EMTrack™ Quick Reference Guide

Patient Reports

Overview

In EMTrack, you can compile historical data about one or more patients to generate reports.

Types

EMTrack offers three patient-related reports.

- **Detail** – Includes demographics, physical description, complaint history, and treatment for each patient you include.

- **History** – Shows the detailed history of changes to the patient records you selected to include in the report. The report's content includes changed fields, their old and changed values, the dates they were updated, and the users who updated them.

- **Custom** – Includes the exact patient details you define. You can choose from virtually any detail in patients' records. To build your custom patient report, select the columns (patient fields) to include. You can also specify the order in which information appears in the report by changing the order of the columns.

Formats

The Detail and History reports are generated in PDF format. The Custom report can be generated as a comma-separated value (CSV) or Microsoft® Excel® file.
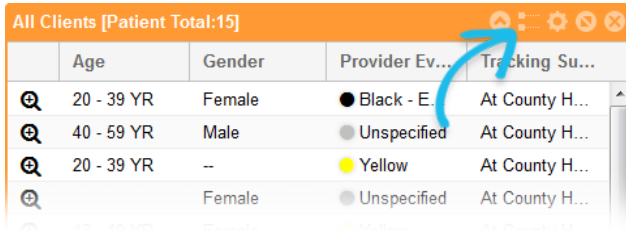
Access Records

Reports can be generated for a single patient or multiple patients at the same time. In EMTrack, there are several ways to access patient records, in order to run reports, and these ways are summarized below.

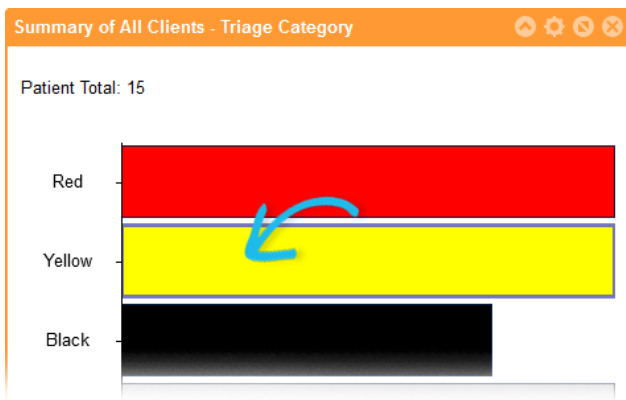### To Access Records from a Dashboard

To access a single record from a client list gadget, locate the record in the gadget and click its view icon. The *Detailed Patient Information* window opens.
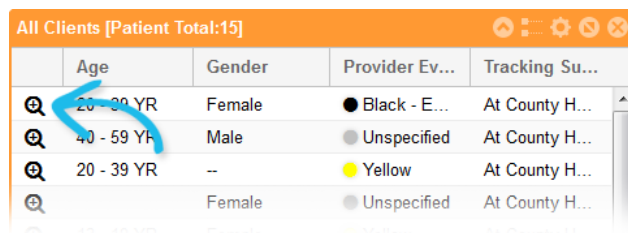
To access a list of patient records from a client list gadget, click the *View Patients icon* in the gadget's title bar. The list opens. From here, you can select the check box for each patient you want to manage.


To access a list of patient records from a client summary gadget, click the appropriate area of the chart, graph, or table. For example, to view all clients in the yellow triage category, click the yellow bar in the chart. The list opens. For each patient you want to manage, simply select their associated check box.


To Access Records from Search Results

To search for one or more records, use the **Filters** tab. Specify your search criteria and click **Search**. From the search results, select the check box for each patient you want to manage.
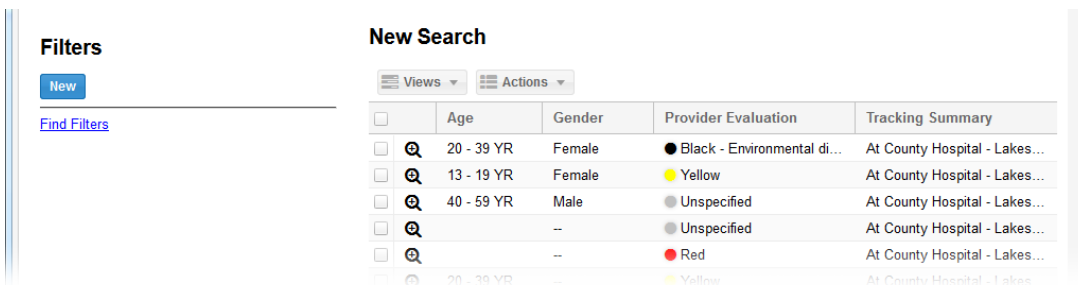
Alternatively, you can view a single patient's record by clicking its view icon in the first column. You may also be permitted to use the **Locate** tab to search for a patient.

To Generate a Detail or History Report

1. Access the patient's *Detailed Patient Information* window or the list of patients, as described in the Access Records procedure.

2. For a single patient, in the *Detailed Patient Information* window, click **More**, point to **Views**, and click the report option: **Detail Report** or **History Report**.
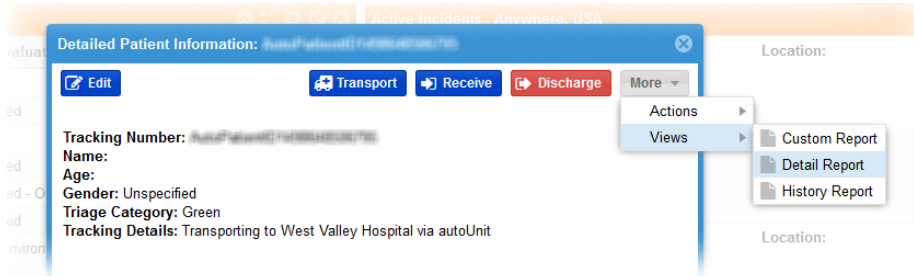
3. For multiple patients, in the patient list:

   a. Select the check box for each patient.

   b. Click **Views**, and then click the report option: **Detail Report** or **History Report**.

4. Open or save the report.

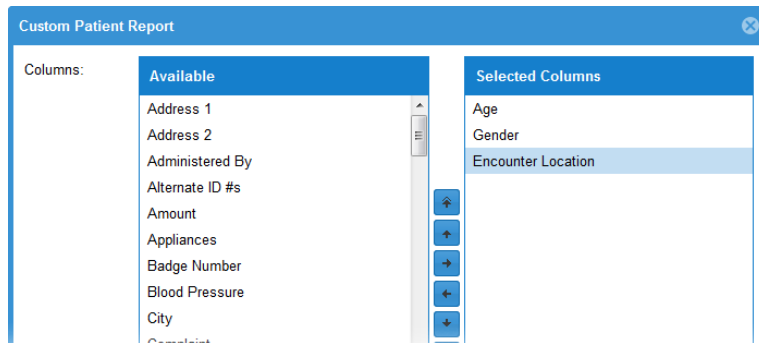5. Close the list window or, in the *Detailed Patient Information* window, click **Done**.

To Generate a Custom Report

1. Access the patient's *Detailed Patient Information* window or the list of patients, as described in the Access Records procedure.

2. For a single patient, in the *Detailed Patient Information* window, click **More**, point to **Views**, and click **Custom Report**.
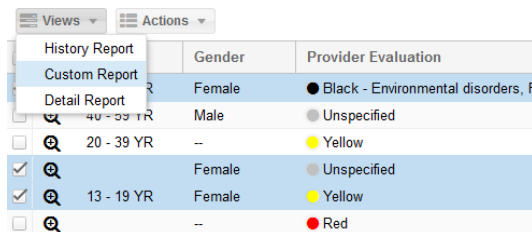

3. For multiple patients, in the patient list:

4. Select the check box for each patient.

5. Click **Views**, and in the list, click **Custom Report**.

6. On the *Custom Patient Report* window, in the *Available* section, click the field names you want to include and click the right arrow to move them to the *Selected Columns* section.

7. In *Selected Columns*, set the order of the columns by selecting an item and using the up and down arrows to move it.

8. When you are done, click **Generate CSV**, or click the arrow on the right side of the button and click **Generate Excel**.
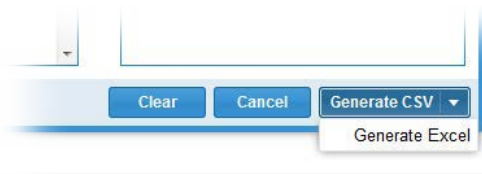
9. Open or save the report.

10. Close the list window or, in the *Detailed Patient Information* window, click **Done**.

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