This report will display the date of when employee last locked their visit/assessment(s). To access the report, go to **Reports** > **Employees** > **07.56 Employee Last Locked Visit.**

How to Run the Report

- **Start Date and End Date** = Enter your starting search date and ending search date.
- **Employee #** = Enter specific employee number(s), or leave blank to select all.

After you've made your selections above, click **Print the Report** to view the report.

How to Read the Report

- Chart #= The patient's assigned chart number.
- **Patient**= The patient's name as keyed in the referral.
- **Assessment Type** = The type of assessment such as SOC, ROC, recertification, scheduled visit, or discharge.
- **TimeIn**= The start time of the visit, including the date of visit.
- **DatMod** = The last date the visit was modified/locked.
- **Program** = The program number assigned to the assessment.
- Payer = The payer number assigned to the assessment.
- **Status**= The assessment status 00 = Incomplete Visit; **01** = Completed Visit; **02** = Locked Visit; and **03** = Locked and Charged

Visit.

NOTE: The report is sorted by employee.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle51751.aspx