The Discern Reporting Portal is used by specific organizations and locations to run the Charge Reconciliation Report used during Charge Entry review and correction.
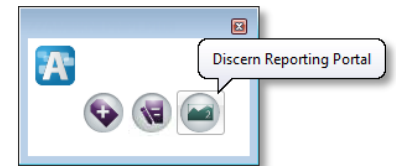
Setting up the AppBar and Charge Entry Applications

Follow the instructions in the **Charge Entry Set-Up Guide** before proceeding.

Discern Reporting Portal Set-Up

Once the other applications been set-up, proceed with setting-up the **Explorer Menu**.

- Click the button to open the application.

- Select **Organization(s)**, if prompted.

    o If reporting for more than one organization, press and hold the **Ctrl** key and click with the mouse.

    o To save the selection(s) as a default, unselect "**Ask on startup.**"

    o Click **Select.**

- Type "**charge recon**" into the **Search for Report Title** field at the top of the screen.

- Click to select the **Charge Reconciliation Report** (Category: **Provider/Orders**).

- Click **Run Report.**

    o This will add the report to Recent Reports on the left, making searching unnecessary next time.

    o It's not necessary to run the report at this time.

- If desired, click the **Star** icon to add to the **My Favorites** tab.