

# Barcode Medication Administration (BCMA) audit reports are available for department managers to help identify scan compliance and safety targets.

# **Opening the Reporting Portal**

The Reporting Portal can be accessed from within PowerChart and FirstNet. It is also available in the AppBar, which is used by certain office staff, nursing, and leadership personnel.

- PowerChart & FirstNet
- **<u>STEP 1</u>**: Sign into **PowerChart** or **FirstNet**.
- STEP 2: Find and click Reporting Portal in the toolbar at the top of the window.
- **<u>STEP 3</u>**: Enter **Username** and **Password** at the prompt.

### > AppBar

- **<u>STEP 1</u>**: Sign into **AppBar**.
- **<u>STEP 2</u>**: Find and click **Reporting Portal**.
- **<u>NOTE</u>**: If the Reporting Portal button is not already on the AppBar, follow these steps to add it:

- 1. Click the AppBar button.
- 2. Select Customize.
- 3. Click to select the Buttons tab.
- 4. Place a checkmark beside Discern Reporting Portal.
- 5. Click OK.

# Finding and Running the Report for the First Time

- Finding the BCMA Audit Report
- **<u>STEP 1</u>**: In the **Filters** column under **Categories**, select **Nursing** checkbox.
- **<u>STEP 2</u>**: Scroll to find and click the **BCMA Audit Report**.

## **<u>NOTE</u>**: Search field in the upper right can be used to search BCMA Audit Report instead of scrolling.

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**STEP 3:** Select the star icon to the right to save the report to **Favorites**. The star will become yellow, and the report will be listed in the **My Favorites** tab.

#### Running the BCMA Audit Report

- STEP 1: Click Run.
- **<u>STEP 2</u>**: Follow the prompts in the **Prompt Screen**.
  - Begin/End Date & Time
  - Choose a Report
    - Patient Mismatch- Details: Indicates when the FIN on wristband does not match the FIN in the chart at the time of scanning.
    - Scan Bypasses- Details: Specifies the number of times a patient barcode and medication were bypassed; includes names and details of medication and clinician the bypassed the scan(s).
    - Scan Compliance Report: Allows for audit on percentage of scanned barcodes; includes patient barcode and medications.
  - Member Org
  - Facility
  - Nursing Unit
  - Choose Position(s)
  - Choose Sort Type



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output to File/Printer/MINE	MINE	~ 2
Begin Date/Time:	04/01/2025 🖨 💌 00:00 🖨	
End Date/Time:	04/14/2025 🖨 💌 23:59 🖨	
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*Member Org		^
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### **<u>STEP 3</u>**: Click **Execute**.

<u>NOTE</u>: It is recommended that the contents of this report be copied and pasted into an excel spreadsheet which allows for better filtering options and saving to a local desktop or file folder. Click <u>here</u> for flyer assistance.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.