
Specific organizations and locations run the Charge Reconciliation Report used during Charge Entry review and correction.

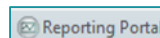
Opening the Reporting Portal

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 Charge Reconciliation Report

STEP 1: In the **Filters** column under **Categories**, select **Provider/Orders** checkbox.

STEP 2: Scroll to find and click one time on the **Charge Reconciliation Report**.

NOTE: Search field in the upper right can be used to search Charge Reconciliation 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 Charge Reconciliation Report**

STEP 1: Click **Run**.

STEP 2: Follow the prompts in the **Prompt Screen** as applicable to practice by selecting:

- **Beginning/Ending posted dates**
- **Facility**

STEP 3: Click **Execute**.

