

## Who Unlocked That Visit?

We get many chats asking us to find out who unlocked visits and when they were unlocked. Now you can find this information as you require it.

This report is found under **Reports > Assessment > 30.01 Assessment Audit**. **NOTE:** This can also be used as an "audit trail" of actions to the assessments.

### How To Run the Report

o **Log Date After / Before** = Use the dates that any change related to the visit(s) would have taken place on. This is not the actual visit date, but instead, the date the visit was created or modified.

o **Chart#** = Enter the six digit chart number(s) if they are known or leave blank to select all. Separate multiple chart numbers with a comma.

o **Employee#** = Enter the four digit employee number of the person who modified the assessment. If you are looking for a specific person, enter their employee. Otherwise, leave blank to search for all employees. This will include any office staff who mark the visit as locked+charged or unlock.

o **Notenum** = This is a computer generated ID assigned to each visit. This ID can be found on the report itself or by a Barnestorm Tech. Use this field if you want to use a wide date and narrow down the search to just one visit.

o **Action** = Leave blank to select all actions or select from the drop down list to search for a single action; created, completed, locked, unlocked.

o **CurrentStatus** = Leave blank to select all or select from the drop down list to search for visits that are currently in the incomplete, unlocked, locked or locked+charges status. This is only for the current time status, not the past status.

### How to Read the Report

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- o **LogID** = The log# assigned to the entry.
- o LogTime = The date the action was performed to the visit.
- o **Action** = The type of action that was done on the visit. Created is the action when the visit was first started. Saved is when data was entered into the visit.
  
- o **ActionBy** = The employee who was logged into Barnestorm and completed the action.
- o Employee = The name of the employee who was logged into Barnestorm and completed the action.
- o VxDate = The visit date.
- o **LogMachine** = The computer name of the machine used when entering data on the visit.
  
- o Chartnum = The chart number attached to the visit.
  
- o PatName = The name of the patient attached to the visit.
  
- o **Current Status** = The status of the visit at the time the report was ran.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50758.aspx>