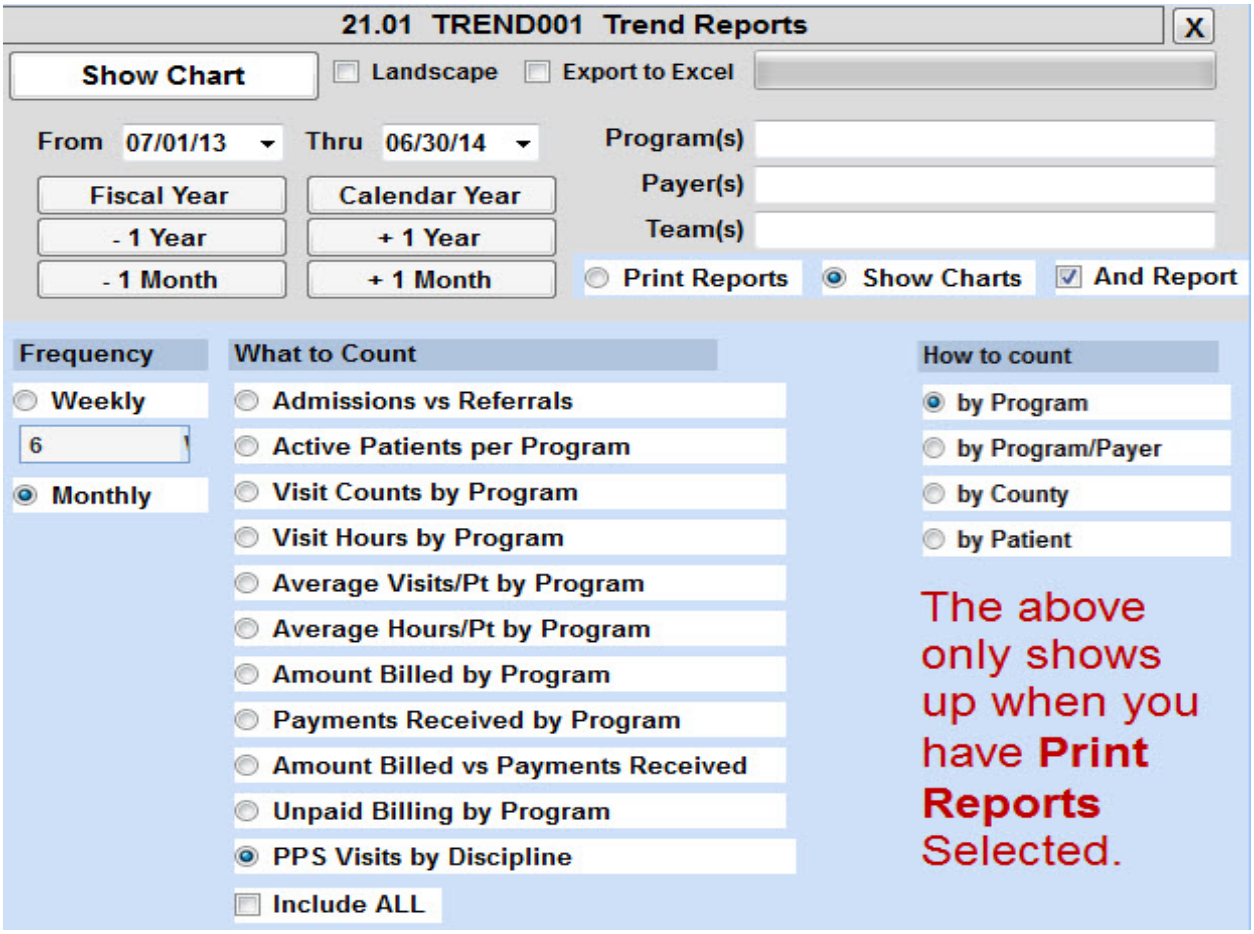
To get to this report option, select Reports > Misc > 21.01 Trend Reports.

This report tracks various trends, such as referrals, admissions, visit counts etc. based on the time period you have entered in the from and thru dates fields. If you select the **Print Reports** bullet, you will have the following print options to choose from (see below). Selecting the **Show Charts** bullet, will display a different set of options for you to choose. We will discuss that later in this article.

Selecting the Print Reports bullet:



a. At the top, enter the from and thru dates.

b. If you would like to specify the report to a program, payer or team, include that code in the appropriate field. Otherwise, you can leave the fields blank to pull data from all programs, payers and teams.

c. On the left side of the report screen, you can choose to have the Frequency to show Weekly (indicating the number of weeks you want

displayed) or Monthly. Click on the appropriate bullet.

d. Under the "what to count" column, you can choose which trend you want to track. Click on the appropriate bullet.

e. Under the "how to count" column, you can choose to format the count by: program, by program/payer, by county or by patient. Click on the appropriate bullet. **Note**: Some counts cannot be done "by patient."

f. Hit the **Print** button. The report will appear.

g. You have the option to Print; Export to PDF; Email; and/or Export to Excel.

h. Hit **Close** to exit.

Selecting the Show Charts bullet, with option to also include the Report:

a. At the top, enter the from and thru dates.

b. If you would like to specify the report to a program, payer or team, include that code in the appropriate field. Otherwise, you can leave the fields blank to pull data from all programs, payers and teams.

c. On the left side of the report screen, you can choose to have the Frequency to show Weekly (indicating the number of weeks you want displayed) or Monthly. Click on the appropriate bullet.

d. Under "what to count" column, choose which trend option you need, then hit the **Show Char**t tab. A screen will appear with the chart; and the Report (if you checked the **And Reports** box).

e. You have the option to Print; Export to PDF; Email; and/or Export to Excel.

f. Hit **Close** to exit.