

Print a running list of active patients assigned to employees. This report will only work if you are using the Referral > Employees screen to track assigned employees for a patient. The report From and Thru dates will look for the employees Discharge Date on the Referral and exclude any discharged before the From date you use to run the report.

## **How to Run the Report**

o Go to **Reports > Patient > 01.06 Selected Patients Detail**

o **From / Thru** = Use today's current date for both if you want active patients. Using a time frame will select any patient active during the From and Thru date. If the patient was discharged at that time they will still appear on the list.

o **Program(s) / Payer(s) / Team(s) / Employee(s)** = Filter report by entering program, payer, team, employee number(s). Or leave blank to select all.

o Select **Active Patients, Admits** or **Discharges**

o Under **Order Report By**, select 6 - Employee, Name

o Under **Report Content**, the follow options have the employees name on the page. Select the report that best fits your needs: 2, 7, 8, B, E.

o Click on **Print**

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51347.aspx>