

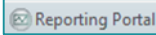
Barcode Medication Administration (BCMA) audit reports are available for department managers to help identify scan compliance and safety targets.

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

STEP 1: Sign into **PowerChart** or **FirstNet**.

STEP 2: Find and click **Reporting Portal** in the toolbar at the top of the window. 

STEP 3: Enter **Username** and **Password** at the prompt.


➤ AppBar

STEP 1: Sign into **AppBar**.



STEP 2: Find and click **Reporting Portal**.

NOTE: 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

STEP 1: In the **Filters** column under **Categories**, select **Nursing** checkbox.

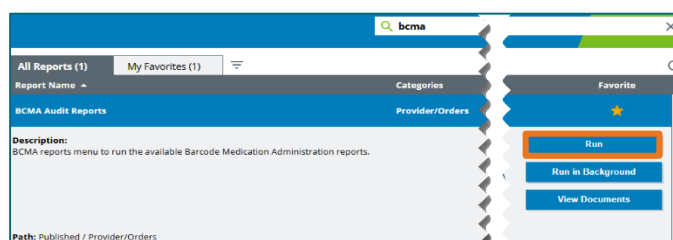
STEP 2: Scroll to find and click the **BCMA Audit Report**.

NOTE: Search field in the upper right can be used to search BCMA Audit Report instead of scrolling.

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**.



STEP 2: 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**

STEP 3: Click **Execute**.

NOTE: 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 [here](#) for flyer assistance.