CHAS
Child Health Administrative Services

Report Request Instructions

In an effort to improve the overall process of requesting, tracking, and completing reports generated from the PRISM™ or NextGen™ systems, CHAS has implemented new processes and tools to complement new procedures. One such tool is the new form that offices will utilize when requesting a new report. This document describes each field required on the new form and explains the information that should be included.

All completed reports should be faxed to (513) 636-0504, Attention: Report Writer Team

Org/Practice – "Org" is the number of your practice's PRISM™ database. This number can be found in the upper left hand corner of your screen when you are logged into the system. "Practice" is the name of your practice. For NextGen practice locations, simply enter the practice code (SPA, CHSN, PFL, PPNKY, etc.)

Priority – This field allows you to notify CHAS when the report requested is critical (High) to your office's operation, or when the report requested is one whose data will enhance some aspect of your office's operation. The priority field is not used to determine which reports are completed first. The priority field is used as a measure of determining the importance of certain types of data reports that can potentially be offered to all CHAS practices for use.

Name – This is the name of the individual submitting the report request.

Telephone – This is the telephone number (including extension) of the individual requesting the report.

Fax – This is the fax number of the individual requesting the report.

Date Submitted – The date that the individual completed the report request.

Date Needed – This is the date that the individual is requesting the report be completed by. Please allow at least 2 weeks for all report requests to be completed. Some will take longer, some will not take that long. There are many factors that determine how long it will take to complete a report request. Complexity of the report, backlog of reports to be written, and resource requirements to name a few. Report requests are reviewed on a first come-first serve basis. You will be notified of an anticipated completion date after your report request has been reviewed and approved. There is no guarantee that your request will be completed by the date you enter, but we will make every attempt to satisfy reasonable requests. ***Please do not enter "ASAP", always enter a date. Blank entries will default to 2 weeks from the date submitted.***

Period/Range to Report w/Field Name – Data in the report should be specified by limiting the records considered for selection. Examples: "01/01/2006 – 12/31/2006, DOS" (Only select records where the date of service is between January 1, 2006 and December 31, 2006); "314.00 – 314.01, Diagnosis Code" (Only select records where the Diagnosis code is 314.00 – 314.01).

Send Report To – This tells the Report Writer where to send the completed report. Reports can be faxed, mailed, emailed, or printed directly to the printer specified.

Visual Description Area – The first step in requesting any report should be to picture in your mind (and transfer this to the form) what the completed report should look like. You should have an idea as to what information you want to have in each column on the final report. Here is your chance to set up that report exactly like you pictured it. Use the box like it is the top of your report, and draw out what columns should be on the report and in what order. Be as descriptive as possible when naming each column heading, this will help to expedite completion of your approved report request.

Sort Order – More than likely you have put the column headings in order from left to right with respect to how the report should be sorted. In fact, this is the default sort order for any report unless specified here. Enter the Column heading of each field you want your report to be sorted by on the appropriate line. Line 1 is the primary sort field, line 2 is the secondary sort field, line 3 is the next column used to sort the report…and the pattern repeats.

Total/Subtotal information – Here is your chance to let us know what columns should be subtotaled and grand-totaled.

Description of Report – Describe the report that you drew in the box above. Be as descriptive as possible, this will help to expedite the completion of your report and also ensure that the report you receive is the report that you were thinking of when you first decided to fill out a report request. Include any and all information that will communicate exactly what you want. Do not assume that the report writer will include information that you have not asked for.

Reason for Request – The information you enter here will help the report writer understand your perspective on the report request which helps ensure that you get the information you need to address your current situation. Feel free to attach supporting documents (such as a form that you need to fill out) which led to the current report request. The reason you requested the report will also help CHAS determine if the requested report might be useful to other offices in a similar situation.

CHAS USE ONLY – Please do not mark in this area. This area is reserved for CHAS employees to mark important information about your report request.