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.

	21.01 TREND001 Trend Report	ts X
Show Chart Candscape Export to Excel		
From 07/01/13	3 <b>→</b> Thru 06/30/14 <b>→</b> Program(s)	
Fiscal Yea	r Calendar Year Payer(s)	
- 1 Year	+ 1 Year Team(s)	
- 1 Month	+ 1 Month O Print Reports	Show Charts And Report
Frequency	What to Count	How to count
Weekly	Admissions vs Referrals	ø by Program
6 1	Active Patients per Program	by Program/Payer
Monthly	Visit Counts by Program	by County
	Visit Hours by Program	by Patient
	Average Visits/Pt by Program	The shows
	Average Hours/Pt by Program	The above
	Amount Billed by Program	only snows
	Payments Received by Program	up when you
	Amount Billed vs Payments Received	have <b>Print</b>
	Unpaid Billing by Program	Reports
	PPS Visits by Discipline	Selected.
	Include ALL	

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.

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