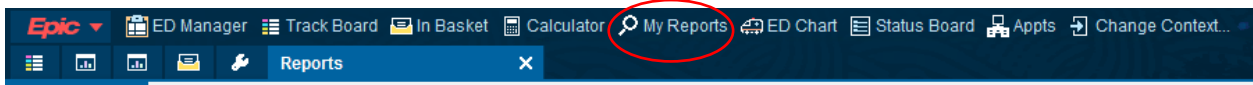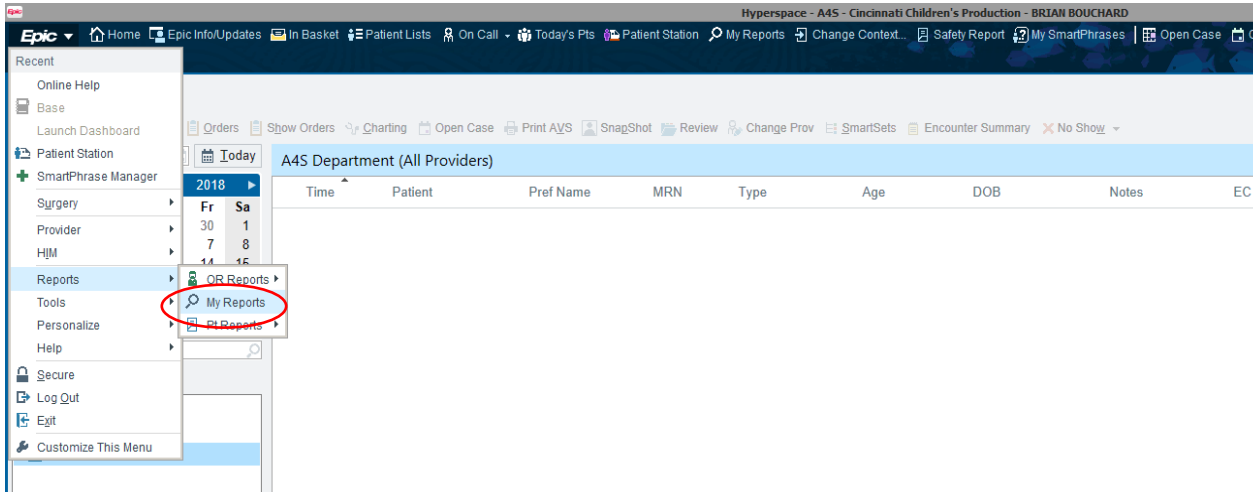# How to Run Reports to Count Patient Notes (Encounters) in CCHMC EPIC

1. Access Reports:

"My Reports" is a default button on the main horizontal toolbar in both ED and Main Hospital contexts::


It can also be accessed from the Main EPIC button drop down menu:

2. Click on the "Library" tab on the right side of the screen
3. Type "Notes" into the search bar at the top and hit enter
4. Hover over "CCHMC IP NOTES"
5. A few options will appear to the right. Click on the "New Report" button with a green plus sign in the line with the words CCHMC IP NOTES
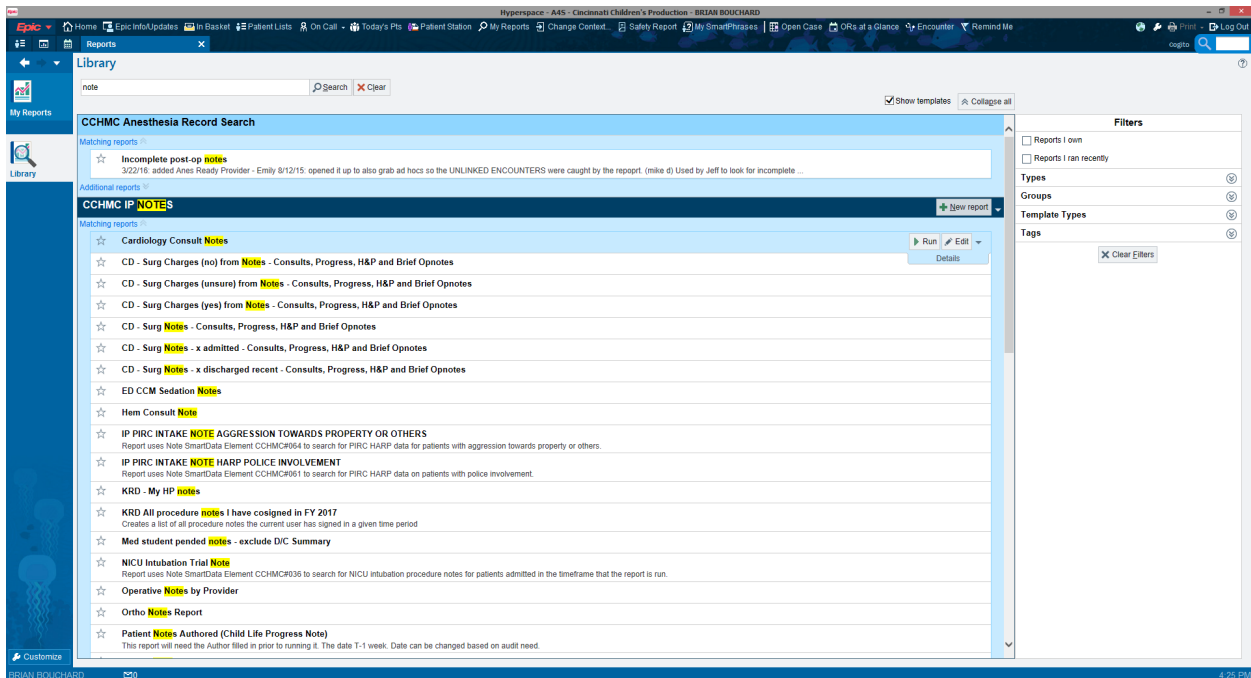
6. Check the box labelled "Search base" from the left hand list
7. Type "My notes" into the field labeled 1 under "Search base" on the right
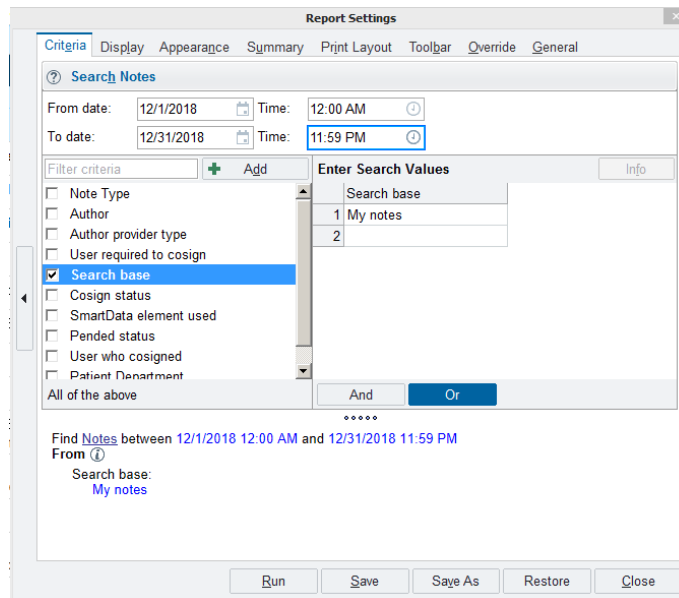

8. Check the box next to "Note Type" from the left sided list

9. Select note types

FOR HOSPITAL MEDICINE INPATIENT (Liberty or Base): Type to find the three note types that you use (H&P, Discharge Summaries, Progress Notes) and select these for lines 1, 2, and 3. Alternatively you can type "1" "4" and "5" into the first three lines.
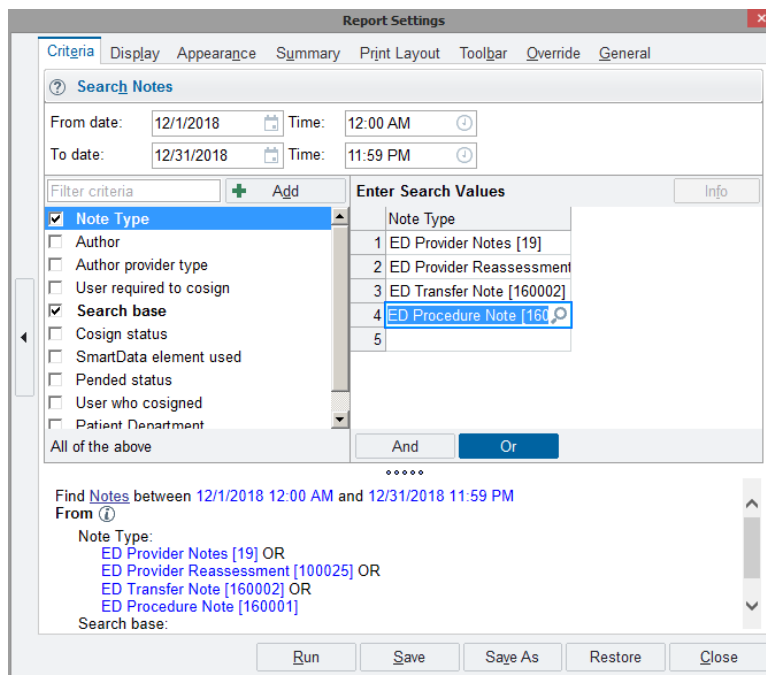
FOR EMERGENCY MEDICINE: Type to find the note types that you use (ED Provider Note, ED Transfer Note, ED Provider Reassessment Note, and ED Procedure Note) and select these for lines 1, 2, 3 and 4.
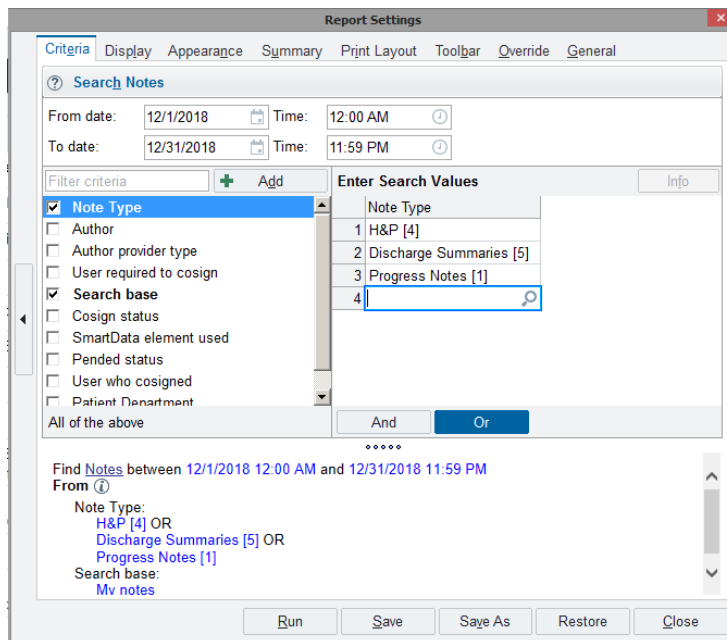
10. Ensure that the date range at the top is the correct date range for your rotation
11. When you have completed the "Search base" and "Note Type" criteria, click Run
    (If you intend to run this report more than once, then click "Save" and name your report prior to running it)

Other Options

To run a report on someone else:

1. The "Note Type" criteria remain the same as above
2. The "Author" criteria should be set to the user you want
3. The "Search base" criteria can be set to the default "Notes last modified during the date range"