

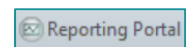
Pharmacy Antimicrobial Stewardship Program (ASP) reports are generated through the Reporting Portal to assist the ASP Pharmacist with program alerts, interventions, administration of medication, days of therapy, length of therapy and turnaround time for alerts in the Clinical Surveillance Worklist (CSW).

Types of Reports

- **Data Report:** includes information such as alert categories, alert status changes, prescriber information, and how long the alerts were on the ASP Worklist.
- **Interventions Data Report:** includes information such as the anti-infective prescribed and recommended, recommendation and rationale for making the recommendation, indication, prescriber information, response from the prescriber, contact information, comments, and time spent collected from the ASP Interventions Powerform.
- **Medication Administration Report:** displays with information regarding administration of medications from the ASP worklist and trending of anti-infectives by route, by prescriber, by medical service, by unit, and by facility.
- **Turn Around Time (TAT) Report:** provides information regarding turnaround time (TAT) for the ASP alerts from the ASP Worklist.
- **Days of Therapy (DOT) Report:** provides information on anti-infectives and the total number of days of therapy per patient based on route, location, and prescriber.
- **Length of Therapy Report:** provides information on total length of therapy in days per patient for one or more selected medications for any order started within the selected time frame.

Accessing the Reporting Portal

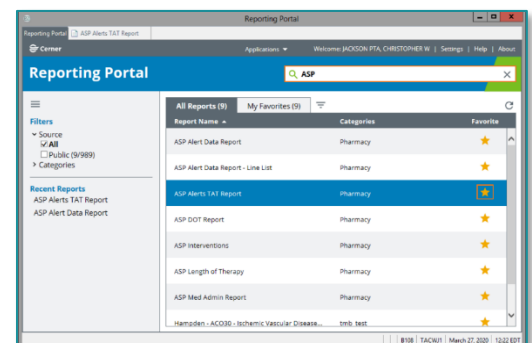
Pharmacists can access the Reporting Portal from either the store front or the toolbar.



Generating ASP DOT Reports

STEP 1: Type “ASP” in the search bar to see a list of available reports.

- Optional: Click the star icon to save as a favorite and access from the My Favorites tab for future use.



STEP 2: Highlight the report that you would like to generate and click **Run**.

STEP 3: Click the **Facility name** from the drop-down.

STEP 4: Select the **Unit, Medications and Routes**.

STEP 5: Click **Execute** to run the report.

Generating ASP Length of Therapy Reports

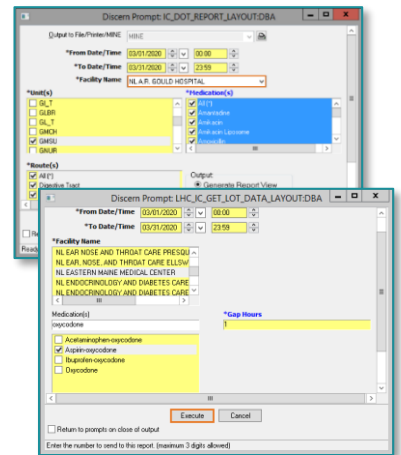
STEP 1: Highlight the ASP Length of Therapy report and click **Run**.

STEP 2: Click desired Facility in **Facility name** drop-down.

STEP 3: Type desired medications and check all that apply.

STEP 4: Enter desired gap hours.

STEP 5: Click **Execute** to run the report.

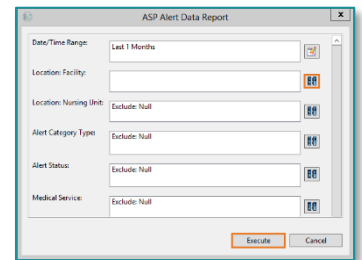


Generating All Other Reports

STEP 1: Highlight the report that you would like to generate and click **Run**.

STEP 2: Click each Filter Icon to adjust the data fields, as needed.

STEP 3: Click **Execute** once all desired filters are selected.



Saving the Reports

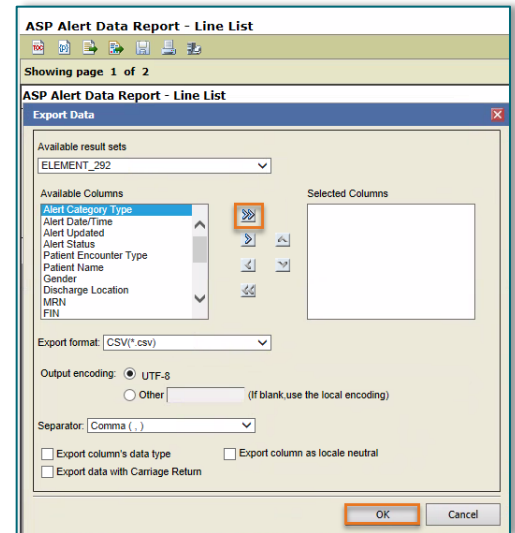
The reports will need to be exported to Excel and Saved to interact with the data. Some reports will need to *Export Data* while others will need to *Export Report*.

➤ Export Data

The Alert-Line Item, Medication Administration, Days of Therapy and Length of Therapy reports can be generated with the steps below.

STEP 1: Click **Export Data** icon.

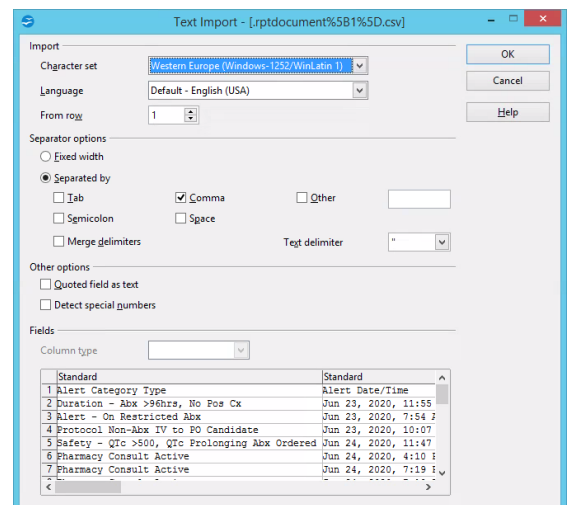
- STEP 2:** Click the **Move All** button to bring the columns into the report.
- STEP 3:** Click **OK**.
- STEP 4:** Click **Open** to view the report.
- STEP 5:** Deselect *Semicolon* and *Space*, Select *Comma* and click **OK**.
- STEP 6:** Highlight the content of the report, right-click and **Copy**.
- STEP 7:** Open Excel, right-click and **Paste** the data.
- STEP 8:** Select **File, Save as** and **Name** the report.



➤ Export Report

The Alert (non-line item), Turn-around Time, and Interventions reports can be generated with the steps below.

- STEP 1:** Click the **Export Report** icon.
- STEP 2:** Select **XLSX** format from the drop-down list.
- STEP 3:** Check the *Force to Single Sheet* box.
- STEP 4:** Click **OK**.
- STEP 5:** Click **Open** to download file.
- STEP 6:** Highlight the report, right-click and **Copy**.
- STEP 7:** Open Excel, right-click and **Paste**.



STEP 8: Click the **Format as Table** button and check the *My table has headers* box.

STEP 9: Click OK.

STEP 10: Select File, Save as and Name the report.

