN	7,409 8,471	-12.5% 🔻	1,069	1,143	-6.5% 🔻	6,340 7,	328 -13.5% 🔻	
AIRFAX COMMUNITY HEALTH CENTER	14,997 12,383	21.1% 🔺	1,787	1,499	19.2% 🔺	13,210 10,	884 21.4% 🔺	
SPL CARDIOLOGY @ GEORGETOWN	8,108 7,329	10.6% 🔺	777	767	1.3%	7,331 6,	562 11.7% 🔺	
SPL CARDIOLOGY @ METRO	4,801 4,959	-3.2% 🔍	613	565	8.5% 🔺	4,188 4,	394 -4.7% 🔍	
SPL GEORGETOWN	18,217 18,512	-1.6% 🔍	845	1,275	-33.7% 🔻	17,372 17,	237 .8% 🔺	
SPL ROBIN CT B	9,166 9,537	-3.9% 🔍	830	782	6.1% 🔺	8,336 8,	755 -4.8% 🔍	
SPL Robin CT A	1,905 2,064	-7.7% 🔻	368	378	-2.6%	1,537 1,	686 -8.8% 🔻	
SPL SPRINGFIELD ACRES A	7,707 8,587	-10.2% 🔻	215	233	-7.7% 🔻	7,492 8,	354 -10.3% 🔻	
SPL WEST CAPE	9,472 10,575	-10.4% 🔻	485	807	-39.9% 🌂	8,987 9,	768 -8.0% 🔻	
CD OPEN FIELD	22,474 21,204	6.0% 🔺	6,600	6,458	2.2%	15,874 14,	746 7.6% 🔺	
ONGWOOD HOSPITAL	8,878 8,388	5.8% 🔺	948	746	27.1% 🔺	7,930 7,	642 3.8% 🔺	
1APLEWOOD HOSPITAL	13,789 10,694	28.9% 🔺	2,275	1,493	52.4% 🔺	11,514 9,	201 25.1% 🔺	
1ED PLAZA ONE	5,470 4,626	18.2% 🔺	709	459	54.5% 🔺	4,761 4,	167 14.3% 🔺	
DPEN FIELD A	13,316 13,597	-2.1%	390	387	.8%	12,926 13,	210 -2.1% 🔍	
OUT PATIENT GEORGETOWN	5,535 5,008	10.5% 🔺	574	465	23.4% 🔺	4,961 4,	543 9.2% 🔺	
AGE FIELD B	6,912 7,106	-2.7%	1,719	1,720	1%	5,193 5,	386 -3.6% 🔍	
INE ISLAND ROAD	38,600 35,729	8.0% 🔺	8,199	7,093	15.6% 🔺	30,401 28,	636 6.2% 🔺	
LANTATION WOUND CARE	5,569 3,968	40.3% 🔺	647	455	42.2% 🖌	4,922 3,	513 40.1% 🔺	
IVERWAY AMBULATORY	4,552 5,854	-22.2% 🔻	910	1,009	-9.8% 🄻	3,642 4,	845 -24.8% 🔻	
SANCTUARY OP	29,845 25,939	15.1% 🔺	4,219	2,595	62.6% 🔺	25,626 23,	344 9.8% 🔺	
6H	2,674 1,383	93.3% 🔺	1,256	634	98.1% 🔺	1,418	749 89.3% 🔺 🚽	
SOUTH POINT	14,719 17,622	-16.5% 🔻	703	983	-28.5%	14,016 16,	639 -15.8% 🔻	
SPRINGFIELD HOSPITAL	18,105 14,712	23,1%	2,726	2,476	10.1%	15,379 12,	236 25.7%	

## E&M Coding

Use the **E&M Coding** page to view data about the distribution of a provider's evaluation and management visits, compared to their facility.

For more information, see <u>E&M Coding on page 45</u>.



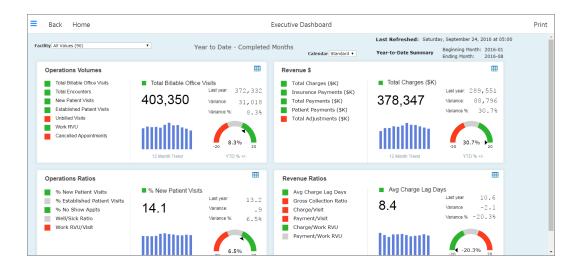
## **Population**

Use the **Population** page to view data about the current patient population, and access details about chronic patients over time.

For more information, see <u>Population on page 47</u>.

Back Home			Popul	lation				Print
Current Chronic Overview Analysis						Last Refreshed: Satur	rday, September 24, 2016 at 05:0	D
Patient Last Activity Facility	Patient Last Activity Department	All Values (428)	PCP All Va	alues (127)	•			
Patient Population Summary By	Chronic Status	Patient Panel Comparison		CURRENT:	2016-09 PRE	VIOUS: 2015-09		
	Total Population	Chronic Conditions	Current	Previous	Variance	%Variance		
	rotal Population	Totals	104,655	99,191	5,464	5.5%		
	104,668	0	39,450	39,520	-70	-0.2%		
		1	18,622	17,448	1,174	6.7%		
	Chronic Patients	2 to 3	27,036	24,609	2,427	9.9%		
	65,539	4 to 5	13,864	12,386	1,478	11.9%		
	% of Population	6+	5,683	5,228	455	8.7%		
0 2 to 3 1 4 to 5 6+	62.62							
Patient Population By Gender		Patient Population By Age Gr	oup	F	Patient Populati	on By Insurance Grou	p	
		00 to 01			Medicare			
		19 to 39			BCBS			
		40 to 59			Self-pay			
		60 to 69			Medicaid			

## **Executive Dashboard**



## Go to the dashboard and adjust your view

- 1. On the home page, click **Executive Dashboard**.
- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.
- 4. In the Calendar pull-down menu, choose one of the following:
  - **Standard**, if you want to view data beginning with January of the current year
  - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

#### **Review the data**

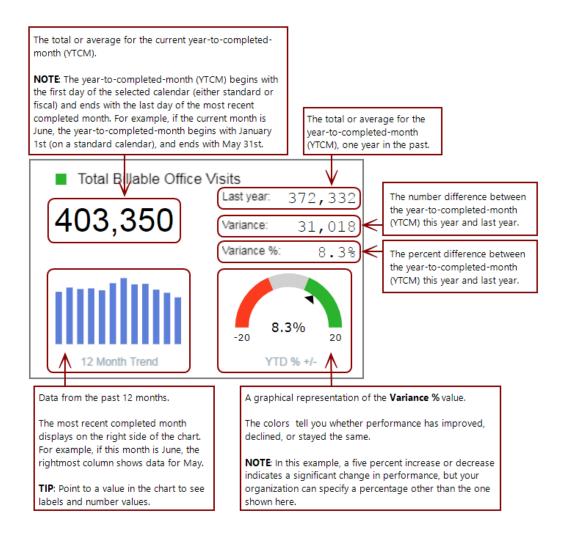
1. Each section of the page includes a list of measures on the left. Click a measure to view its data on the right.

The label above the data tells you which measure is selected.

**TIP**: The color to the left of the measure indicates whether performance has improved, declined, or stayed the same.



2. On the right, note the values:



### Analyze the data

Choose the data that you want to analyze:

#### Data from a selected month, compared to the same month last year

1. Click the measure with the data you want to analyze.

The measure's data displays on the right.

On the bar chart, click the month with the data you want to analyze.
 TIP: Point to a value in the chart to see labels and number values.

#### The **Default Analysis** page opens.

- 3. Note the date range:
  - The **Current** column shows data from the selected month.
  - The **Previous** column shows data from the same month, one year in the past.
- 4. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

## Data from the current year-to-completed-month (YTCM), compared to the same time-period last year

1. Click the measure with the data you want to analyze.

The measure's data displays on the right.

2. Below the measure name, click the value for the current year-to-completed-month (YTCM).

#### The **Default Analysis** page opens.

3. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. Click the measure with the data you want to analyze.

The measure's data displays on the right.

To the upper right of the measure name, click the **Analyze** icon III.
 The **Measure Overview** page opens.

- 3. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see <u>Analyzing Measure Data on page 61</u>.

## View the definition of a measure

- 1. Click the measure whose definition you want to view.
- 2. To the upper right of the measure name, click the **Analyze** icon  $\blacksquare$ .

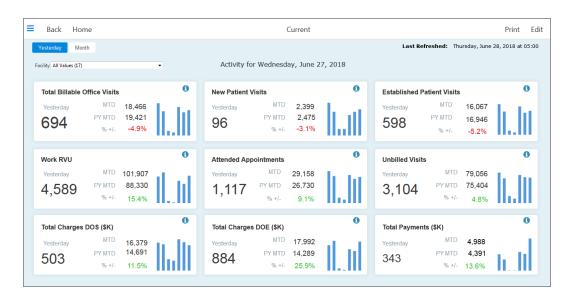
The **Measure Overview** page opens.

On the left, review the measure's definition and other details.
 For more information, see Viewing Measure Details on page 57.

## Current

On the **Current** page, you can choose whether to work with data from today or from a particular month:

- <u>Current—Working with Yesterday's Data below</u>
- Current—Working with Monthly Data on page 16



## Current—Working with Yesterday's Data

#### Go to the dashboard and adjust your view

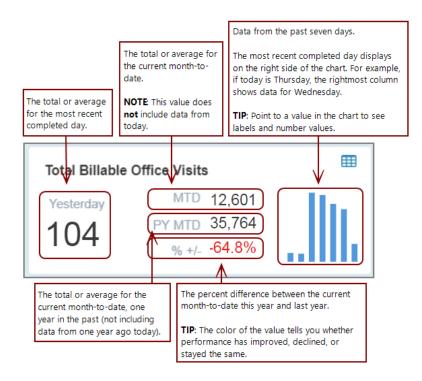
1. On the home page, click **Current**.

The **Current** page opens with the **Yesterday** tab selected.

- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.

#### **Review the data**

Note the values:



## Analyze the data

Choose the data that you want to analyze:

#### Yesterday's data, compared to the day before

1. Below the measure that you want to work with, click the **Yesterday** value.

The **Default Analysis** page opens.

- 2. Note the date range:
  - The **Current Complete Day** column shows data from yesterday.
  - The **Previous Complete Day** column shows data from the day before yesterday.
- 3. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

## Data from a selected day this week, compared to the same day last week

1. Below the measure that you want to work with, in the chart, click the value that you want to analyze.

**TIP**: Point to a value in the chart to see labels and number values.

The **Default Table** page opens.

- 2. Note the date range:
  - The **Current** column shows data from the selected day of the week.
  - The **Previous** column shows data from the same day, one week in the past.
- 3. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### Data from the current month-to-date, compared to the same timeperiod last year

1. Below the measure that you want to work with, click the **MTD** or **PY MTD** values.

**NOTE**: This value does **not** include data from today.

The **Default Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. To the right of the measure that you want to work with, click the **Analyze** icon **III**.

The **Measure Overview** page opens.

- 2. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see <u>Analyzing Measure Data on page 61</u>.

#### View the definition of a measure

1. To the right of the measure that you want to work with, click the **Analyze** icon **•**.

The **Measure Overview** page opens.

On the left, review the measure's definition and other details.
 For more information, see <u>Viewing Measure Details on page 57</u>.

## **Current—Working with Monthly Data**

#### Go to the dashboard and adjust your view

1. On the home page, click **Current**.

The **Current** page opens.

- 2. In the upper left, click the **Month** tab.
- 3. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 4. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.
- 5. In the **Year-Month** pull-down menu, select the time-period with the data that you want to view.

#### **Review the data**

• On the left, the **Date** column shows the dates that fall within the selected time-period.

**TIP**: To sort a column, click the column header.

#### Analyze the data

1. In the table, click the value that you want to analyze.

Date	Day of Week	Work RVU
Totals	Totals	215,413
2016-08-01	Mon	12,819
2016-08-02	Tue	12,021
2016-08-03	Wed	12,56 <mark>2</mark>
2016-08-04	Thu	11,744

#### The **Default Measure Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

## Operations

On the **Operations** page, you can choose whether to work with an overview of operational data, or operational data over a 12-month trend:

- Operations—Working with Overview Data below
- Operations—Working with Trended Data on page 19

Back Home				Op	erations							Prir
view Trends								Last Refreshed:	Saturday, Septe	mber 24, 201	5 at 05:00	
cility All Values (90)	٣				Calendar	Standard 🔻		Year-to-Date Sun		ing Month: 2 Month: 2	016-01 016-08	
Measures			_				_				_	
		MONTH TO DAT			NT COMPLETE I				YEAR TO DATE			
Volumes	Sep-2016	Sep-2015	% +/-	Aug-2016	Aug-2015	% +/-		2016	2015	% +/-	*	
Total Encounters	178,087	318,978	-44.2% 🔻	466,372	399,244	16.8%		3,771,705	3,223,038	17.0%		
Total Billable Office Visits	12,601	35,764	-64.8% 🔻	41,620	43,776	-4.9%		403,350	372,332	8.3%		
New Patient Visits	1,704	4,755	-64.2% 🔻	5,704	5,785	-1.4%		56,701	49,154	15.4%		
Established Patient Visits	10,897	31,009	-64.9% 🔻	35,916	37,991	-5.5%	•	346,649	323,178	7.3%		
Consultation Visits	706	2,129	-66.8% 🔻	2,332	2,588	-9.9%	•	22,081	20,205	9.3%		
Hospital Visits	5,054	12,321	-59.0% 🔻	17,461	15,370	13.6%		186,633	125,748	48.4%		
Nursing Home Visits	33	383	-91.4% 🔻	200	565	-64.6%	•	3,400	4,167	-18.4%	▼ ■	
Transitional Care Visits	32	132	-75.8% 🔻	174	184	-5.4%	•	2,137	1,734	23.2%	Á III	
Home Services Visits	18	90	-80.0% 🔻	79	92	-14.1%	•	870	889	-2.1%		
Well Visits	1,134	3,113	-63.6% 🔻	4,076	4,275	-4.7%		30,785	29,509	4.3%		
Sick Visits	10,830	30,803	-64.8% 🔻	35,542	37,265	-4.6%		353,312	324,830	8.8%		
Professional Visits	24,519	63,074	-61.1% 🔻	83,067	76,564	8.5%		840,220	644,718	30.3%		
Total Visit Encounters	91,240	109,932	-17.0% 🔻	195,959	131,427	49.1%		1,394,842	1,102,003	26.6%		
Total RVU	131,229	280,353	-53.2% 🔻	377,402	316,496	19.2%		3,410,546	2,849,209	19.7%		
Work RVU	86,416	181,677	-52.4% 🔻	250,674	209,594	19.6%		2,288,012	1,865,694	22.6%		
Adj Work RVU	81,816	170,439	-52.0%	238,171	198,347	20.1%		2,182,582	1,773,009	23.1%		

## **Operations—Working with Overview Data**

#### Go to the dashboard and adjust your view

1. On the home page, click **Operations**.

The **Operations** page opens with the **Overview** tab selected.

- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.
- 4. In the **Calendar** pull-down menu, choose one of the following:
  - **Standard**, if you want to view data beginning with January of the current year
  - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

#### **Review the data**

• The **Month to Date** area shows data for the current month-to-date this year, compared to the same time-period last year.

**NOTE**: This value does **not** include data from today.

- The **Current Complete Month** area shows data for the most recent completed month, compared to the same month last year.
- The **Year to Date** area shows data for the current year-to-completedmonth (YTCM), compared to the same time-period last year.

**NOTE**: The year-to-completed-month (YTCM) begins with the first day of the selected calendar (either standard or fiscal) and ends with the last day of the most recent completed month. For example, if the current month is June, the year-to-completed-month begins with January 1st (on a standard calendar), and ends with May 31st.

### Analyze the data

Choose the data that you want to analyze:

## Data from a time-period this year, compared to the same time-period last year

1. On the right, click the value that you want to analyze.

The **Default Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. On the left, click the measure with the data you want to analyze.

The **Measure Overview** page opens.

- 2. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see <u>Analyzing Measure Data on page 61</u>.

#### View the definition of a measure

1. On the left, click the measure whose definition you want to view.

The **Measure Overview** page opens.

On the left, review the measure's definition and other details.
 For more information, see Viewing Measure Details on page 57.

### **Operations—Working with Trended Data**

#### Go to the dashboard and adjust your view

1. On the home page, click **Operations**.

The **Operations** page opens.

- 2. In the upper left, click the **Trends** tab.
- 3. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 4. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.

#### **Review the data**

Note the values:



#### Analyze the data

Choose the data that you want to analyze:

#### Data from a selected month, compared to the same month last year

1. In a chart, click the month with the data you want to analyze.

The **Default Analysis** page opens.

- 2. Note the date range:
  - The **Current** column shows data from the selected month.
  - The **Previous** column shows data from the same month, one year in the past.
- 3. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### Cumulative data from the past 12 months, compared to the same timeperiod last year

1. Below the measure that you want to work with, click the value for the current or previous 12 months.

**NOTE**: Make sure that the entire row is selected, rather than the column.

The **Default Analysis** page opens.

- 2. Note the date range:
  - The **Current Rolling Year by Month** column shows cumulative data from the past 12 months.
  - The **Previous Rolling Year by Month** column shows cumulative data from the same 12 months, one year in the past.
- 3. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. To the right of the measure that you want to work with, click the **Analyze** icon **III**.

The **Measure Overview** page opens.

- 2. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see <u>Analyzing Measure Data on page 61</u>.

#### View the definition of a measure

1. To the right of the measure that you want to work with, click the **Analyze** icon **III**.

The **Measure Overview** page opens.

2. On the left, review the measure's definition and other details.

For more information, see <u>Viewing Measure Details on page 57</u>.

## Revenue

On the **Revenue** page, you can choose whether to work with an overview of billing data, or billing data over a 12-month trend:

- <u>Revenue—Working with Overview Data below</u>
- <u>Revenue—Working with Trended Data on page 25</u>

Back Home					Reven	ue							
ew Trends								La	st Refreshed:	Saturday, Sej	ptember 24	, 2016 at 05	:00
ity All Values (90)	Ŧ				c	alendar Standa	ard 🔻	Ye	ear-to-Date Sum		inning Mont ing Month:	h: 2016-01 2016-08	
easures								_				_	
		MONTH TO DA				T COMPLETE I				EAR TO DAT			
folumes	Sep-2016	Sep-2015	% +/-		Aug-2016	Aug-2015	% +/-		2016	2015	% +/-		
otal Charges (\$K)	14,376	29,437	-51.2%	•	41,631	32,693	27.3%		378,347	289,551	30.7%		
otal Payments (\$K)	3,619	8,878	-59.2%	÷.	12,361	10,780	14.7%		109,448	92,903	17.8%	Ā.	
surance Payments (\$K)	3,218	7,779	-58.6%	<b>V</b>	11,043	9,482	16.5%		96,896	81,357	19.1%		
atient Payments (\$K)	401	1,099	-63.5%	<b>V</b>	1,318	1,298	1.5%		12,552	11,546	8.7%		
otal Adjustments (\$K)	10,183	18,534	-45.1%	•	29,291	22,685	29.1%		263,311	195,816	34.5%	<b>A</b>	
atios													
vg Charge Lag Days	9.2	9.2	.1%		8.3	9.7	-14.8%		8.4	10.6	-20.3%		
ross Collection Ratio	.06	.32	-80.4%	•	.15	.32	-51.2%	▼	.26	.31	-16.9%	•	
harge/Work RVU	166.35	162.03	2.7%		166.08	155.98	6.5%		165.36	155.20	6.5%	<b>A</b>	
harge/Adj Work RVU	175.71	172.71	1.7%		174.79	164.83	6.0%		173.35	163.31	6.1%	<b>A</b>	
harge/Total RVU	109.55	105.00	4.3%		110.31	103.30	6.8%		110.93	101.62	9.2%	<b>A</b>	
harge/Visit	46.56	114.22	-59.2%	▼	74.88	114.89	-34.8%	$\mathbf{T}$	99.94	114.60	-12.8%	▼	
ayment/Work RVU	20.47	73.24	-72.1%	▼	47.50	72.52	-34.5%	▼	67.60	70.29	-3.8%		
avment/Visit	4.91	46.09	-89.4%	•	18.14	46.72	-61.2%	•	36.61	45.86	-20.2%	-	

## **Revenue—Working with Overview Data**

#### Go to the dashboard and adjust your view

1. On the home page, click **Revenue**.

The **Revenue** page opens with the **Overview** tab selected.

- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.
- 4. In the **Calendar** pull-down menu, choose one of the following:
  - **Standard**, if you want to view data beginning with January of the current year
  - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

#### **Review the data**

• The **Month to Date** area shows data for the current month-to-date this year, compared to the same time-period last year.

**NOTE**: This value does **not** include data from today.

- The **Current Complete Month** area shows data for the most recent completed month, compared to the same month last year.
- The **Year to Date** area shows data for the current year-to-completedmonth (YTCM), compared to the same time-period last year.

**NOTE**: The year-to-completed-month (YTCM) begins with the first day of the selected calendar (either standard or fiscal) and ends with the last day of the most recent completed month. For example, if the current month is June, the year-to-completed-month begins with January 1st (on a standard calendar), and ends with May 31st.

### Analyze the data

Choose the data that you want to analyze:

## Data from a time-period this year, compared to the same time-period last year

1. On the right, click the value that you want to analyze.

The **Default Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. On the left, click the measure with the data you want to analyze.

The **Measure Overview** page opens.

- 2. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see <u>Analyzing Measure Data on page 61</u>.

#### View the definition of a measure

1. On the left, click the measure whose definition you want to view.

The **Measure Overview** page opens.

2. On the left, review the measure's definition and other details. For more information, see Viewing Measure Details on page 57.

### **Revenue—Working with Trended Data**

#### Go to the dashboard and adjust your view

1. On the home page, click **Revenue**.

The **Revenue** page opens.

- 2. In the upper left, click the **Trends** tab.
- 3. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 4. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.

#### **Review the data**

Note the values:

		Total Charges (\$K)	Ⅲ
Data for the past 12 months, compared to the same 12 months last year. <b>TIP</b> : Point to a value in the chart to see labels and number values.	>	50,000 45,000 40,000 35,000 Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug	
		Cur 12 Months         Prev 12 Months         % +/-           547,822         425,955         28.6%	
		Cumulative values from the past 12 months, compared to the same time-period last year.	

#### Analyze the data

Choose the data that you want to analyze:

#### Data from a selected month, compared to the same month last year

1. In a chart, click the month with the data you want to analyze.

The **Default Analysis** page opens.

- 2. Note the date range:
  - The **Current** column shows data from the selected month.
  - The **Previous** column shows data from the same month, one year in the past.
- 3. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### Cumulative data from the past 12 months, compared to the same timeperiod last year

1. Below the measure that you want to work with, click the value for the current or previous 12 months.

**NOTE**: Make sure that the entire row is selected, rather than the column.

The **Default Analysis** page opens.

- 2. Note the date range:
  - The **Current Rolling Year by Month** column shows cumulative data from the past 12 months.
  - The **Previous Rolling Year by Month** column shows cumulative data from the same 12 months, one year in the past.
- 3. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. To the right of the measure that you want to work with, click the **Analyze** icon **III**.

The **Measure Overview** page opens.

- 2. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see <u>Analyzing Measure Data on page 61</u>.

#### View the definition of a measure

1. To the right of the measure that you want to work with, click the **Analyze** icon **III**.

The **Measure Overview** page opens.

2. On the left, review the measure's definition and other details.

For more information, see <u>Viewing Measure Details on page 57</u>.

## Receivables

On the **Receivables** page, you can choose whether to work with current or trended data about the balances in accounts receivable.

- <u>Receivables—Working with Current Data below</u>
- Receivables—Working with Trended Data on page 31



## **Receivables—Working with Current Data**

#### Go to the dashboard and adjust your view

1. On the home page, click **Receivables**.

The **Receivables** page opens with the **Current** tab selected.

- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. Below the **Last Refreshed** field, note the year and month that the data on this page is from.
- 4. In the **Department Name** pull-down menu, choose whether to view all balances, or only balances that were billed against a certain department.
- 5. In the **Service Provider** pull-down menu, choose whether to view all balances, or only balances that were billed against a certain provider.
- 6. In the A/R Balance Type pull-down menu, select one of the following:
  - All Values, if you want to view the net value of the balances in accounts receivable. When All Values is selected, the data shows the

difference between the payments made to your organization, and the payments that your organization owes.

- **Credit**, if you want to view payments to be deducted from your organization. For example, your organization might owe a payment to an insurance company.
- **Debit**, if you want to view payments to be made to your organization.

#### **Review the data**

**NOTE**: These values represent thousands of dollars. For example, read 100 as 100,000.

- Along the top of the page, charts show data about insurance balance:
  - The **Top 5 Financial Class by Insurance Balance (\$K)** chart displays the insurance providers with the greatest balances.
  - The **Insurance Balance (\$K) by AR Day Range** chart displays the amount of time (for example, between 0 and 30 days) that the balances have been in accounts receivable.
- Below the charts, you can view number data about insurance balance, compared to total balance:
  - To view data by insurance provider, click the leftmost column header and select **Financial Class**.
  - To view data by number of days in accounts receivable, click the leftmost column header and select **Days in A/R Dim**.

#### Analyze the data

1. In a chart, click the value that you want to analyze.

**TIP**: Point to a value in the chart to see labels and number values.

The **Default Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

## **Receivables—Working with Trended Data**

#### Go to the dashboard and adjust your view

1. On the home page, click **Receivables**.

The **Receivables** page opens.

- 2. In the upper left, choose one of the following:
  - **Trends**, if you want to work with data about the number of days the balances have been in accounts receivable.
  - Fin Class, if you want to work with data about balances by insurance provider.
- 3. In the **Department Name** pull-down menu, choose whether to view all balances, or only balances that were billed against a certain department.
- 4. In the **Service Provider** pull-down menu, choose whether to view all balances, or only balances that were billed against a certain provider.
- 5. In the A/R Balance Type pull-down menu, select one of the following:
  - **All Values**, if you want to view the net value of the balances in accounts receivable. When **All Values** is selected, the data shows the difference between the payments made to your organization, and the payments that your organization owes.
  - **Credit**, if you want to view payments to be deducted from your organization. For example, your organization might owe a payment to an insurance company.
  - **Debit**, if you want to view payments to be made to your organization.
- 6. In the **Current Date** pull-down menu, select the date on which you want the data to end.

#### **Review the data**

The table displays measure data by month:

- The table begins with the first month of the selected calendar. For example, January is the first month of the standard calendar.
- The data in the rightmost column ends on the selected date.

# **Physicians**

On the **Physicians** page, you can choose whether to work with data about many encounter service providers, or only one encounter service provider:

- Physicians—Working with Data About Many Physicians below
- Physicians—Working with Data About One Physician on the next page

Back Home				Physician	s						Prin
acility All Values (90) expartment Name All Values (791)	T T			Caler	idar Standa	ard 💌	freshed: <sup>Satu</sup> to-Date Summ	Beg	ember 24, 2016 at 05:0 ginning Month: 2016-0 ding Month: 2016-0	1	
Measures	TOTAL	BILLABLE	OFFICE VISITS	N	EW PATIEN		ESTAB		TIENT VISITS		
Encounter Service Provider	Cur	Prev	%+/-	Cur	Prev	%+/-	Cur	Prev	%+/-	^	
Zimmerman, V (PHY 004742)	1,525	77	1.880.5%	175	20	775.0%	1.350	57	2.268.4%		
Zimmerman, Q (PHY 001105)	1,219	2,332	-47.7%	389	665	-41.5%	830	1.667	-50.2%	_	
York, H (PHY 019575)	218	19	1,047.4%	18	1	1,700.0%	200	18	1,011.1%		
rates, R (PHY 024553)	455	543	-16.2%	9	15	-40.0%	446	528	-15.5%		
Wynn, Y (PHY 024661)	96	54	77.8%	0	3	-100.0%	96	51	88.2%		
Wynn, U (PHY 002569)		1	-100.0%		1	-100.0%		0			
Wyatt, K (PHY_002911)	190	315	-39.7%	67	89	-24.7%	123	226	-45.6% 🔻		
Wyatt, J (PHY 004131)	2,975	2,519	18.1%	1.021	849	20.3%	1,954	1,670	17.0%		
Wright, I (PHY 004324)	2,108	1,714	23.0% 🔺	333	261	27.6%	1,775	1,453	22.2%		
Wright, D (PHY 003128)	593	548	8.2%	61	57	7.0%	532	491	8.4%		
Wooten, A (PHY 024654)	2,035	1,741	16.9% 🔺	571	563	1.4%	1,464	1,178	24.3%		
Woodward, O (PHY_020085)	6			0			6				
Wong, J (PHY_026452)	820			17			803				
Wolfe, V (PHY_002762)	1	0		0	0		1	0			
Wolfe, K (PHY_017736)		1	-100.0% 🔻		0			1	-100.0% 🔻		
Wilson, Y (PHY_016113)	0	1	-100.0% 🔻	0	0		0	1	-100.0% 🔻		
Williamson, O (PHY_005161)	1	7	-85.7%	0	0		1	7	-85.7% 🔻		
Williamson, B (PHY_023120)	865	600	44.2% 🔺	205	143	43.4% 🔺	660	457	44.4% 🔺		
Williams, T (PHY_005292)	0	1	-100.0% 🔻	0	1	-100.0% 🔻	0	0			
Williams, A (PHY_045012)	110	4	2,650.0%	18	3	500.0%	92	1	9,100.0%		

## **Physicians—Working with Data About Many Physicians**

#### Go to the dashboard and adjust your view

1. On the home page, click **Physicians**.

The **Physicians** page opens with the **Summary** tab selected.

- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.
- 4. In the **Department Name** pull-down menu, choose whether to view data about all encounter service providers or only encounter service providers that work in a particular department.
- 5. In the **Calendar** pull-down menu, choose one of the following:
  - **Standard**, if you want to view data beginning with January of the current year

• **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

#### **Review the data**

• A list of encounter service providers displays on the left.

**TIP**: Click the name of an encounter service provider to see information specific to them. For more information, see <u>Physicians—Working with Data</u> <u>About One Physician below</u>.

• Each area of the page shows data from the current year-to-completedmonth, compared to the same time-period last year.

**NOTE**: The year-to-completed-month (YTCM) begins with the first day of the selected calendar (either standard or fiscal) and ends with the last day of the most recent completed month. For example, if the current month is June, the year-to-completed-month begins with January 1st (on a standard calendar), and ends with May 31st.

**TIP**: To sort a column, click the column header. It can be useful to sort a column in descending order, so that the individuals with the most data display at the top of the list.

#### Analyze the data

1. To the right of the encounter service provider's name, click the value that you want to analyze.

#### The **Default Measure Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

## Physicians—Working with Data About One Physician

#### Go to the dashboard and adjust your view

1. On the home page, click **Physicians**.

The **Physicians** page opens.

2. In the **Facility** pull-down menu, select the facility where the encounter service provider works.

- 3. In the **Department Name** pull-down menu, select the encounter service provider's department.
- 4. On the left, click the name of the encounter service provider whose information you want to view.

**TIP**: You can use your web browser's Find feature (typically, **Ctrl**+**F**) to search for the encounter service provider's name.

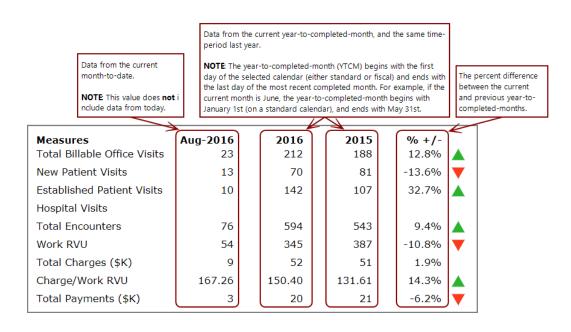
The **Scorecard** tab opens, displaying information about the selected encounter service provider.

- 5. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 6. In the Calendar pull-down menu, choose one of the following:
  - **Standard**, if you want to view data beginning with January of the current year
  - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

#### **Review the data**

• In the **Measures** area, note the values:



• To view trended data, click the name of a measure in the **Measures** area.

On the right, the data displays in a chart.

**TIP**: Point to a value in the chart to see labels and number values.

					Remaining Appts for Current Month: 0
Measures Total Billable Office Visits	Aug-2016 23	2016 212	2015 188	% +/- 12.8% ▲	Measure: New Patient Visits
New Patient Visits	13	70	81	13.6%	→
Established Patient Visits	10	142	107	32.7% 🔺	16
Hospital Visits					14 - 0
Total Encounters	76	594	543	9.4% 🔺	
Work RVU	54	345	387	-10.8% 🔻	
Total Charges (\$K)	9	52	51	1.9%	
Charge/Work RVU	167.26	150.40	131.61	14.3% 🔺	Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul
Total Payments (\$K)	3	20	21	-6.2% 🔻	Curr 12 Months Prev 12 Months

• In the lower half of the page, select the type of data that you want to view.

For example, you can select **Procedure** to view data about the procedures that the encounter service provider has performed.

**TIP**: To sort a column, click the column header.

### Analyze the data

Choose the data that you want to analyze:

#### Data from a selected month, compared to the same month last year

- 1. In the **Measures** area, click the measure that you want to work with. On the right, the measure's data displays in the chart.
- 2. In the chart, click the month with the data you want to analyze.

**TIP**: Point to a value in the chart to see labels and number values.

The **Default Analysis** page opens.

- 3. Note the date range:
  - The Cur 12 Months column shows data from the selected month.
  - The **Prev 12 Months** column shows data from the same month, one year in the past.
- 4. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

# Data from the current month-to-date, compared to the current and previous year-to-completed-months (YTCM)

1. In the **Measures** area, click the value that you want to analyze.

**NOTE**: The values in the month-to-date column do **not** include data from today.

The **Default Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### Data about a particular medical area for the current year-to-completedmonth (YTCM), compared across various measures

1. In the lower half of the page, select the type of data that you want to view.

For example, you can select **Procedure** to view data about the procedures that the attending provider has performed.

2. In the table, click the value that you want to analyze.

The **Default Analysis** page opens.

3. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. In the **Measures** area, click the measure that you want to work with.

On the right, the measure's data displays in the chart.

2. To the upper right of the chart, click the **Analyze** icon **III**.

The **Measure Overview** page opens.

- 3. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see <u>Analyzing Measure Data on page 61</u>.

#### View the definition of a measure

1. In the **Measures** area, click the measure that you want to work with.

On the right, the measure's data displays in the chart.

2. To the upper right of the chart, click the **Analyze** icon **III**.

#### The **Measure Overview** page opens.

On the left, review the measure's definition and other details.
 For more information, see <u>Viewing Measure Details on page 57</u>.

# **Facilities**

On the **Facilities** page, you can choose whether to work with overview data about a department, or detailed data about a facility and its departments:

- Facilities—Working with Data About a Department below
- Facilities—Working with Data About a Facility and Its Departments on the next page

Back Home			Facilitie	es				Prin
mmary Scorecard					1	Last Refreshed: Sunday	r, August 28, 2016 at 05:00	
epartment Name All Values (229)	*		Ca	alendar Stan	dard 🔻 Y	ear-to-Date Summary	Beginning Month: 2016-01 Ending Month: 2016-07	
Measures	TOTAL BILLABLE	OFFICE VISITS		NEW PATIEI	NT VISITS	ESTABLISH	ED PATIENT VISITS	
Facility	Cur Prev	%+/-	Cur	Prev	%+/-	Cur Pro	ev %+/- ^	
ENG SKAGEN	7,409 8,471	-12.5% 🔻	1,069	1,143	-6.5% 🔻	6,340 7,32	28 -13.5% 🔻	
FAIRFAX COMMUNITY HEALTH CENTER	14,997 12,383	21.1% 🔺	1,787	1,499	19.2% 🔺	13,210 10,88	34 21.4% 🔺	
GPL CARDIOLOGY @ GEORGETOWN	8,108 7,329	10.6% 🔺	777	767	1.3% 🔺	7,331 6,56	52 11.7% 🔺	
GPL CARDIOLOGY @ METRO	4,801 4,959	-3.2%	613	565	8.5% 🔺	4,188 4,39	94 -4.7% 🔍	
GPL GEORGETOWN	18,217 18,512	-1.6% 🔍	845	1,275	-33.7% 🔻	17,372 17,23	.8% 🔺	
GPL ROBIN CT B	9,166 9,537	-3.9%	830	782	6.1% 🔺	8,336 8,75	55 -4.8% 🔍	
GPL Robin CT A	1,905 2,064	-7.7% 🔻	368	378	-2.6%	1,537 1,68	36 -8.8% 🔻	
GPL SPRINGFIELD ACRES A	7,707 8,587	-10.2% 🔻	215	233	-7.7% 🔻	7,492 8,35	54 -10.3% 🔻	
GPL WEST CAPE	9,472 10,575	-10.4% 🔻	485	807	-39.9% 🔻	8,987 9,76	58 -8.0% 🔻	
LCD OPEN FIELD	22,474 21,204	6.0% 🔺	6,600	6,458	2.2% 🔺	15,874 14,74	i6 7.6% 🔺	
LONGWOOD HOSPITAL	8,878 8,388	5.8% 🔺	948	746	27.1% 🔺	7,930 7,64	12 3.8% 🔺	
MAPLEWOOD HOSPITAL	13,789 10,694	28.9% 🔺	2,275	1,493	52.4% 🔺	11,514 9,20	01 25.1% 🔺	
MED PLAZA ONE	5,470 4,626	18.2% 🔺	709	459	54.5% 🔺	4,761 4,16	57 14.3% 🔺	
OPEN FIELD A	13,316 13,597	-2.1%	390	387	.8% 🔺	12,926 13,21	.0 -2.1%	
OUT PATIENT GEORGETOWN	5,535 5,008	10.5% 🔺	574	465	23.4% 🔺	4,961 4,54	i3 9.2% 🔺	
PAGE FIELD B	6,912 7,106	-2.7%	1,719	1,720	1% 🔻	5,193 5,38	36 -3.6% 🔻	
PINE ISLAND ROAD	38,600 35,729	8.0% 🔺	8,199	7,093	15.6% 🔺	30,401 28,63	6.2%	
PLANTATION WOUND CARE	5,569 3,968	40.3% 🔺	647	455	42.2% 🔺	4,922 3,51	13 40.1% 🔺	
RIVERWAY AMBULATORY	4,552 5,854	-22.2% 🔻	910	1,009	-9.8% 🔻	3,642 4,84	15 -24.8% 🔻	
SANCTUARY OP	29,845 25,939	15.1% 🔺	4,219	2,595	62.6% 🔺	25,626 23,34	4 9.8% 🔺	
SH	2,674 1,383	93.3% 🔺	1,256	634	98.1% 🔺	1,418 74	19 89.3% 🔺 🗕	
SOUTH POINT	14,719 17,622	-16.5% 🔻	703	983	-28.5% 🔻	14,016 16,63	39 -15.8% <b>V</b>	
SPRINGFIELD HOSPITAL	18,105 14,712	23.1%	2,726	2,476	10.1% 🔺	15,379 12,23	6 25.7%	

## **Facilities—Working with Data About a Department**

#### Go to the dashboard and adjust your view

1. On the home page, click **Facilities**.

The Facilities page opens with the Summary tab selected.

- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. In the **Department Name** pull-down menu, select the department whose data you want to view.
- 4. In the Calendar pull-down menu, choose one of the following:
  - **Standard**, if you want to view data beginning with January of the current year
  - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

#### **Review the data**

• On the left, the **Facility** column displays the facilities that the selected department is part of.

**TIP**: To see detailed information about the department, click the name of its facility. For more information, see <u>Facilities—Working with Data About a</u> <u>Facility and Its Departments below</u>.

• The values on the right apply to the selected department only. Each area of the page shows data from the current year-to-completed-month, compared to the same time-period last year.

**NOTE**: The year-to-completed-month (YTCM) begins with the first day of the selected calendar (either standard or fiscal) and ends with the last day of the most recent completed month. For example, if the current month is June, the year-to-completed-month begins with January 1st (on a standard calendar), and ends with May 31st.

**TIP**: To sort a column, click the column header.

#### Analyze the data

To analyze data about a department for the current year-to-completed-month (YTCM), compared to the same time-period last year:

1. Click the **Cur** or **Prev** value that you want to analyze.

The **Default Measure Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

# Facilities—Working with Data About a Facility and Its Departments

#### Go to the dashboard and adjust your view

1. On the home page, click **Facilities**.

The **Facilities** page opens.

2. On the left, click the name of the facility that you want to see details about.

**TIP**: You can use your web browser's Find feature (typically, **Ctrl+F**) to search for the facility's name.

The **Scorecard** tab opens, displaying information about the selected facility.

- 3. Choose whether to view data from the entire facility, or only one of its departments:
  - If you want to view data from the entire facility, confirm that the Department Name pull-down menu shows All Values.
  - If you want to view data from a certain department, select it in the **Department Name** pull-down menu.
- 4. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 5. In the **Calendar** pull-down menu, choose one of the following:
  - **Standard**, if you want to view data beginning with January of the current year
  - **Fiscal**, if you want to view data beginning with the first month in your organization's fiscal calendar

On the right, the **Year-to-Date Summary** updates based on your selection.

#### **Review the data**

• In the **Measures** area, note the values:

	Data from the period last year		completed-month,	and the same time-	
Data from the current month-to-date. <b>NOTE</b> : This value does <b>not</b> i nclude data from today.	of the selected last day of the current month	d calendar (either most recent con is June, the year		nth begins with	The percent difference between the current a previous year-to- completed-months.
Measures	Aug-2016	2016	2015	% +/-	
Total Billable Office Visits	92	838	789	6.2%	
New Patient Visits	2	56	43	30.2%	
Established Patient Visits	90	782	746	4.8%	
Hospital Visits					
Total Encounters	1,953	15,882	15,805	.5%	
Work RVU	308	3,743	3,240	15.6%	
Total Charges (\$K)	39	415	387	7.2%	
Charge/Total RVU	90.11	93.45	91.49	2.1%	
Total Payments (\$K)	13	112	98	14.7%	

• To view trended data, click the name of a measure in the **Measures** area. On the right, the data displays in a chart.

**TIP**: Point to a value in the chart to see labels and number values.

easures	Aug-2016	2016	2015	% +/-	Measure: Total Billable Office Visits
otal Billable Office Visits	- 92	838	789	6.2%	→
New Patient Visits	2	56	43	30.2% 🔺	Curr 12 Months Prev 12 Months
Established Patient Visits	90	782	746	4.8%	160
Hospital Visits					120
Total Encounters	1,953	15,882	15,805	.5%	
Work RVU	308	3,743	3,240	15.6% 🔺	80 - 0
Total Charges (\$K)	39	415	387	7.2% 🔺	40
Charge/Total RVU	90.11	93.45	91.49	2.1%	0
Total Payments (\$K)	13	112	98	14.7% 🔺	Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

• In the lower half of the page, select the type of data that you want to view.

For example, you can select **Procedure** to view data about the procedures that have been performed at the facility or department.

**TIP**: To sort a column, click the column header.

#### Analyze the data

Choose the data that you want to analyze:

#### Data from a selected month, compared to the same month last year

1. In the **Measures** area, click the measure with the data that you want to analyze.

On the right, the measure's data displays in the chart.

2. In the chart, click the month with the data you want to analyze.

**TIP**: Point to a value in the chart to see labels and number values.

The **Default Analysis** page opens.

- 3. Note the date range:
  - The Cur 12 Months column shows data from the selected month.
  - The **Prev 12 Months** column shows data from the same month, one year in the past.
- 4. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

Data from the current month-to-date, compared to the current and previous year-to-completed-months (YTCM)

1. In the **Measures** area, click the value that you want to analyze.

The **Analysis** page opens.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### Data about a particular medical area for the current year-to-completedmonth (YTCM), compared across various measures

1. In the lower half of the page, select the type of data that you want to view.

For example, you can select **Procedure** to view data about the procedures that have been performed at the facility or department.

2. In the table, click the value that you want to analyze.

The **Default Analysis** page opens.

3. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### All data for a measure, with or without a time-period comparison

1. In the **Measures** area, click the measure with the data that you want to analyze.

On the right, the measure's data displays in the chart.

2. To the upper right of the chart, click the **Analyze** icon **III**.

The **Measure Overview** page opens.

- 3. Do one of the following:
  - Analyze how the data has changed over time (default analysis)
  - Analyze how the data compares to other measures, without a timeperiod comparison (custom analysis)

For more information, see Analyzing Measure Data on page 61.

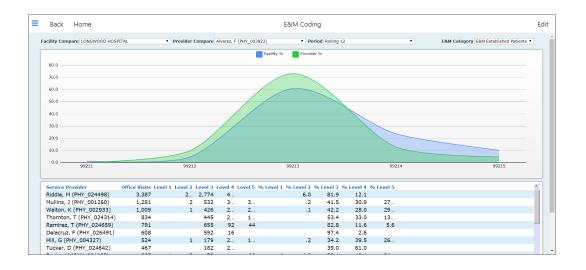
#### View the definition of a measure

- In the **Measures** area, click the measure whose definition you want to view.
   On the right, the measure's data displays in the chart.
- 2. To the upper right of the chart, click the **Analyze** icon **III**.

#### The **Measure Overview** page opens.

3. On the left, review the measure's definition and other details. For more information, see <u>Viewing Measure Details on page 57</u>.

# **E&M Coding**



## What is E&M coding?

**Who is this data useful for?** Staff members, such as administrators or ambulatory physicians, who are familiar with evaluation and management (E&M) codes.

**What can this data tell me?** The E&M Coding dashboard can help you identify patterns in the distribution of evaluation and management patient visits—for example, office visits, hospital visits, and consults. This is useful for determining the complexity of a visit.

## Go to the dashboard and adjust your view

- 1. On the home page, click **E&M Coding**.
- 2. In the **Facility Compare** pull-down menu, select the facility with the data that you want to view.
- 3. In the **Provider Compare** pull-down menu, select the provider whose data you want to view.

The spline chart displays data about the provider's evaluation and management visits, compared to the facility distribution.

- 4. In the **Period** pull-down menu, choose one of the following:
  - **Rolling 12**, if you want to view cumulative data from the past 12 completed months.
  - CYTD, if you want to view data from the current year-to-completed-

month.

**NOTE**: The year-to-completed-month (YTCM) ends with the last day of the most recent completed month. For example, if the current month is June, the year-to-completed-month ends with May 31st.

5. In the **E&M Category** pull-down menu, select the type of visit that you want to view. For example, select **E&M Established Patients** if you want to view data about established outpatient visits.

## **Review the data**

• In the spline chart, you can view the types of visits that provider completed, compared to the facility distribution.

**TIP**: Point to a value in the chart to see labels and number values.

- The billing codes along the x-axis of the chart correspond to the visit levels in the table. For example, a code of 99211 corresponds to a Level 1 visit.
- In the table, you can view each provider's total number of office visits of the selected type, compared to the number and percentage of visits of each level.

**TIP**: To sort a column, click the column header.

# Population

On the **Population** page, you can choose whether to view information about all patients from the current month, or chronic patients from a month that you specify:

- Population—Working with Data About This Month's Patients below
- Population—Working with Data About Chronic Patients on the next page

Back	Home			Popul	lation				Print
Current C	Chronic			Popul	ation		Last Refreshed: Sa	aturday, September 24, 2016 at 05:0	
Patient	Values (68)	Patient Last Activity Department	All Values (428)	PCP All Va	alues (127)				
Patient Popu	ulation Summary By	Chronic Status	Patient Panel Comparison		CURRENT:	2016-09 PRE	VIOUS: 2015-09		
		Total Population	Chronic Conditions Totals	Current 104,655	Previous 99,191	Variance 5,464	%Variance 5.5%		
		104,668	0	39,450 18,622	39,520 17,448	-70 1,174	-0.2% 6.7%		
		Chronic Patients	2 to 3	27,036	24,609	2,427	9.9%		
		65,539	4 to 5	13,864	12,386	1,478	11.9%		
		% of Population	6+	5,683	5,228	455	8.7%		
0 4 to 5	2 to 3 1 6+	62.62							
Patient Popu	lation By Gender		Patient Population By Age Gr	oup		Patient Populati	on By Insurance Gr	oup	
			00 to 01 02 to 18 19 to 39 40 to 59 60 to 69		-	Medicare BCBS Self-pay Medicaid			

# **Population—Working with Data About This Month's Patients**

#### Go to the dashboard and adjust your view

1. On the home page, click **Population**.

The **Population** page opens with the **Current Population** > **Overview** tab selected.

- 2. In the upper right, note the date and time that the data was last updated, in the **Last Refreshed** field.
- 3. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.
- 4. In the **PCP** pull-down menu, choose whether to view data about all patients or only patients that have a certain primary care provider.

**NOTE**: The PCP is the patient's primary care provider of record as of the current completed month.

#### **Review the data**

• The charts display demographic data about this month's patient population.

**TIP**: Point to a value in the chart to see labels and number values.

• The **Patient Panel Comparison** table shows data about patients for the current month-to-date, compared to the same time-period last year.

**TIP**: To sort a column, click the column header.

#### Analyze the data

- 1. In the upper left, click the **Analysis** tab.
- 2. In the **Department** pull-down menu, select the department with the data you want to analyze.
- 3. Dive on the data. For more information, see <u>Diving on a Tabular Display on</u> page 53.

## **Population—Working with Data About Chronic Patients**

### Go to the dashboard and adjust your view

- 1. On the home page, click **Population**.
- 2. In the upper left, click the **Past Chronic Conditions** tab.
- 3. On the right, in the **Panel Year-Month** pull-down menu, select the timeperiod with the data you want to view.
- 4. On the left, in the **PCP** pull-down menu, choose whether to view data about all patients or only patients that have a certain primary care provider.

**NOTE**: The PCP is the patient's primary care provider of record as of the selected month.

- 5. In the **Facility** pull-down menu, choose whether to view data for all facilities or one facility.
- 6. In the **Chronic Condition** pull-down menu, select the chronic condition that you want to work with.

#### **Review the data**

• The charts display demographic data about the selected chronic population.

The population counts all patients that have the chronic condition, including patients that have comorbidities.

**TIP**: Point to a value in the chart to see labels and number values.

• The **Patient Panel Comparison** table shows data about the chronic population for the selected month, compared to the same month last year.

**TIP**: To sort a column, click the column header.

#### **View details about patients**

1. In a chart, click the value that you want to view information about.

The **Patient Details** page opens.

- 2. Use the following columns to view data about a patient's visits:
  - Last Activity—Displays the date of the patient's last completed visit
  - **Next Activity**—Displays the date of the patient's next visit, if one is scheduled
  - **Patient Last Activity Department**—Displays the location of the patient's last completed visit
  - **Patient Next Appt Department**—Displays the location of the patient's next visit, if one is scheduled
- 3. Use the **Chronic Conditions** column to view a patient's comorbidities.

**NOTE**: If some text appears to be incomplete, point to the row to view it.

Patient Details by Chronic Status					
Patient Next Appt Department	Chronic Conditions	- 11			
	Acquired Hypothyroidism-AMI-Anemia-Hyperlipidemia	- 11			
	A Acquired Hypothyroidism-AMI-Anemia-Hyperlipidemia-Hypertension-Ischemic H	Heart Diseas			
RB CARDIOLOGY	AMI-Asthma-Benign Prostatic Hyperplasia-COPD-Depr				
	Acquired Hypothyroidism-AMI-Anemia-Hyperlipidemia				
	AMI-Anemia-Asthma-Heart Failure-Hyperlipidemia-Hyp				
ENDO BOS	AMI-Diabetes-Hyperlipidemia-Hypertension-Ischemic	- 11			

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### Analyze the data

- 1. In the upper left, click the **Analysis** tab.
- 2. In the **Panel-Year Month** pull-down menu, select the time-period with the data you want to analyze.
- 3. In the **Chronic Condition** pull-down menu, select the chronic condition with the data you want to analyze.
- 4. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

# Diving

## What Is Diving?

Diving is the process of displaying progressively detailed levels of data for analysis. You can dive through multiple layers of data, with each subsequent dive showing more detail.

In DivePort, you dive on tabular data. When you dive, you select a dimension, which in turn, determines the values that appear.

For example, suppose that you are monitoring immunization orders, and your DivePort page provides a table with order information for many medical offices.

👌 Dimen	ight Immuniza	ations an	d Orders			
Back	Home д 📥					Imn
Clinical	Immunization Point	s Immuniz	ation Counts	Order Tre	ends Order	Tracking
	der Date 2016-04-02		o. 1			
Home Lo	cation	120,710	28.620	Orders MTD 900	Orders LMTD 500	MTD Change 400
Totals	Andreal Associates	120,710	129	900	0	400
	dical Associates	125	0	0	0	0
Ainswort	h Medical Associates	3,200	839	21	22	-1
Akron Me	edical Associates	4,856	1,230	109	41	68
Albion M	edical Associates	4,008	888	17	18	-1
Alexande	r Medical Associates	7,745	1,661	28	5	23
Allen Me	dical Associates	11	0	0	0	0
Allendorf	Medical Associates	5	0	0	0	0
Almoral N	Medical Associates	5,219	1,029	28	29	-1
Alton Me	dical Associates	4,543	1,118	21	41	-20
Amber M	edical Associates	8,103	2,314	32	83	-51
Ambrose	Medical Associates	1,947	481	14	2	12
		12	0	0	0	

If diving is enabled, you can click a row to display more detail. For example, Alexander Medical Associates.

A new window shows data specific to that location. In this case, the number of immunizations that each physician ordered.

Current Order Da	te 2016-03-31	Home Loo	ation Alexand	er Medical Associates	\$ ~
Physician	Orders R12	Orders YTD	Orders MTD	Orders Last MTD	Chang
Totals	7,793	1,633	570	449	12
Ferguson, Edwin	989	185	72	27	4
Jacobs, Nick	904	217	100	53	4
Noel, Ramona	1,035	274	88	117	-2
Pearson, Lula	2,086	410	117	106	1
Roy, Wesley	775	130	15	60	- 4
Solomon, Sean	2,004	417	178	86	9

Next, you could dive on a row to see more detail about the immunizations that a specific physician ordered. For Example Dr. Ferguson.

	Location Alexander	Medical Associ	ates 🗸
Ferguson, Edwin			
Order Description	Orders R12	Orders YTD	Orders MT
Totals	989	185	7
BETA HCG QUANTITATIVE	1	0	
BRAZIL NUT (F18) IGE	1	0	
C-REACTIVE PROTEIN	12	6	
C.TRACHOMATIS DNA SDA	1	0	
C.TRACHOMATIS RNA TMA	1	0	
CARDIOLOGY EVAL & TREAT	7	1	
CASEIN (F78) IGE	1	0	
CASHEW NUT (F202) IGE	1	0	
CBC (H/H,RBC,IND,WBC,PLT)	69	13	
CBC W/ DIFF AND PLT	102	21	
CELIAC DISEASE COMPLETE PANEL	1	0	
CHESTNUT(SWEET)(F299) IGE	1	0	
CHLAMYDIA/GC RMA, TMA	9	1	
CLAM (F207) IGE	3	0	
CODFISH (F3) IGE	3	0	
COMPLETE METABOLIC PANEL	42	13	
COMPONENT, EGG	1	0	

## **Diving on a Tabular Display**

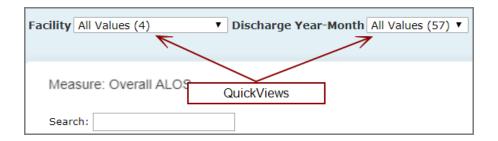
Your DivePort administrator can enable an option that allows you to select a different dimension to display or dive on data. When these options are enabled, you can:

- Click a header and change the dimension values that display, (if change dimension is enabled).
- Click a row and select a dimension to dive on from diveable dimensions list (if diving is enabled).
- 1. Browse to the data you want to dive on.

Dimension values display in the leftmost columns. Numeric data values display in the columns to the right of the dimension columns.

Patient City	Overall ALOS	Exp ALOS	+/-
Total	4.35	4.4	-0.1
BRECKSVILLE	20.00	33.2	-13.2
PORT CLINTON	24.00	32.2	-8.2
CADIZ	7.00	14.0	-7.0
GRANVILLE	64.00	13.3	50.7
NORTHWOOD	22.00	13.3	8.7

2. If pull-down menus are available, use them to adjust your view of the data.



The values update based on your selections.

3. To view data for a different dimension, click the leftmost column header, and select a new dimension.

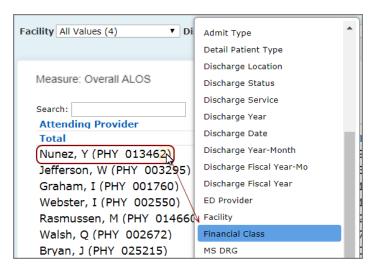
Facility All Values (	Sort Up 🔺 Sort Down
Measure: Over	Account ID Account Chronic Diseases
Search:	Admit Date
Patient City	Admit Year Admit Year-Month
BRECKSVILL	Admitting Provider
PORT CLINT	Attending Provider
CADIZ	Admit Source

The page refreshes with the new dimension replacing the previous one.

- 4. Find the dimension value that you want to dive on.
  - If searching is enabled, enter the name of the dimension value in the **Search** box.

**NOTE**: When you search for a value, the **Totals** row displays the total for all dimension values, not just the value that you searched for.

- To sort the dimension values in descending or ascending alphabetical order, click the leftmost column header, and select **Sort Up** or **Sort Down** at the top of the context menu.
- To sort column data in descending or ascending numeric order, click the column header.
- 5. To begin diving, click the dimension value that you are want to see details about, and then in the context menu, select the dimension that you want to dive on.



The page refreshes to show values that meet the criteria for both dimensions.

In the upper left, the name of the dimension value that you dived on appears.

Nunez, Y (PHY 013462) Financial Class	Overall ALOS
Total	22.91
Aetna	30.71
Blue Cross	25.82
Champus	50.00
Charity	10.00

The values that appear in the **Totals row** are the same as the values in the row that you dived on.

Attending Provider	Overall A	LOS Exp	ALOS	+/-
Total		4.35	4.4	-0.1
Nunez, Y (PHY 013462)	22	2.91	8.0	14.9
Jefferson, W (PHY 003295)	18	3.50	2.2	16.3
Graham, I (PHY 001760)	18	3.00	8.0	10.1
				-
<u>Nunez, Y (PHY_013462)</u>				1
Financial Class Ove	ral¥ ALOS	Exp ALOS	+/-	
Total	22.91	8.0	14.9	)
Aetna	30.71	12.8	17.9	
Blue Cross	25.82	9.4	16.4	
Champus	50.00	1.8	48.2	

- 6. Use the previous steps to continue adjusting your view.
- 7. To return to a previous view, in the upper left, click a dimension value.

Nunez, Y (PHY 013462) → Blue Cross → Female Discharge Year Overall ALOS Exp ALOS +						
Total	28.63 9.6	19.0				
2013	1.00 3.3	-2.3				
2014	71.33 14.8	56.5				
2015	4.33 6.6	-2.3				

8. To the lower left of the data, you might be able to click an option to view the data in Excel or PDF format, or open the data in ProDiver.

NILES	5.00
HARRISON	2.20
WHEELERSBURG	5.00
ANNA	2.00
MINSTER	13.00
Excel DPDF ProDiver	)

## **The Measure Dictionary**

The Measure Dictionary is the central place to work with your organization's measures. In the Measure Dictionary, you can view a measure's definition and other details and analyze measure data. Additionally, you might be able to view industry standard specification reports that are associated with a measure, if any are available.

The procedures in this section apply to all Applications.

## **Viewing Measure Details**

1. On the home page, click **Measure Dictionary**.

The **Measure Dictionary** page opens.

2. Click the measure that you want to work with, and select **Measure Overview**.

**TIP**: You can use your web browser's Find feature (typically, **Ctrl**+**F**) to search for the measure's name.

#### The Measure Overview page opens.

3. On the left, review the measure's definition and other details.

Label	Description
Definition	A brief description of what the measure represents
Business Logic	A narrative explanation of the measure's logic
Expression	The syntax used to generate the measure:
	<ul> <li>Calculation—An operation used to produce a value</li> </ul>
	<ul> <li>Filter—A specification that determines available values</li> </ul>
References	Documentation useful for understanding the origins of a measure's definition and business logic

Label	Description
More	Additional details:
Details	<ul> <li>Category—The group that the measure belongs to. The category is useful to DivePort administrators and developers who work with the Measure Factory configuration file.</li> </ul>
	<ul> <li>Good Direction—One of two values (up or down) that tells you whether higher or lower values indicate improvements in performance</li> </ul>
	• View—The date or event that the measure is based on
	• <b>Data Set</b> —The data structure that supplies the values for the measure

## **Measure Analysis Options**

#### **About Default and Custom Analyses**

When working with Measure Factory data, there are two distinct types of analysis:

• **Default analysis**—This type of analysis allows you to compare one measure's data between time-periods. You perform a default analysis when you want to understand how one measure's data has changed.

When doing a default analysis:

- $\circ~$  You can work with data from only one measure at a time.
- If you choose to view data from the current month-to-date, the values do **not** include data from today.

Typically, you start a default analysis by clicking a value—either a number or a graphical value—on a dashboard.

AMI Population	Last year Variance Variance %	1,082 -460 -42.5%			
			Default Ana	lysis	
AMI Population					
Search:					
Discharge Location	Current Y	TCM Prev	vious YTCM	% +/-	<b>^</b>
Total		622	1,082	-42.5%	
LW 3 MED PROG CARE		196	368	-46.7%	
LW 4 SURG PROG CARE		87	117	-25.6%	
TH 3E ANGIOPLASTY		80	112	-28.6%	
TH 3E CARDIAC MED		49	118	-58.5%	

• **Custom analysis**—This type of analysis allows you to compare data from several measures, but does not show a time-period comparison. You perform a custom analysis when you want to understand how your organization's most current data differs between related measures, but do not need to know how the data has changed.

When doing a custom analysis, if you choose to view data from the current month-to-date, the values include data from today.

To start a custom analysis, go to the **Measure Overview** page, and click the **Analysis** tab.

Hospital Operations - Stan	ndard Measures							
Total Admissions IP Admissions Acute Admissions								
			N	leasure Ove	rview			
Total Admission	ns					Overview	Analysis	Composition
Click on a row to dive in.  Facility All Values (4)	▼ Admit Year-Month	All Values (59) 🔻						
Search: Admit Location	Total Admissions	% Total Acute	Non-Acute	ED Admits	Total Newborns			
Total		100.0% 302,714			28,523			
TH ER		21.2% 69,760			2			
MW ER		16.0% 52,560			0			
LH ER	48,922	14.9% 48,920	0	48,920	14			
SH ER		11.9% 39,181		39,181	4			
TH SURGERY	10,502	3.2% 10,502	0	36	0			

### **Other Analysis Options**

Apart from default and custom analysis, each measure has unique data analysis options. These options are specified in Measure Factory, and you can work with your Dimensional Insight consultant or your organization's developers to adjust them.

#### To view a measure's analysis options:

1. On the home page, click **Measure Dictionary**.

The **Measure Dictionary** page opens.

2. Click the measure whose analysis options you want to view, and select **Measure Overview**.

**TIP**: You can use your web browser's Find feature (typically, **Ctrl+F**) to search for the measure's name.

The **Measure Overview** page opens.

- 3. In the upper right, click the **Composition** tab.
- 4. On the left, note the measure's analysis options:
  - **Dimension**—This section lists the dimensions that you can choose when doing any type of analysis (either default or custom). When analyzing the selected measure, you can choose only the dimensions that display here.

Dimension —	*	Facility All Values (4)	Sort Up	alu
Account ID		Facility All values (4)	Sort Down	aiu
Account Chronic Diseases				$\neg$
Admit Date		Search:	Account ID	
Admit Month		Discharge Location	Account Chronic Diseases	Ita
Admit Year		Total	Admit Date	)P/
Admit Year-Month		LH ER	Admit Month	19
Admit Day of Week	-	LW 1 CARDIAC DEC	Admit Year	90
		LW 1 CHEST PAIN	Admit Year-Month	09
		LW 1 OB TRIAGE	Admit Day of Week	)P/
		LW 2 PEDIATRIC IC	Admitting Provider	5%
		LW 2 PEDIATRICS	Admit Source	09
		LW 2 PEDS HOLDIN	Admit Type	39/
		I W 2F INTERVENT		-10/

• **Summary**—This section lists the columns that display on the **Analysis** tab of the **Measure Overview** page . You can view these columns only when doing a custom analysis.

Summary	Total Discharge	•		
% Total	iotal Discharge	5		
Acute Discharges				
	Click on a row to dive N.			
	Facility All Values (4)	Admit Year-Month	All Values	(59) 🔻
		$\checkmark$		
	Search:		~	
	Discharge Location	Total Discharges	% Total	Acute Discharges
	Total	327,547	100.0%	301,871
	LH ER	351	.1%	351
	LW 1 CARDIAC DECISION	2,845	.9%	2,845
	LW 1 CHEST PAIN CTR	30	.0%	30
	LW 1 OB TRIAGE	2	.0%	2
	LW 2 PEDIATRIC ICU	1,740	.5%	1,739
	LW 2 PEDIATRICS	6,697	2.0%	6,692

• **QuickView**—This section lists the pull-down menus that display along the top of the **Analysis** tab of the **Measure Overview** page. You can use these pull-down menus only when doing a custom analysis.

QuickView Facility Admit Year-Month	Total Discharge	s		
	E Click on a row to dive in.			
	Facility All Values (4)	▼ Admit Year-Mont	h All Value	s (59) 🔻
	Search: Discharge Location	Total Discharges	% Total	Acute Discharges
	Total	327,547	100.0%	301,871
	LH ER	351	.1%	351
	LW 1 CARDIAC DECISION	2,845	.9%	2,845

## **Analyzing Measure Data**

#### **Analyzing Measure Data Over Time (Default Analysis)**

1. On the home page, click **Measure Dictionary**.

The **Measure Dictionary** page opens.

2. Click the measure with the data that you want to analyze, and select **Measure Overview**.

**TIP**: You can use your web browser's Find feature (typically, **Ctrl**+**F**) to search for the measure's name.

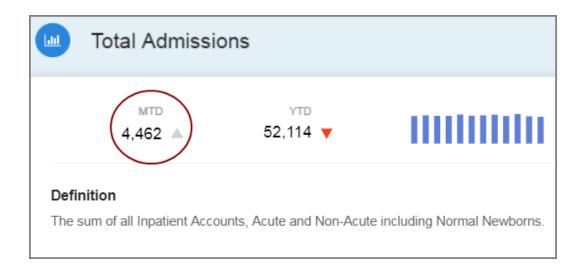
The **Measure Overview** page opens.

3. Choose the data that you want to analyze:

#### Data from the current month-to-date, compared to the same timeperiod last year

a. Above the measure definition, click the **MTD** value.

**NOTE**: This value does **not** include data from today. To work with data from the current month-to-date, including today's data, perform a custom analysis.



#### The **Default Analysis** page opens.

b. Dive on the data. For more information, see <u>Diving on a Tabular</u> <u>Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

# Data from a selected month, compared to the same month last year

a. In the bar chart, click the month with the data you want to analyze.

The most recent completed month displays on the right side of the chart. For example, if this month is June, the rightmost column shows data for May.

**TIP**: Point to a value in the chart to see labels and number values.



#### The **Default Analysis** page opens.

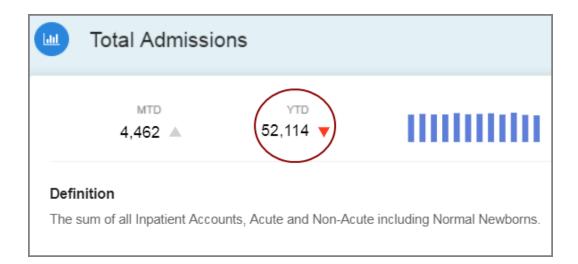
- b. Note the date range:
  - The **Current** column shows data from the selected month.
  - The **Previous** column shows data from the same month, one year in the past.
- c. Dive on the data. For more information, see <u>Diving on a Tabular</u> <u>Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

# Data from the current year-to-completed-month (YTCM), compared to the same time-period last year

**NOTE**: The year-to-completed-month (YTCM) begins with the first day of the selected calendar (either standard or fiscal) and ends with the last day of the most recent completed month. For example, if the current month is June, the year-to-completed-month begins with January 1st (on a standard calendar), and ends with May 31st.

a. Above the measure definition, click the **YTD** value.



#### The **Default Analysis** page opens.

b. Dive on the data. For more information, see <u>Diving on a Tabular</u> <u>Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

**NOTE**: On dashboards that display the selected measure, you might be able to analyze data from time-periods other than the ones listed here.

# Analyzing Measure Data, Without a Time-Period Comparison (Custom Analysis)

1. On the home page, click **Measure Dictionary**.

The **Measure Dictionary** page opens.

2. Click the measure with the data that you want to analyze, and select **Measure Overview**.

**TIP**: You can use your web browser's Find feature (typically, **Ctrl**+**F**) to search for the measure's name.

The **Measure Overview** page opens.

3. In the upper right, click the **Analysis** tab.

The measure displays as a column. Dimension values display in the leftmost column.

Total Admissions						
E Click on a row to dive in.						
Facility All Values (4)   Admit Year-Month All Values (59)						
Search: Admit Location	Total Admissions	% Total	Acute			
Total		100.0%				
TH ER	69,762	21.2%	69,760			
MW ER	52,560	16.0%	52,560			
LH ER	48,922	14.9%	48,920			
SH ER	39,183	11.9%	39,181			
LW 1 OB ED	867	.3%	867			

4. Along the top of the page, you can use the pull-down menus to adjust your

view.

**NOTE**: If you choose to view data from the current month-to-date, the values include data from today.

5. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format, or in ProDiver.

#### **Opening Measure Data in ProDiver**

If you have access to ProDiver, you can open a measure's data as a marker file. This option is useful when you want to perform a complex analysis or save your view.

1. On the home page, click **Measure Dictionary**.

The **Measure Dictionary** page opens.

2. Click the measure that you want to analyze, and select **ProDiver**.

**TIP**: You can use your web browser's Find feature (typically, **Ctrl**+**F**) to search for the measure's name.

The downloads area for your web browser displays.

3. Follow your web browser's prompts to open the file.

ProDiver starts.

4. If prompted, enter your logon credentials.

The measure data opens in ProDiver.

The measure displays as a column. Dimension values display in the leftmost column.

← →       Discrete       Discrete       Discrete       Discrete       Discrete       Discrete       Discrete         Facility       All Values (4)       ▲       Admit Values (27) ▼       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■       ■<	📰 File Edit Organize Display Window Help 🛛 🗕 🖻 🗙								
Admit Location         Total Admissions         % Total Admissions         Acute Admit         Non- Acute         Total Admits         Total Newborns         Console         Co	← →   📽 ▾ 国 🔮	5 🖪 🗖 🖬		i 🔳 🤴		1 li 2	í 🖹 🐴 🖩		
Admissions         Acute         Admits         Iterwhorns         Console         Console         Console         Discharge           sunknown>         10         10,00%         12,052         0         8,636         1,189         Dive A         Dive A         Dive C         Dive D         Image: Advised and the second and the seco	Facility All Values (4)	•	Admit Ye	ar-Month	All Values	(27) 💌			
Totals       10,100       10,200       10,200       1,100       1,100         cER       2,045       15,6%       2,045       0       2,045       0         GC IR       8       1%       8       0       1       0         GC IR       8       1%       2,045       0       2,045       0         GC IR       2,045       15,6%       2,045       0       2,045       0         GC IR       2,128       16,2%       2,128       0       2,128       1         LER       1,659       14,2%       1,859       0       1,859       0         LW 1 CARDIAC DECISION       3       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0 <th>Admit Location</th> <th></th> <th>% Total</th> <th>Acute</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Admit Location		% Total	Acute					
CR       CR <thcr< th="">       CR       CR       <thc< td=""><td>Totals</td><td>13,102</td><td>100.0%</td><td>12,052</td><td>0</td><td>8,636</td><td>1,189</td><td></td><td>Dive A Dive B Dive C Dive D</td></thc<></thcr<>	Totals	13,102	100.0%	12,052	0	8,636	1,189		Dive A Dive B Dive C Dive D
GC IR       8       11%       8       0       1       0         GC IR       8       11%       8       0       1       0         GER       2,498       19,1%       2,498       0       2,498       0         HER       2,128       16,2%       2,128       0       2,128       1         LW 1 CARDIAC DECISION       3       0%       3       0       0       0         LW 1 CARDIAC DECISION       3       0%       3       0       0       0         LW 1 DECT ADMIT UNIT       3       0%       3       0       0       0         LW 1 OB TRIAGE       223       2.2%       283       0       3       0       0         LW 2 PEDIATRIC ICU       19       1%       19       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	<unknown></unknown>	10	.1%	10	0	3	6		🖃 💲 History(Admissions - Total Admissions)
GER       2.498       19.1%       2.498       0       2.498       0         HER       2.128       16.2%       2.128       0       2.128       1         LER       1.859       14.2%       1.859       0       1.859       0         UY 1 CARDIAC DECISION       3       0%       3       0       0       0         LW 1 DRECT ADMIT UNIT       3       0%       3       0       0       0         LW 1 DRECT ADMIT UNIT       3       0%       3       0       0       0         LW 1 OB ED       63       5%       63       0       63       0       0         LW 2 PEDIATRIC ICU       19       1%       19       0       0       0       0         LW 2 PEDIATRIC ICU       1       0%       0       0       0       0       0       0       0       0         LW 2 PEDIATRIC ICU       1       0%       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	CER	2,045	15.6%	2,045	0	2,045	0		Admit Location
HER       2,128       16,2%       2,128       0       2,128       1         LER       1,859       14,2%       1,859       0       1,859       0       1,859       0         LW 1 CARDIAC DECISION       3       0%       3       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	GC IR	8	.1%	8	0	1	0		Bases
LER       1,859       14.2%       1,859       0       1,859       0         LW 1 CARDIAC DECISIN       3       0%       3       0       0       0         LW 1 DRECT ADMIT UNIT       3       0%       3       0       0       0         LW 1 DRECT ADMIT UNIT       3       0%       3       0       0       0         LW 1 OB ED       63       .5%       63       0       63       0       0         LW 1 OB TRIAGE       .283       .2.2%       .283       0       3       0       0         LW 2 PEDATRIC ICU       19       .1%       19       0       0       0       0         LW 2 PEDATRIC ICU       19       .1%       8       0       0       0       0         LW 2 PEDATRIC ICU       1       .0%       1       0       0       0       0         LW 2 SD BYECHAL CARE       18       .1%       18       0       0       0       0       0         LW 2S OB SPECIAL CARE       18       .1%       18       0       0       0       0       0       0       0       0       0       0       0       0       0       0 <td>GER</td> <td>2,498</td> <td>19.1%</td> <td>2,498</td> <td>0</td> <td>2,498</td> <td>0</td> <td></td> <td></td>	GER	2,498	19.1%	2,498	0	2,498	0		
LW 1 CARDIAC DECISION       3       0%       3       0       0       0         LW 1 DIRECT ADMIT UNIT       3       0%       3       0       0       0       0         LW 1 OB ECCT ADMIT UNIT       3       0%       3       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	HER	2,128	16.2%	2,128	0	2,128	1		🛨 🛅 Patient
LW 1 DIRECT ADMIT UNIT       3       .0%       3       0       0       0         LW 1 DIRECT ADMIT UNIT       3       .0%       3       0       0       0         LW 1 OB ED       .63       .5%       .63       0       .63       0       0         LW 1 OB TRIAGE       .283       .2.2%       .283       0       .3       0       0       0          LW 2 PEDATRIC ICU       19       .1%       19       0       0       0	LER	1,859	14.2%	1,859	0	1,859	0		🕀 🛅 Account
LW 1 OB ENTAIN 0       1.5%       63       0       63       0         LW 1 OB TRIAGE       283       2.2%       283       0       3       0         LW 2 PEDIATRIC ICU       19       1%       19       0       0       0         LW 2 PEDIATRIC ICU       19       1%       19       0       0       0         LW 2 PEDIATRIC ICU       19       1%       8       0       0       1         LW 2 PEDIATRIC ICU       10       0       0       1       0       0         LW 2 PEDS HOLDING       8       .1%       8       0       0       0         LW 2S DISSERY       1       0%       0       0       0       1         LW 2S NURSERY       205       1.6%       205       0       3       0         LW 3 BIS RHIDAY SUITE A       205       1.6%       3       0       0       0         LW 3 BIS RHORG CARE       44       0       3       0       0       0       0         LW 3 MEDIACH ICU       6       .0%       6       0       1       0       0       0       0       0       0       0       0       0       0	LW 1 CARDIAC DECISION	3	.0%	3	0	0	0		Admission
LW 1 OB TRIAGE       283       2.2%       283       0       3       0         LW 2 PEDIATRIC ICU       19       1.1%       19       0       0       0         LW 2 PEDIATRICS       81       6%       80       0       0       1         LW 2 PEDIATRICS       81       6%       80       0       0       1         LW 2 PEDIATRICS       81       6%       0       0       0         LW 2 PEDIATRICS       1       0%       0       0       0         LW 2 NURSERY       1       0%       0       0       1       Census         LW 25 NURSERY       1       0%       0       0       0       0         LW 3 BIRTHDAY SUITE A       205       1.6%       205       3       0       Surgery         LW 3 BE ANURSERY       342       2.6%       19       0       0       3       0         LW 3 MED PROG CARE       44       .3%       44       0       3       0       Image: Charge       Charge       Image: Ch	LW 1 DIRECT ADMIT UNIT	3	.0%	3	0	0	0		🕀 🛅 Discharge
LW 2 PEDIATRIC ICU       19       .1%       19       0       0       0         LW 2 PEDIATRICS       81       .6%       80       0       0       1         LW 2 PEDS HOLDING       8       .1%       .8       0       0       0         LW 2 PEDS HOLDING       8       .1%       .8       0       0       0         LW 2 PEDS HOLDING       1       .0%       0       0       0       0         LW 2S NURSERY       1       .0%       0       0       0       0       Census         LW 2S DS SPECIAL CARE       18       .1%       18       0       0       0        Charge         LW 3 DS NURSERY       .26%       .19       0       0       3         Surgery           Surgery	LW 1 OB ED	63	.5%	63	0	63	0		🕀 🛅 Clinical
LW 2 PEDIATRICS       81       6%       80       0       0       1         LW 2 PEDS HOLDING       8       .1%       8       0       0       0       0         LW 2 ENTREVENTIONAL       1       .0%       1       0       0       0       0       0       0       0         LW 25 NURSERY       1       .0%       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0<	LW 1 OB TRIAGE	283	2.2%	283	0	3	0		⊕
LW 2 PEDS HOLDING       8       .1%       8       0       0       0         LW 22 PUTERVENTIONAL       1       .0%       1       0       0       0       0         LW 2S NURSERY       1       .0%       0       0       0       1       Census         LW 2S OB SPECIAL CARE       18       .1%       18       0       0       0       1         LW 3 BBTHDAY SUITE A       205       1.6%       205       0       3       0         Surgery         LW 3 BS A NURSERY       3225       .0       3       .0	LW 2 PEDIATRIC ICU	19	.1%	19	0	0	0		
LW 2E NTERVENTIONAL       1       0%       1       0       0       0         LW 2S NURSERY       1       0%       0       0       1       Charge         LW 2S OB SPECIAL CARE       18       1%       18       0       0       0       1       Charge         LW 3S BRITHDAY SUITE A       205       1.6%       205       0       3       0       1       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10 <td>LW 2 PEDIATRICS</td> <td>81</td> <td>.6%</td> <td>80</td> <td>0</td> <td>0</td> <td>1</td> <td></td> <td>Providers</td>	LW 2 PEDIATRICS	81	.6%	80	0	0	1		Providers
LW 2S NURSERY       1       .0%       0       0       0       1         LW 2S DB SPECIAL CARE       18       .1%       18       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0 </td <td>LW 2 PEDS HOLDING</td> <td>8</td> <td>.1%</td> <td>8</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td>Dates-Times</td>	LW 2 PEDS HOLDING	8	.1%	8	0	0	0		Dates-Times
LW 2S 0B SPECIAL CARE       18       .1%       18       0       0       0         LW 3 BIRTHDAY SUTE A       205       1.6%       205       0       3       0         LW 3 BIRTHDAY SUTE A       205       1.6%       205       0       3       0         LW 3 BS A NURSERY       342       2.6%       19       0       0       342         LW 3 MED ROG CARE       44       .3%       44       0       3       0         LW 3 MEDICAL ICU       6       .0%       6       0       1       0         LW 3 MEDINATAL ICU       89       .7%       84       0       0       88         LW 3 PEOS SEDATION       1       .0%       0       0       0       0         LW 4 BS B NURSERY       1       .0%       0       0       0       1	LW 2E INTERVENTIONAL	1	.0%	1	0	0	0		- Census
LW 3 BIRTHDAY SUITE A       205       1.6%       205       0       3       0         LW 3 BS A NURSERY       342       2.6%       19       0       0       342         LW 3 BS A NURSERY       342       2.6%       19       0       0       342         LW 3 MED PROG CARE       44       0       3       0       Image: Constraint of the constraint o	LW 2S NURSERY	1	.0%	0	0	0	1		- Charge
LW 3 BS A NURSERY     342     2.6%     19     0     0     342       LW 3 BD PROG CARE     44     .3%     44     0     3     0       LW 3 MEDICAL ICU     6     .0%     6     0     1     0       LW 3 NEONATAL ICU     89     .7%     84     0     0     89       LW 3 PEDS SEDATION     1     .0%     0     0     1       LW 4 BS B NURSERY     1     .0%     0     0     1	LW 2S OB SPECIAL CARE	18	.1%	18	0	0	0		🖶 🛅 ED
LW 3 MED PROG CARE     44     3%     44     0     3     0       LW 3 MEDICAL ICU     6     0%     6     0     1     0       LW 3 NEONATAL ICU     89     .7%     84     0     0     88       LW 3 PEOS SEDATION     1     0%     1     0     0       LW 4 BS B NURSERY     1     .7%     0     0     0	LW 3 BIRTHDAY SUITE A	205	1.6%	205	0	3	0		- 🗂 Surgery
LW 3 MEDICAL ICU         6         0         1         0           LW 3 NEONATAL ICU         89         .7%         84         0         0         89           LW 3 NEONATAL ICU         89         .7%         84         0         0         89           LW 3 PEDS SEDATION         1         .0%         1         0         0         0           LW 4 BS B NURSERY         1         .0%         0         0         1         1	LW 3 BS A NURSERY	342	2.6%	19	0	0	342		🕀 🏛 Other
LW 3 NEONATAL ICU         89         .7%         84         0         0         88           LW 3 PEDS SEDATION         1         .0%         1         0         0         0           LW 4 BS B NURSERY         1         .0%         0         0         1         1	LW 3 MED PROG CARE	44	.3%	44	0	3	0		🕀 🕮 Rules
LW 3 PEDS SEDATION 1 .0% 1 0 0 0 LW 4 BS B NURSERY 1 .0% 0 0 0 1	LW 3 MEDICAL ICU	6	.0%	6	0	1	0		Other Dimensions
LW 4 BS B NURSERY 1 .0% 0 0 0 1	LW 3 NEONATAL ICU	89	.7%	84	0	0	89		🗄 🕧 Info
	LW 3 PEDS SEDATION	1	.0%	1	0	0	0		
LW 4 OPEN HEART ICU 5 .0% 5 0 1 0	LW 4 BS B NURSERY	1	.0%	0	0	0	1		
	LW 4 OPEN HEART ICU	5	.0%	5	0	1	0	-	

5. Along the top, you can use the pull-down menus to adjust your view.

**NOTE**: If you choose to view data from the current month-to-date, the values include data from today.

6. Dive on the data.

For more information about the ProDiver tool, see the *ProDiver Help*.

# **Self Service Functionality**

The Self Service functionality allows you to easily create a personal and customizable page using the Measures and filters of your choice.

**IMPORTANT**: You must create your personal page before adding content.

## **Creating Your Page**

1. On the home page, click **Self Service**.

The Self Service page opens.

- 2. Click the SideBar icon,  $\blacksquare$ . The SideBar opens.
- 3. Hover over the Self Service page in the navigation list.
- 4. Click the down arrow.

The menu opens.

Self Service	~	
	Add a Page	

5. Click **Add a Page** from the context menu.

The Add Page dialog box opens.

- 6. Enter a page name. Dimensional Insight recommends the convention "<Your Name> My Page."
- 7. Click **OK**.

The new page opens.

## **Adding Stamps**

1. On the home page, click **Self Service**.

<Your Name> My Page opens.

2. On the right, click the **Edit**, *C*, button.

The **Measures** and **Filters** tabs appear on the left, and editing options appear on the right.

≡ Back Home		jsmith My Page	Saves your
Measures Filters	Measures and Filters tabs	Page name	changes
Ambulatory Financials		l'age harrie	Page Settings
% AR 000 to 030 Days			$\overset{(\times)}{1}$
% AR 031 to 060 Days			Discards your
% AR 061 to 090 Days			changes
% AR 091 to 120 Days			
% AR 121 + Days % Self Pay Patient			Deletes a
Balance > 090 Days			stamp

3. Select the measure you want to use.

**TIP**: Use the search box to search for the measure name.

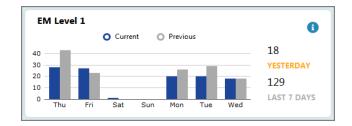
The **Definition**, **Business Logic**, and **References** measure information opens on the right.

Back Hor	ne	jsmith My Page
Measures Filters	EM Level 1	Select a stamp for your page
Q. search     I       Ambulatory Volumes     Adj Work RVU       Adj Work RVU     Arrived       Appointments     Attended       Appointments     Cancelled	Definition The number of office visits at level 1 Business Logic No Business Logic found for this measure.	Last 12 months - line chart (large)
Appointments Chronic Population Consultation Visits EM Level 1 EM Level 2 EM Level 3	References No References found for this measure.	Measure Name Current O Previous 40 40 5 5 M T W T T S LAST 7 DAYS

- 4. Select a stamp type to use. There are seven types to choose from:
  - Last 12 months line chart (large)—This stamp is a line chart that shows information for the current and previous rolling 12 months.



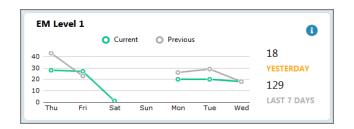
• Last 7 completed days - bar chart (Medium)—This stamp is a bar chart that shows information for the last 7 completed days and the previous week, with values comparing yesterday and the previous week.



• Last 7 completed days - bar chart (Small)—This stamp is a bar chart that shows information for the last 7 completed days, with values comparing yesterday and the previous day.



• Last 7 completed days - line chart (Medium)—This stamp is a line chart that shows information for the last 7 completed days and the previous week, with values comparing yesterday and the previous week.



• **Year-to-Date** - **bar chart (Small)**—This stamp is a bar chart that shows information for the current rolling 12 months, with values comparing the current and previous year-to-date.

EM Level 1		6
4,208	3,880 Prev	8.5% <b>A</b> 328 VAR
1111		1111

• **Year-to-Date - slider chart (Small)**—This stamp is a slider chart that shows the percent difference between the current and previous year-to-date, with values comparing those time-periods.

EM Level 1 4,208	3,880 prev	€ 8.5% ▲ 328 VAR
-25.0%	-5.0% 5.0%	25.0%

• **Yesterday** - **slider chart (Small)**—This stamp is a slider chart that shows the percent difference between yesterday and the day before yesterday, with values comparing those time-periods.

EM Level 1		0
<b>18</b> YESTERDAY	20 PREV DAY	-10.0% ▼ -2 VAR
-25.0%	-5.0% 5.0%	25.0%

The stamp is added to the page.

5. On the left, select the **Filters** tab.

<b>≡</b> Back Ho	me jsmith My Page	
Measures     Filters       Q. search     I       Account     Image: Account ID       Ambulatory Facility     Appointment ID       Appointment Type     Description-Code		
Encounter ID Payment Type Charges	1	Ī

6. Select a dimension to use as a filter.

The filter is added as a pull-down menu on the top of the page.



- 7. Do one of the following:
  - Click **OK** and the green check, **Solution**, icon to save your changes.
  - Click the red X icon, 🖄, to discard your changes.

## **Deleting Stamps**

1. On the home page, click **Self Service**.

<Your Name> My Page opens.

2. On the right, click the **Edit**, **Solution**.

The **Measures** and **Filters** tabs appear on the left, and editing options appear on the right.

- 3. Click, hold, and drag the stamp to the trash can icon.
- 4. Do one of the following:
  - Click **OK** and the green check, **Solution**, icon to save your changes.
  - Click the red X icon, 🖄, to discard your changes.

## **Using Stamps**

#### Go to the dashboard and adjust your view

1. On the home page, click **Self Service**.

<Your Name> My Page opens.

2. In the pull-down menu or menus, choose whether to view data for one or all values.

Here is an example of a pull-down menu.

Department Name All Values (192)

**NOTE**: The presence of pull-down menus depends on how you configure your page.

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#### **Review the data**

There are seven different stamps that analyze four groups of time-period information:

- **Current 12 Months** shows data for the current and previous rolling 12 months.
- Last 7 Days shows data for yesterday compared to the last complete 7 days.
- Year-to-Date shows data for the current and previous year-to-date.
- **Yesterday** shows data for yesterday compared to the previous day.

#### Analyze the data

Choose the data that you want to analyze:

#### Chart Data

**IMPORTANT**: This does not apply to stamps that use slide charts.

1. Click a chart value.

The **Analysis** window opens.

- The **Current** column shows data from the selected current timeperiod.
- The **Previous** column shows data from the previous time-period.
- The % +/- column shows the percent difference between the current and previous columns.

**NOTE**: For stamps using bar and line charts, the current, previous, or variant value shows values for the primary time-period for the stamp.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### **Current and Previous Data**

1. Click the current, previous, or variant value.

The Analysis window opens.

- The **Current <Time Period**> column shows data from the current time-period.
- The **Previous** <**Time Period**> column shows data from the previous time-period.
- The % +/- column shows the percent difference between the current and previous columns.

**NOTE**: The chart value shows values for the selected time-period. For example, **Current 12 Months**, shows the total for the rolling 12 months, while selecting **Sep** shows the values for the month of September.

2. Dive on the data. For more information, see <u>Diving on a Tabular Display on page 53</u>.

**TIP**: In the lower left of the window, you can click an option to open the data in Excel or PDF format.

#### **Measure Overview**

- Click the information icon, 
   , on the top right of the stamp.
   The **Measure Overview** window opens.
- 2. Review the measure information. This includes:
  - Definition
  - Business Logic
  - Expression
  - References
  - More Details

For more information, see <u>Viewing Measure Details on page 57</u>.