

Provider Incident Summary Report

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The Provider Incident Summary Report shows summary information for a particular incident and provider. The report also includes graphs of aggregated data for the incident. You must be signed in to a provider facility location to have access to this report. You must access the specific location (division) before you can run this report.

Setup parameters include locating and selecting the incident.

The Start and End date fields default to a three-month period. The incidents occurring within that time frame appear in the table. If the incident occurred in a different time frame, you can select a different date range and search for the incident.

To generate this report

1. Click the **Reports** tab.
2. Click **Provider Incident Summary Report**. The *Set Report Parameters* page opens.
3. If appropriate, change the range and click **Search**.
4. For **Display patient counts as of**, take one of these actions.
 - a. Use the default (current) date and time.
 - b. Select or enter a new date and time.
5. Click **Run Report**. The *Generating* report window opens.
6. *Do you want to generate another report*, click **Yes** or **No**.

This report is similar in format to the Incident Summary Report.