Northern Light Health

From the Office of Clinical Informatics

Reporting Portal
Outstanding Orders Report

June 25, 2019

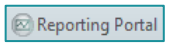
Future orders will be canceled automatically if not completed within 395 days. To prevent this from occurring without knowledge of the patient care team, the Order Reconciliation Report can be run by physician practice staff using the Reporting Portal. This report will show orders in the Future Order or Ordered status with the Order Start dates and details. This information will enable staff to identify orders that haven't already been scheduled and/or are about to be canceled, so that they may be handled appropriately.

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**.

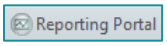
STEP 2: Find and click **Reporting Portal** 

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** 

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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

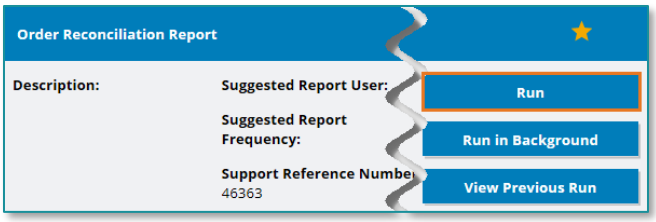
Finding the Order Reconciliation Report

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

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

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

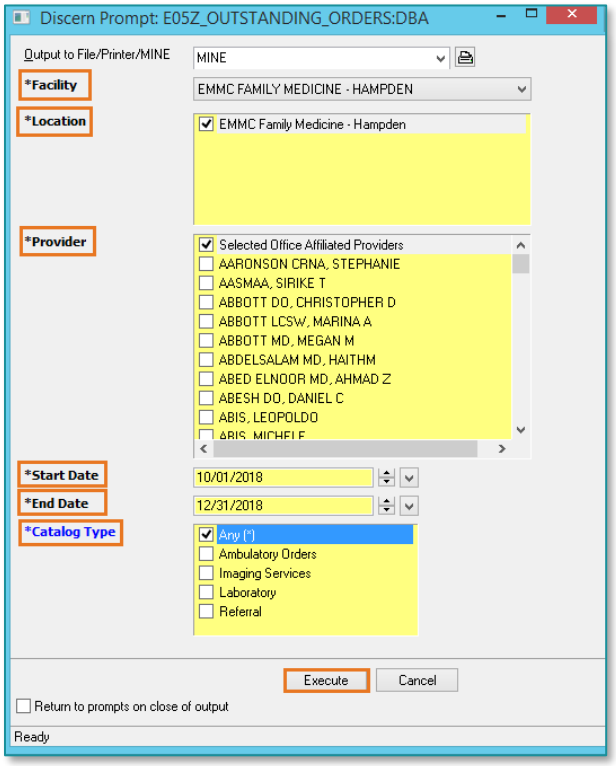
Running the Order Reconciliation Report



STEP 1: Click **Run**.

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

- **Facility**
- **Location**
- **Provider(s)** – may select 'Selected Office Affiliated Providers' for all providers, or individually select provider(s) as needed.
- **Start/End dates**
- **Catalog 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.**