

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:

21.01 TREND001 Trend Reports [X]

Show Chart ☐ Landscape ☐ Export to Excel

From **07/01/13** Thru **06/30/14** Program(s)
Payer(s)
Team(s)

Fiscal Year Calendar Year
- 1 Year + 1 Year
- 1 Month + 1 Month

☐ Print Reports ☒ Show Charts ☒ And Report

Frequency	What to Count	How to count
<input type="radio"/> Weekly	<input type="radio"/> Admissions vs Referrals	<input checked="" type="radio"/> by Program
<input type="text" value="6"/>	<input type="radio"/> Active Patients per Program	<input type="radio"/> by Program/Payer
<input checked="" type="radio"/> Monthly	<input type="radio"/> Visit Counts by Program	<input type="radio"/> by County
	<input type="radio"/> Visit Hours by Program	<input type="radio"/> by Patient
	<input type="radio"/> Average Visits/Pt by Program	
	<input type="radio"/> Average Hours/Pt by Program	
	<input type="radio"/> Amount Billed by Program	
	<input type="radio"/> Payments Received by Program	
	<input type="radio"/> Amount Billed vs Payments Received	
	<input type="radio"/> Unpaid Billing by Program	
	<input checked="" type="radio"/> PPS Visits by Discipline	
	<input type="checkbox"/> Include ALL	

The above only shows up when you have Print Reports Selected.

- At the top, enter the from and thru dates.
- 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.
- 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 Chart** 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.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51019.aspx>