REPORT PORTAL

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 <u>Email Edit</u> 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*.

-	Filter Clinic: Clinicia CareTy Outcor	rs: anr out ype:Imp mes Pe	27 - Cliniciar airment: riod: Last	n, Sample ALL t 12 mon	60578022 Manage Clinician Email Email:	clinician_co	ntact_	email@yourdom	ain.com			
, 1	Ne	ws	Sco	oreca	rd Profile Satisfaction	Grou	ıp M	anagemer	nt Activ	vity F	Payer	Help
, 	Ac	Show Ctivi	Activity I	Report	ABC Hospital						Сору	Activity Da
<u>r</u> —	Da	te R	ange:	Last	Quarter View: Manage Em	nail for <i>i</i>	Activ	vity	~			
		Ec	dit Messag	e to Em ai	Selected Clinicians							
					Episode Summar	ry Statist	ics fr	om 04/01/20	012 through	06/30/201	12	
1.	Sho	ow C	linician	Select	Email	Count	%	Discharge Completion Rate	Intake Completion Rate	Complete	Need Discharge	Closed b No Sco
-					Edit clinician_email@yourdomain.com	1	0	0%	0%	0	0	
] A	LL			203	100	89%	29%	56	7	
	Γ					Episo	de De	tail Filter				
۱.		Sh	ow				Episo	de State				
_				Com	olet Episodes (Episodes with an intake survey, a	at least one	status	survey, and a s	taff discharge)			
_			<u> </u>		Episode Summary Sta	and at leas	t one s	status survey	but no discharg	e)		
		Show	Clinician	Select	Email	ake survey a	and a s	taff discharge -	- but no status s	survey to dete	ermine an out	come)
			60127		Edit clinician_email@yourdomain.com	/ey but no s	tatus	survey)				
					thayes@fotoinc.com							
					Save Cancel							

FOTO

Click on the *Edit Message for* Selected Clinicians. Filters Clinic: n, Sample (60578022) Manage Clinician Email Email: clinician_contact_email@yourdomain.com Clinician: 60127 - Clinici CareType:Impairment: ALL Outcomes Period: Last 12 months Y Ending: 03/2012 Y News Scorecard Profile Satisfaction Group Management Activity Payer Help The email message Show Activity Report Copy Activity Data to Clipboard window will open. You Activity Report: ABC Hospital can type in the message you Date Range: Last Quarter 🛛 👻 View: Manage Email for Activity want to convey. Edit Message to Email Selected Clinicians 1 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. Then click on the Send Email button. Send Email to Selected Clinicians Cancel Episode Summary Statistics from 04/01/2012 through 06/30/2012 Discharge Completion Intake Completion Closed but No Score Intake Only Setup Nee Discharg Clinician elect Email Show Cour Comple 60127 ~ ~ 09 Edit thayes@fotoinc.com ALL 131 89% 299 100 Episode Detail Filter Show **Episode State** ete Episodes (Episodes with an intake survey, at least one status survey, and a staff discharge

FOCUS ON[®] THERAPEUTIC OUTCOMES INC 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: Manage Clinician Email
CareType: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: <u>Guide to understanding these reports</u>
Show clinicians with no current quarter data
Quarter: 2012Q1
o 2012Q1 - ID# here Clinician Name here

Scorecard Information,

Filters

ews Scorecard	Profile	Satisfaction Ac	tivity	Payer	He	lp				
corecard: Clinici	an:		T					Copy Sco	precard to	o Clip
			1						Gui	de to
 estimated ranking (minimum 	criteria 40 complete episo	Scorecard, 12 Mon	th Period End	ding: 03/2012	terval, <u>Bil</u>	e: <sepis< th=""><th>odes</th><th></th><th></th><th></th></sepis<>	odes			
• - estimated ranking (minimum	criteria 40 complete episo	Scorecard, 12 Mon	th Period End	ding: 03/2012	odes	e: < s epis	odes ffectivenes	s	Eff	icien
• - estimated ranking (minimum Clinic	criteria 40 complete episo Clinician	Core Type: Impairment	the Period End Nun In FS	ding: 03/2012 nber of Episo w/_Intake &_Dischge	cdes Comp Rate_ (%)	e: < s epis E Change	ffectivenes	s Rank	Eff # Visits	icien Pred
• • estimated ranking (minimum Clinic	Criteria 40 complete episo	Care Type: Impairment	th Period End Nun In FS 45	ding: 03/2012 nber of Epise w/_Intake &_Dischge 61	Comp Rate_ (%) 74	e: < s epis E FS Change 17.51	ffectivenes Predicted 18.71	5 Rank 33	Eff # Visits 11.71	icien Pred 13.
- estimated ranking (minimum Clinic	Clinician	Care Type: Impairment Ortho: All Ortho: Shoulder	In FS 45	ding: 03/2012 nber of Epise w/_Intake &_Dischge 61	Comp Rate_ (%) 74	E: < 5 epis E FS Change 17.51 20.17	ffectivenes Predicted 18.71 22.10	s Rank 33 * 49	Eff Visits 11.71 13.43	Pred
- estinated ranking (minimum Clinic	Clinician	Scorecard, 12 Mon Scorecard, 12 Mon Care Type: Impairment Ortho: All Ortho: Shoulder Ortho: Wrist/Hand	th Period End Nun In FS 45 7 2	ding: 03/2012 nber of Epise w/_Intake &_Dischge 61 11 5	Comp Rate_ (%) 74 64 40	E < 5 epis FS Change 17.51 20.17 16.90	odes ffectivenes Predicted 18.71 22.10 17.91	s Rank 33 * 49 * 38	Eff Visits 11.71 13.43 13	Prec 13 15 14
- estinated ranking (minimum Clinic	Cliniclan	Care Type: Impairment Ortho: All Ortho: Shoulder Ortho: What/Hand Ortho: Elbow	the Period End Num In FS 45 7 2 1	ding: 03/2012 nber of Epise w/_Intake &_Dischge 61 11 5 1	00000000000000000000000000000000000000	E < 5 epis E FS Change 17.51 20.17 16.90 20.87	odes ffectivenes Predicted 18.71 22.10 17.91 20.03	5 Rank 33 * 49 * 38 * 60	Eff visits 11.71 13.43 13	icien Pred 13. 15. 14. 16.

and

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

Activity Report data.

			Epis	sode Summa	ary Statistics	from 04/01/	2012 thro	ugh 06/30	2012				
Show	Clinician	Count	*	Last Intake	Last Status	Last Discharge	Average Visits	Complete	Need Discharge	Closed but No Score	Intake Only	Setup Only	NPA Reason
		39	44	06/29/2012	07/05/2012	06/25/2012	8.37	3	10	5	21	0	0
	ALL	89	100				8.50	11	26	7	45	0	0

						Episode	Detail Filter													
Sh	low					Epi	sode State							Count	%					
•		Complete	e Episodes (Episo	des with an inti	ake survey, at	least one stat	tus survey, an	d a staff disch	iarge)					3	8					
2	Need Staff Discharge (Episodes with an intake survey and at least one status survey but no discharge)											10	26							
2	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									
		Intake only, need status (Episodes with an intake survey but no status survey)												21	- 54					
v		Setup on	ly (Episodes with	no intake surve	ey)									0	0					
		Non-Parti	Non-Participation (NPA) reason specified																	
		Total												39	100					
				Eg	oisode Detail	from 04/01/2	012 through 0	6/30/2012 fo	r 506											
Prac Id	Clinician	Patid	Pat Name	Body Part Impairment	Start	Intake	Status	Discharge	Dischge Entered	Month Assgnd	Visits	Days Between Status- Dischge	NPA	A or Exclude Reason						
		32399		18-Lumbar Spine	04/04/2012	04/04/2012		06/07/2012	06/08/2012		- 4									
	32487 18-Lumbar 04/04/2012 04/04/2012 04/23/2012 06/01/2012 6																			
		17796-2		10-Knee	04/05/2012	04/05/2012					0									
		5393-2		10-Knee	04/05/2012	04/05/2012	04/27/2012	04/27/2012	04/30/2012		10	0								
		32588		03-Elbow	04/11/2012	04/11/2012	06/18/2012	06/18/2012	06/20/2012		20	0								
		32595		13-Foot	04/11/2012	04/11/2012	05/09/2012				0									
		15296-5		15-Neck	04/13/2012	04/13/2012	05/18/2012				0									