

Monthly Statistical Reports



Course Overview

Use Monthly Statistical Reports to review key clinical and operational metrics in CorrecTek Spark. These reports provide insight into areas such as chronic care follow-ups, medication compliance, and response times.

This guide explains how to access and review Monthly Statistical Reports.

Use This Guide When

- Running Monthly Statistical Reports
- Reviewing report data for trends or compliance
- Accessing saved reports

What You'll Be Able to Do

- Access Monthly Statistical Reports
- Select report definitions
- View saved reports
- Display report output

Monthly Statistical Reports



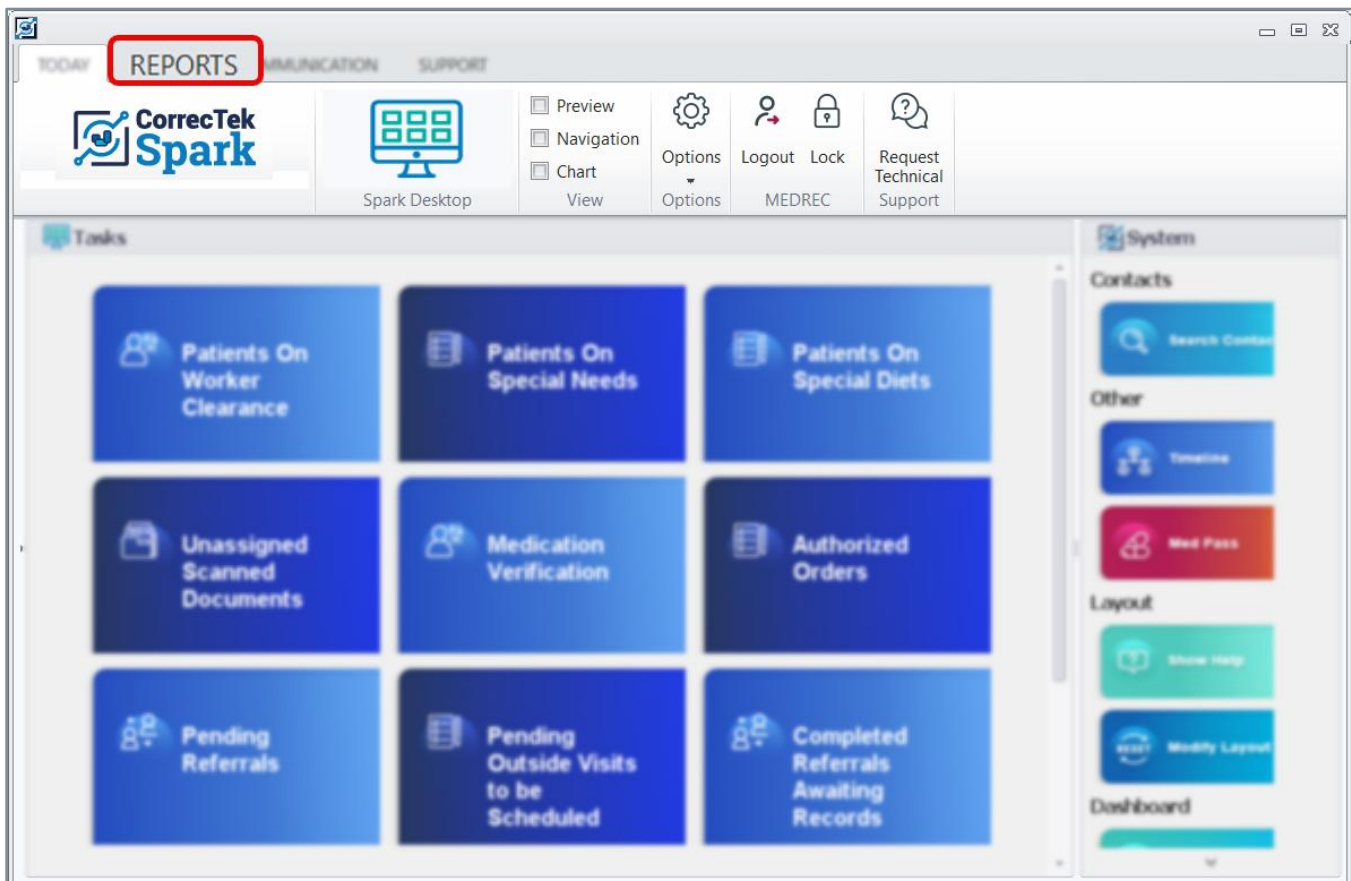
Topics Covered

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Monthly Statistical Reports

Spark Desktop

From the Spark Desktop, click **Reports**.



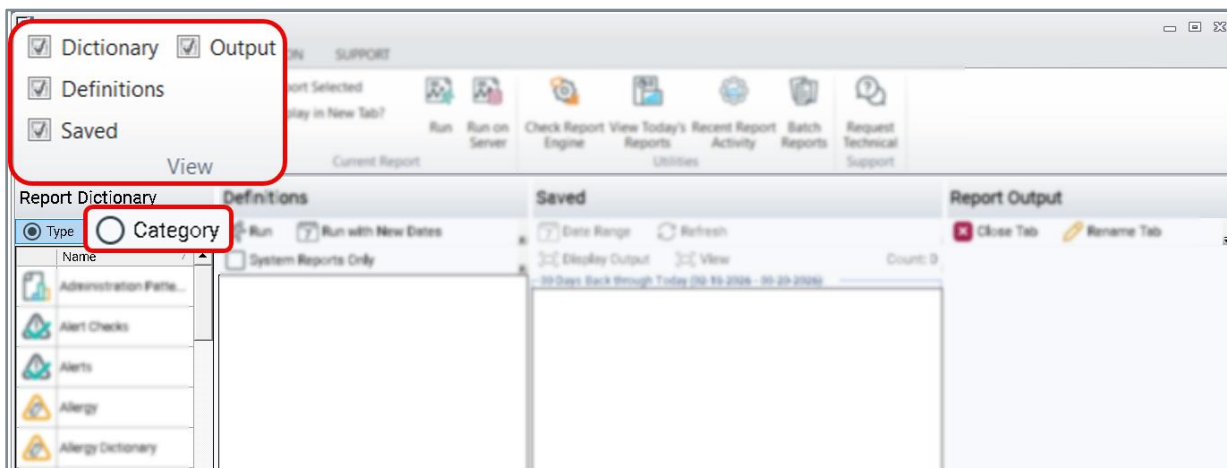
Monthly Statistical Reports

Reports

The Reports screen provides access to available report categories and definitions.

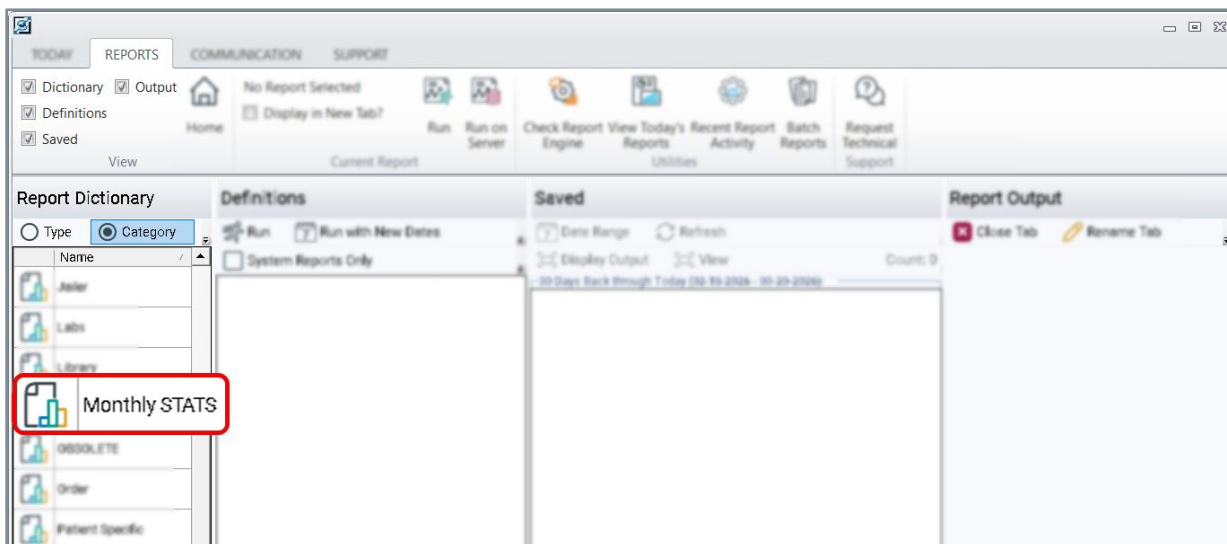
Select all boxes in the **View** section. This guarantees that both system-generated defaults and custom facility reports are fully visible.

In the Dictionary column, click **Category**.



| Tip: Resize columns by clicking and dragging the column edge left or right.

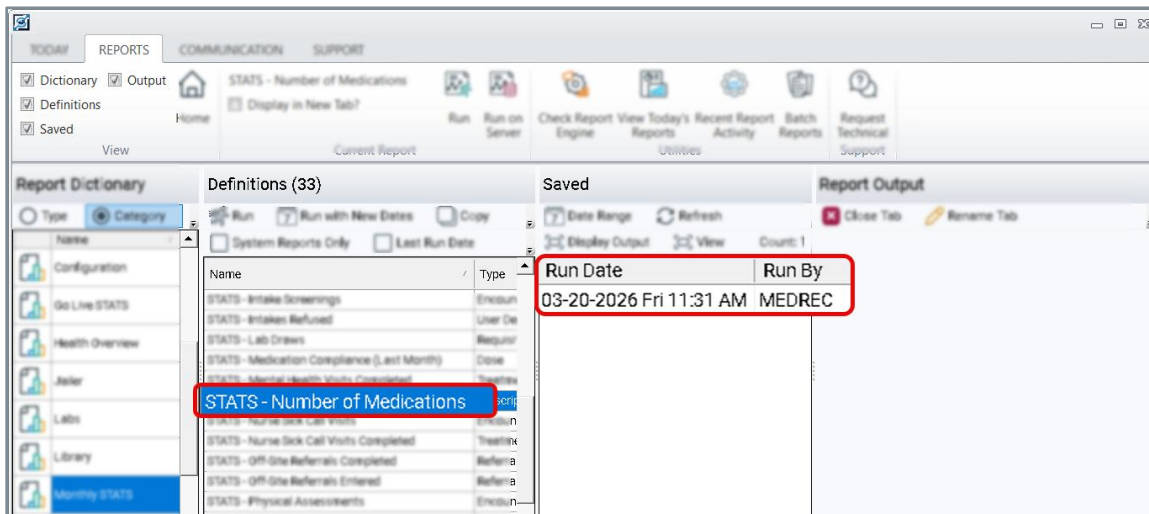
Select **Monthly Stats**.



Monthly Statistical Reports

Reports display in the **Definitions** column.

Select a **Definition** to view a list of Saved reports.

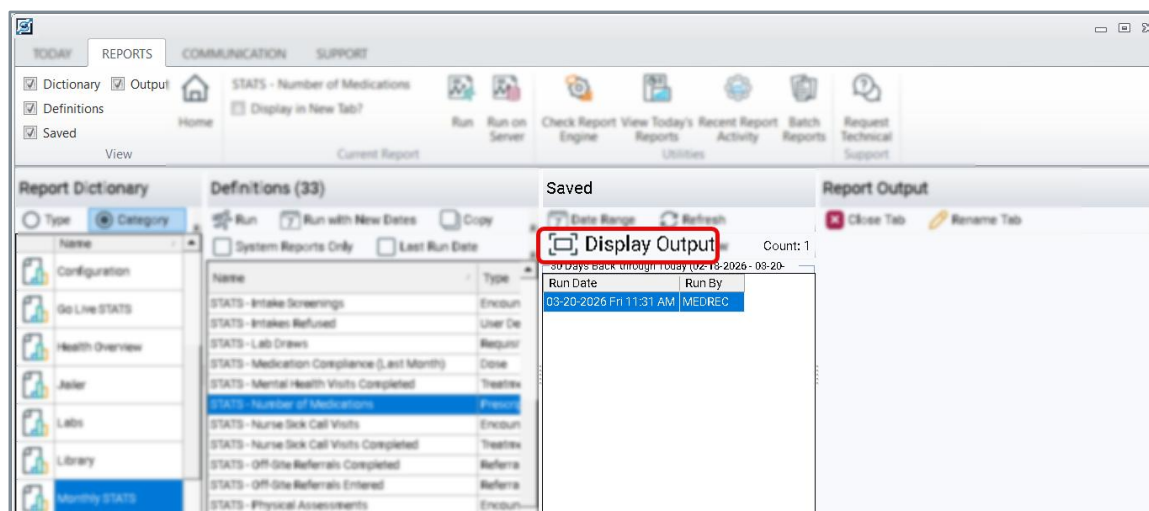


For more information, see Definitions and Saved references.

Display Output

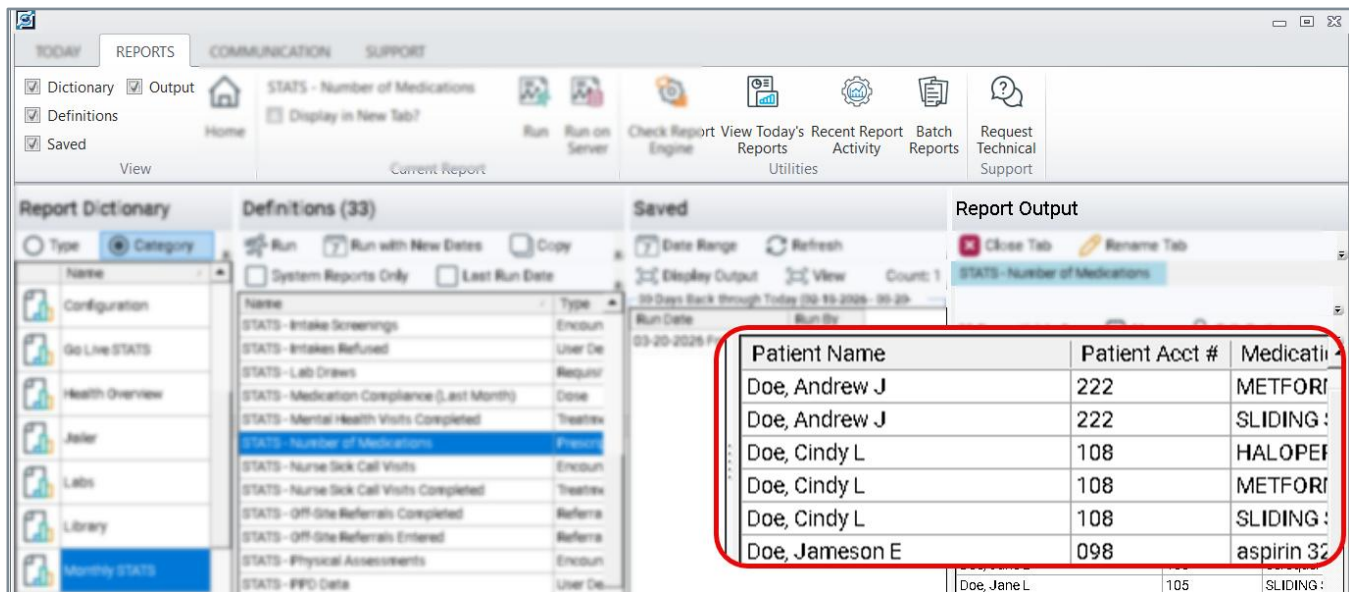
Select the most recent report from the Saved list.

Click **Display Output** on the toolbar.



The data will render in the final column on the right: **Report Output**.

Monthly Statistical Reports



Patient Name	Patient Acct #	Medication
Doe, Andrew J	222	METFORMIN
Doe, Andrew J	222	SLIDING DOSE
Doe, Cindy L	108	HALOPERIDOL
Doe, Cindy L	108	METFORMIN
Doe, Cindy L	108	SLIDING DOSE
Doe, Jameson E	098	aspirin 325

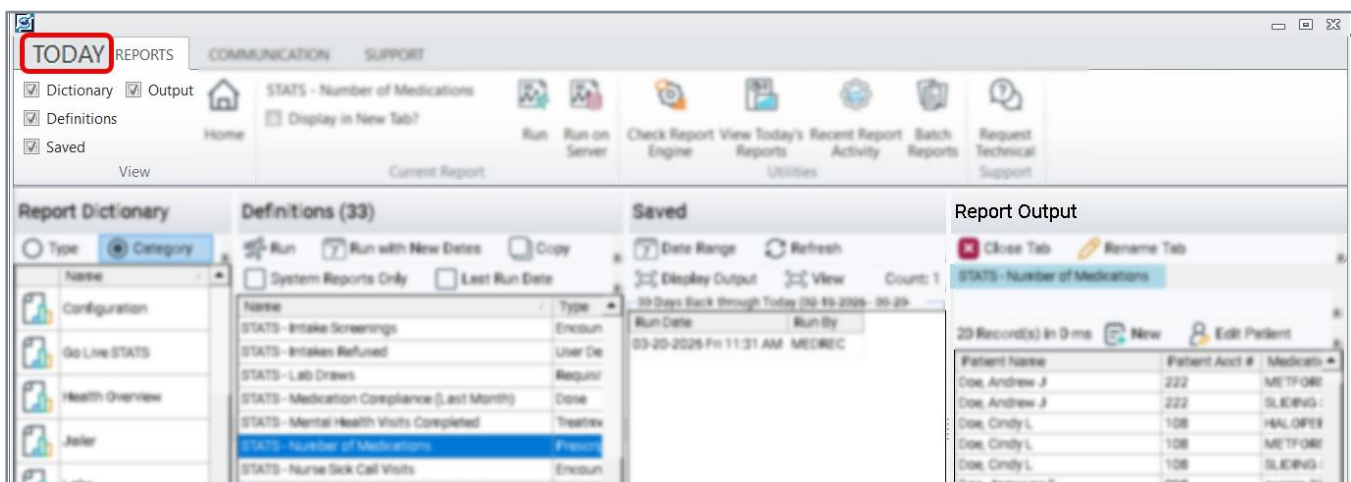
For more information, see [Return to Reports](#).

[Report Output](#) reference.

Continue reviewing reports as needed.

Return to Spark Desktop

Click **Today**.



Patient Name	Patient Acct #	Medication
Doe, Andrew J	222	METFORMIN
Doe, Andrew J	222	SLIDING DOSE
Doe, Cindy L	108	HALOPERIDOL
Doe, Cindy L	108	METFORMIN
Doe, Cindy L	108	SLIDING DOSE
Doe, Jameson E	098	aspirin 325

Definitions

 Run
  Run with New Dates
  Copy
  Run Times
  Log
  Export
  Globally Re-Assign

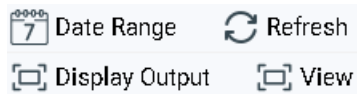
Show Linked Templates: Display a new field for viewing linked templates.

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Saved



Date Range: Click this to view a list of saved reports for a specific date range.

Refresh: Refresh the list.

Display Output: Display the report information.

View: Open the report output in a separate window.

Return to Reports.

Report Output

The following buttons appear near the top of the Report Output Column (left to right):



Edit: Edit an item in the report.

Refresh: Refresh the list.

Run with New Dates: Run a live report with new dates.

Log: View the log of a selected item.

Show: Show/hide report information.

Print: Print the list.

Graph: View the report output in a graph.

View: Open the selected item in a separate window.

View All: View all items in the list in a separate window.

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Find: Search the list for a keyword.

Previous: Find the previous matching keyword.

Next: Find the next matching keyword.

New: Create a new item such as an order or prescription.

Edit Patient: Open the Edit screen.

MAR: Open the patient's MAR.

Send Refill Request: Send a refill request to the pharmacy from a prescription report.

Sign Off: Add an electronic signature.

Send Sign Off Request: Send a request to another user to sign off on an item.

Save to Timeline: Save the report to the System Timeline.

Copy Report: Create a copy of the report.

Merge: Merge the report output to word or excel.

T+: Increase the font size.

T-: Decrease the font size.

Grid Options: Adjust column size and word wrap.

[Return to Display Output](#)