

Running Reports



Course Overview

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

This guide explains how to access and review reports.

Use This Guide When

- Accessing the Reports tab workspace
- Running a report
- Filtering a report using a custom date range

What You'll Be Able to Do

- Access reports
- Filter reports by specific Type or Category definitions
- Execute a standard report query
- Run a customized query using modified start and end dates

Running Reports



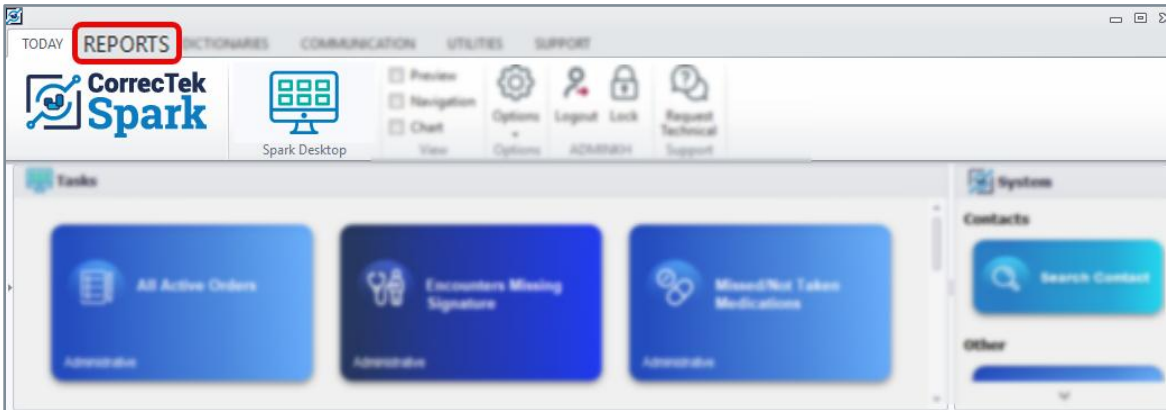
Topics Covered

Course Overview	1
Use This Guide When.....	1
What You'll Be Able to Do.....	1
Spark Desktop	3
Dictionaries.....	Error! Bookmark not defined.
Return to Spark Desktop.....	7

Running Reports

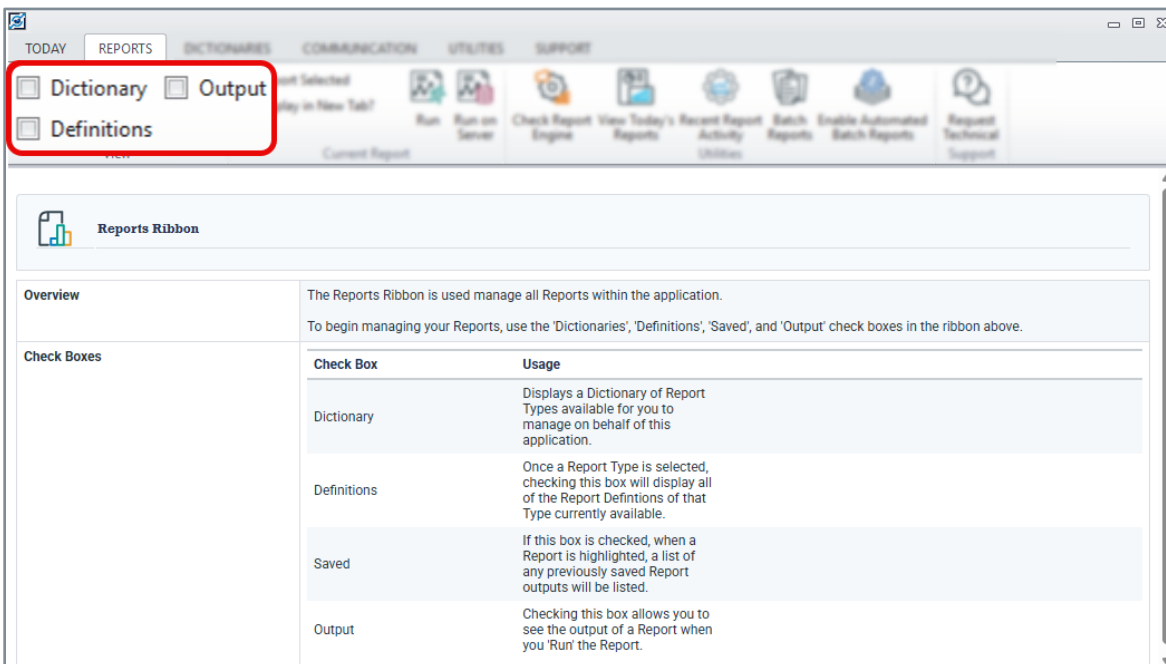
Spark Desktop

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



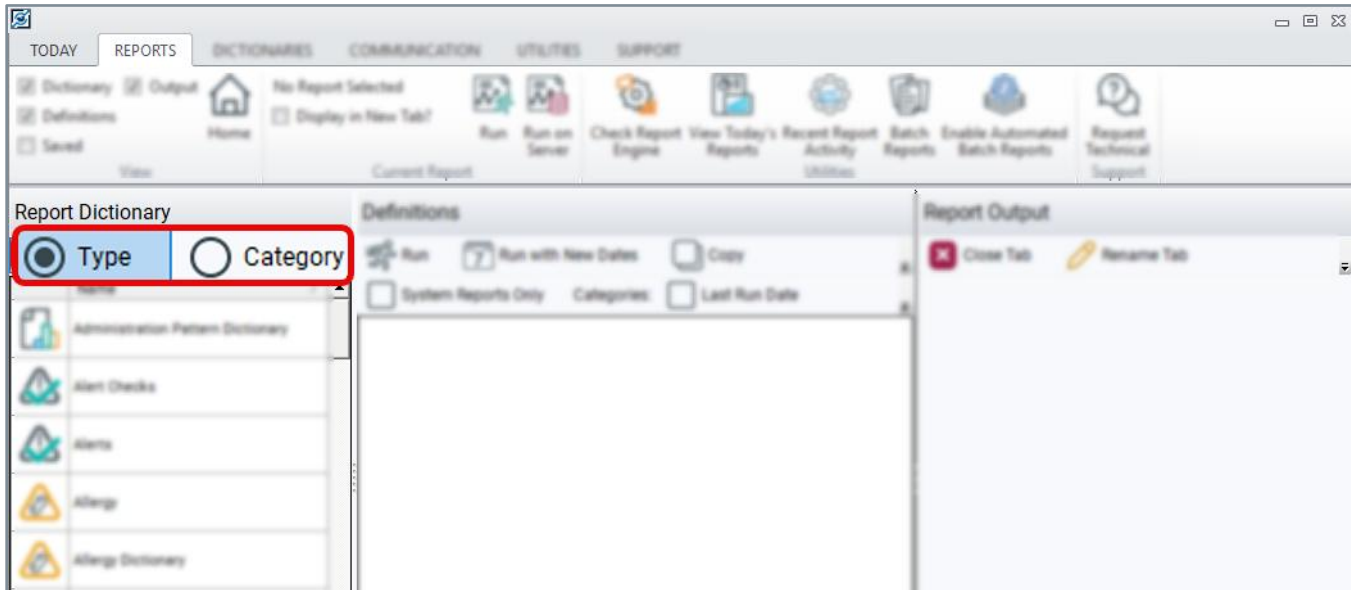
Reports

Select **Dictionary**, **Definitions** and **Output** from the primary view navigation options.



Running Reports

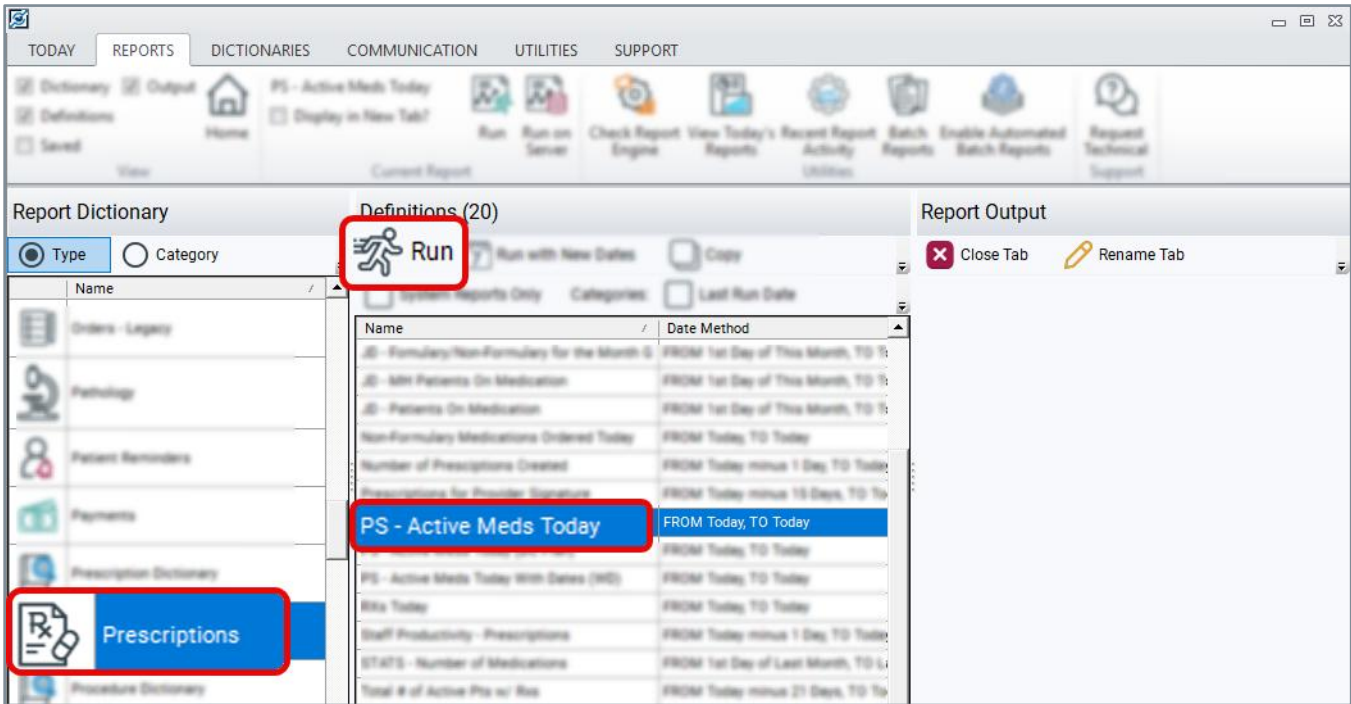
In the left-hand navigation pane, select your report **Type** or **Category** to view the list.



Scroll through the list to find your targeted report name (listed as the report **Definition**), then click to highlight it.

Running Reports

With the report highlighted, click **Run**.



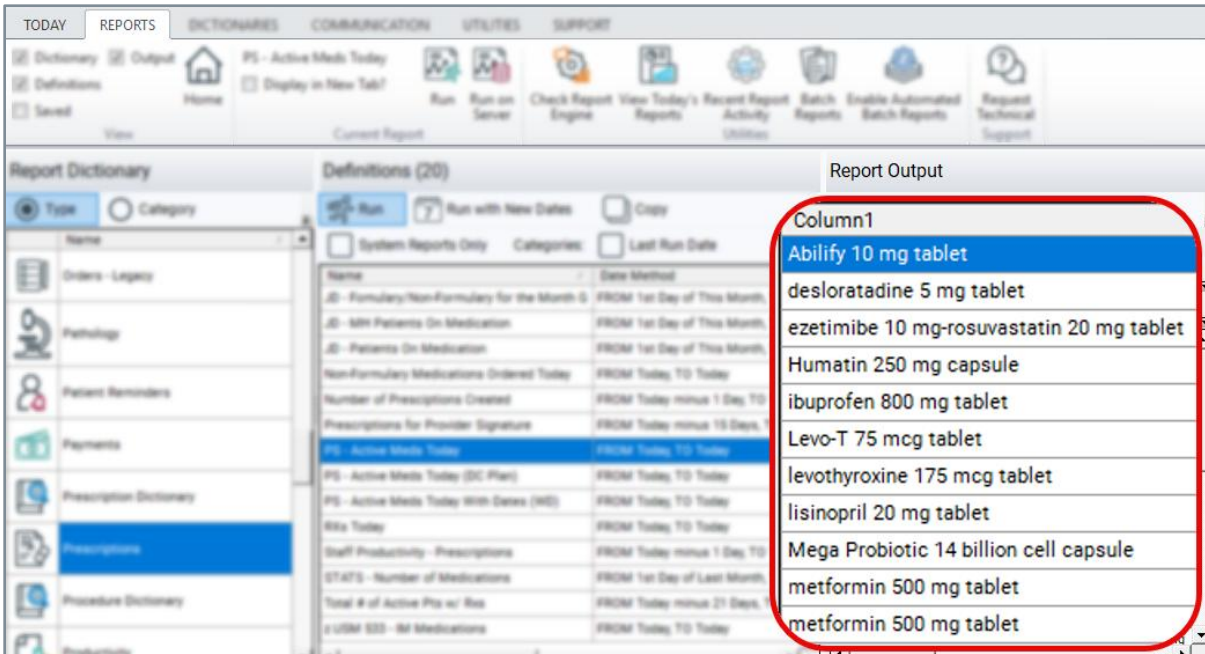
The screenshot shows the CorrecTek Reports interface. The top navigation bar includes tabs for TODAY, REPORTS, DICTIONARIES, COMMUNICATION, UTILITIES, and SUPPORT. The REPORTS tab is active, displaying a toolbar with icons for Dictionary, Output, Definitions, Saved, Home, PS - Active Meds Today, Display in New Tab?, Run, Run on Server, Check Report Engine, View Today's Recent Report, Recent Report Activity, Batch Reports, Enable Automated Batch Reports, and Request Technical Support. Below the toolbar, the 'Report Dictionary' section is visible, with 'Type' selected and 'Category' unselected. The 'Definitions (20)' list shows various reports, with 'PS - Active Meds Today' highlighted in blue. A red box highlights the 'Run' button in the toolbar. Another red box highlights the 'Prescriptions' category in the left sidebar. The 'Report Output' window on the right is empty, showing 'Close Tab' and 'Rename Tab' buttons.

Name	Date Method
JD - Formulary/Non-Formulary for the Month	FROM 1st Day of This Month, TO Today
JD - MHI Patients On Medication	FROM 1st Day of This Month, TO Today
JD - Patients On Medication	FROM 1st Day of This Month, TO Today
Non-Formulary Medications Ordered Today	FROM Today, TO Today
Number of Prescriptions Created	FROM Today minus 1 Day, TO Today
Prescriptions for Provider Signature	FROM Today minus 10 Days, TO Today
PS - Active Meds Today	FROM Today, TO Today
PS - Active Meds Today With Dates (MHI)	FROM Today, TO Today
Rx's Today	FROM Today, TO Today
Staff Productivity - Prescriptions	FROM Today minus 1 Day, TO Today
STATS - Number of Medications	FROM 1st Day of Last Month, TO Today
Total # of Active Pts w/ Rx	FROM Today minus 21 Days, TO Today

For more information, see the Definitions reference.

Your live data results will display in the **Report Outcome** window on the right side of your screen.

Running Reports

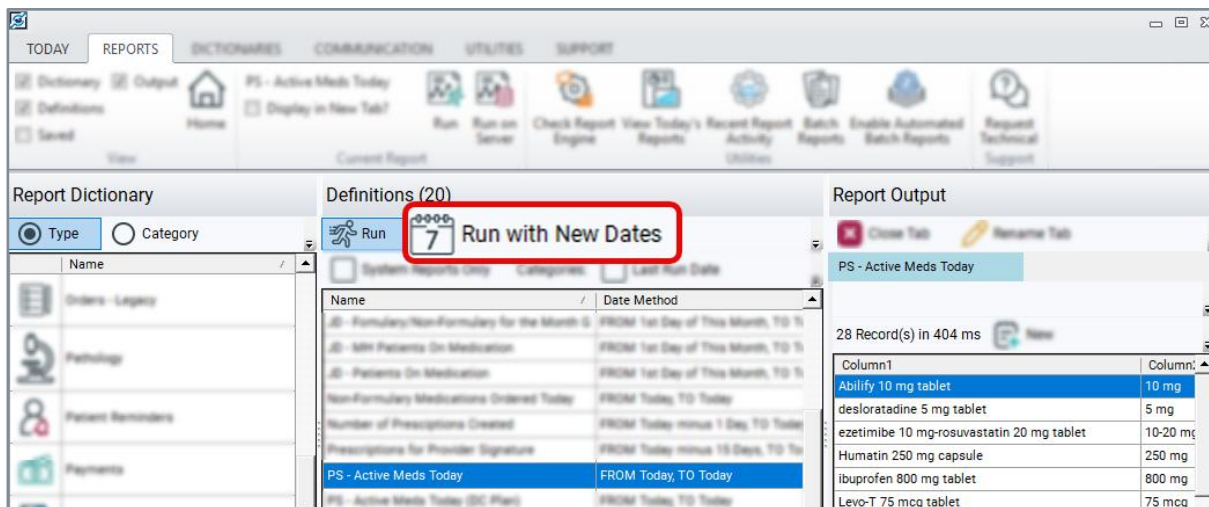


The screenshot shows the CorrecTek Reports application interface. The 'REPORTS' tab is active. In the 'Definitions (20)' section, the 'PS - Active Meds Today' report is highlighted. The 'Run' button is visible in the toolbar. The 'Report Output' section displays a list of medications:

Column1
Abilify 10 mg tablet
desloratadine 5 mg tablet
ezetimibe 10 mg-rosuvastatin 20 mg tablet
Humatin 250 mg capsule
ibuprofen 800 mg tablet
Levo-T 75 mcg tablet
levothyroxine 175 mcg tablet
lisinopril 20 mg tablet
Mega Probiotic 14 billion cell capsule
metformin 500 mg tablet
metformin 500 mg tablet

Run with New Dates

If you need to audit a historical timeframe or isolate a specific range outside the standard template parameters, use the following steps:



The screenshot shows the CorrecTek Reports application interface. The 'REPORTS' tab is active. In the 'Definitions (20)' section, the 'PS - Active Meds Today' report is highlighted. The 'Run with New Dates' button is visible in the toolbar. The 'Report Output' section displays a list of medications:

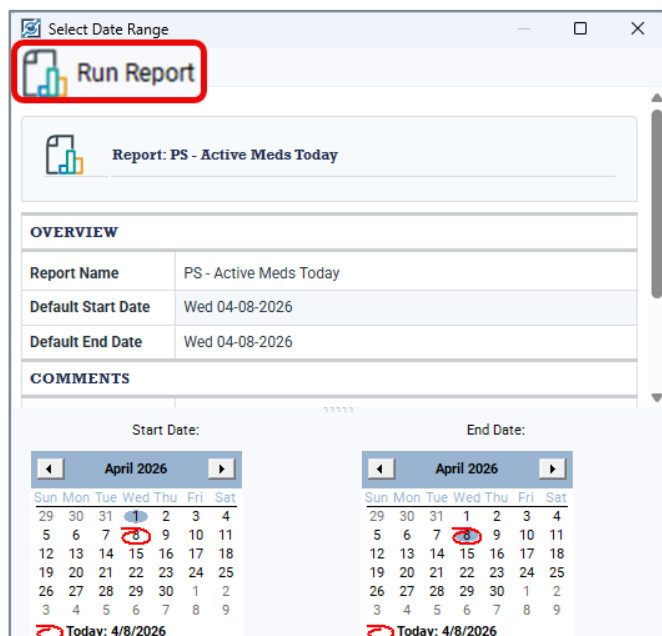
Column1	Column2
Abilify 10 mg tablet	10 mg
desloratadine 5 mg tablet	5 mg
ezetimibe 10 mg-rosuvastatin 20 mg tablet	10-20 mg
Humatin 250 mg capsule	250 mg
ibuprofen 800 mg tablet	800 mg
Levo-T 75 mcg tablet	75 mcg

With your report definition highlighted, click **Run with New Dates** on the toolbar.

Select your custom query Start and End dates using the built-in calendars.

Running Reports

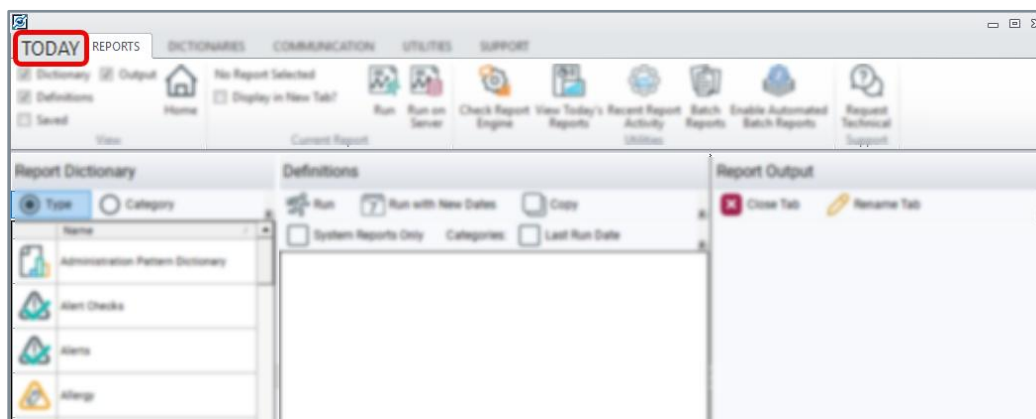
Click **Run Report** to compile the data.



The live system results will refresh and display the updated timeframe criteria directly within the main output window.

Return to Spark Desktop

Click **TODAY** on the main navigation ribbon to close out the reporting module and return to the Spark Desktop.



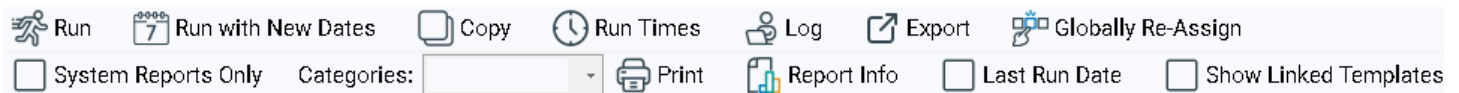
Running Reports



References

Definitions

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



Run: Runs a live report. Results display in the output column.

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

Copy: Creates a copy of the report.

Run Times: View report run time.

Log: View the report log.

Export: Used by CorrecTek staff to export reports.

Globally Re-Assign: Assigns or replaces a report category.

System Reports Only: Displays system reports.

Categories: Filters by category.

Print: Prints the report definition.

Report Info: Displays report information.

Last Run Date: Displays a new field for viewing the last run date.

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

Return to Run with New Dates.