

Filtering & Emailing Portal Reports for Individual Clinician Data



With the portal Activity tab open, click on the down arrow by the clinician field and select the clinician filter.

(Only this clinician's data will appear on your screen)

Select the **Manage Email for Activity** from the View field.

The **Email Edit** field will open. Click on Edit and put in the email address for the clinician. Be sure to click in the box to Select the clinician.

After entering the email address, Select **Save**.

Click on the **Edit Message for Selected Clinicians**.

The email message window will open. You can type in the message you want to convey.

Then click on the **Send Email** button.

Filters:
 Clinician: [60127 - Clinician, Sample (60578022)]
 CareType/Impairment: ALL
 Outcomes Period: Last 12 months Ending: 03/2012

Activity Report: ABC Hospital
 Date Range: Last Quarter View: Manage Email for Activity

Episode Summary Statistics from 04/01/2012 through 06/30/2012

Show	Clinician	Select	Email	Count	%	Discharge Completion Rate	Intake Completion Rate	Complete	Need Discharge	Closed but No Score
<input type="checkbox"/>	60127	<input type="checkbox"/>	Edit clinician_email@yourdomain.com	1	0	0%	0%	0	0	
<input type="checkbox"/>	ALL			203	100	89%	29%	56	7	

Episode Detail Filter
 Episode State: Complete Episodes (Episodes with an intake survey, at least one status survey, and a staff discharge)

Episode Summary Statistics

Show	Clinician	Select	Email	Count	%	Discharge Completion Rate	Intake Completion Rate	Complete	Need Discharge	Closed but No Score	Intake Only	Setup Only
<input checked="" type="checkbox"/>	60127	<input type="checkbox"/>	Edit clinician_email@yourdomain.com thayes@fotoinc.com	1	0	0%	0%	0	0	0	1	0
<input type="checkbox"/>	ALL			203	100	89%	29%	56	7	0	131	9

Filters:
 Clinician: [60127 - Clinician, Sample (60578022)]
 CareType/Impairment: ALL
 Outcomes Period: Last 12 months Ending: 03/2012

Activity Report: ABC Hospital
 Date Range: Last Quarter View: Manage Email for Activity

Edit Message to Email Selected Clinicians

Subject: Activity report for FOTO
 Message:
 You can leave the standard email message or you can type one that is specific for this clinician, etc.....

Send Email to Selected Clinicians Cancel

Episode Summary Statistics from 04/01/2012 through 06/30/2012

Show	Clinician	Select	Email	Count	%	Discharge Completion Rate	Intake Completion Rate	Complete	Need Discharge	Closed but No Score	Intake Only	Setup Only
<input checked="" type="checkbox"/>	60127	<input checked="" type="checkbox"/>	Edit thayes@fotoinc.com	1	0	0%	0%	0	0	0	1	0
<input type="checkbox"/>	ALL			203	100	89%	29%	56	7	0	131	9

Episode Detail Filter
 Episode State: Complete Episodes (Episodes with an intake survey, at least one status survey, and a staff discharge)

Show	Count	%
<input checked="" type="checkbox"/>	0	0

The system will generate an email to clinician as you have filtered and directed. On receipt, the staff member will click on the link in the email, which will direct them to their portal link page.

When the clinician opens the link, they can access only their own:

- **Quarterly Profile Report**,

Filters:
 Clinician: [Redacted] Manage Clinician Email [Redacted]
 Care Type/Impairment: ALL
 Outcomes Period: Last 12 months Ending: 03/2012

News | Scorecard | **Profile** | Satisfaction | Activity | Payer | Help

Outcomes PDF Reports: Clinician:
 Detailed Reports in PDF Format: [Guide to understanding these reports](#)
 Show clinicians with no current quarter data
 Quarter: 2012Q1
 o 2012Q1 - ID# here [Redacted] Clinician Name here [Redacted]

- **Scorecard** Information,

Filters:
 Clinician: [Redacted] Manage Clinician Email [Redacted]
 Care Type/Impairment: ALL
 Outcomes Period: Last 12 months Ending: 03/2012

News | **Scorecard** | Profile | Satisfaction | **Activity** | Payer | Help

Scorecard: Clinician: [Redacted] [Copy Scorecard to Clipboard](#)
[Guide to Scorecard](#)

Overall satisfaction (Clinician-506): 98.82%, # patients: 45, FOTO average: 97.95% for last 12 months
 Color Key => **Green**: Better than Predicted, **Yellow**: Within 95% Confidence Interval, **Red**: Outside 95% Confidence Interval **Blue**: < 5 episodes
 * - estimated ranking (minimum criteria 40 complete episodes)

Clinic	Clinician	Care Type: Impairment	Number of Episodes			Effectiveness			Efficiency	
			In FS	w/Intake & Discharge	Comp Rate (%)	FS Change	Predicted	% Rank	# Visits	Predicted
[Redacted]		Ortho: All	45	61	74	17.51	18.71	33	11.71	13.15
		Ortho: Shoulder	7	11	64	20.17	22.10	* 49	13.43	15.94
		Ortho: Wrist/Hand	2	5	40	16.90	17.91	* 38	13	14.41
		Ortho: Elbow	1	1	100	20.87	20.03	* 60	13	16.44
		Ortho: Cervical	7	10	70	16.75	17.25	* 62	11.14	11.87

and

- **Activity Report** data.

Date Range: Last Quarter View: Show Last Intake, Status, Discharge Dates

Show	Clinician	Count	%	Last Intake	Last Status	Last Discharge	Average Visits	Complete	Need Discharge	Closed but No Score	Intake Only	Setup Only	NPA Reason
<input checked="" type="checkbox"/>	[Redacted]	39	44	09/29/2012	07/05/2012	06/25/2012	8.37	3	10	5	21	0	0
<input type="checkbox"/>	ALL	89	100				8.50	11	26	7	45	0	0

Show	Episode State	Count	%
<input checked="" type="checkbox"/>	Complete Episodes (Episodes with an intake survey, at least one status survey, and a staff discharge)	3	8
<input checked="" type="checkbox"/>	Need Staff Discharge (Episodes with an intake survey and at least one status survey -- but no discharge)	10	26
<input checked="" type="checkbox"/>	Closed but no FS Change Score (Episodes with an intake survey and a staff discharge -- but no status survey to determine an outcome)	5	13
<input checked="" type="checkbox"/>	Intake only, need status (Episodes with an intake survey but no status survey)	21	54
<input checked="" type="checkbox"/>	Setup only (Episodes with no intake survey)	0	0
<input checked="" type="checkbox"/>	Non-Participation (NPA) reason specified	0	0
	Total	39	100

Prac Id	Clinician	PatId	Pat Name	Body Part Impairment	Start	Intake	Status	Discharge	Dischge Entered	Month Assgnd	Visits	Days Between Status Dischge	NPA or Exclude Reason
[Redacted]		32390		18-Lumbar Spine	04/04/2012	04/04/2012		06/07/2012	06/08/2012		4		
[Redacted]		32487		18-Lumbar Spine	04/04/2012	04/04/2012		04/23/2012	06/01/2012		0		
[Redacted]		177962		10-Knee	04/05/2012	04/05/2012					0		
[Redacted]		33932		10-Knee	04/05/2012	04/05/2012	04/27/2012	04/27/2012	04/30/2012		10	0	
[Redacted]		32588		03-Elbow	04/11/2012	04/11/2012	06/18/2012	06/18/2012	06/20/2012		20	0	
[Redacted]		32595		13-Foot	04/11/2012	04/11/2012	05/09/2012				0		
[Redacted]		152965		15-Neck	04/13/2012	04/13/2012	05/18/2012				0		