Northwestern Medicine

Epic Tip Sheet

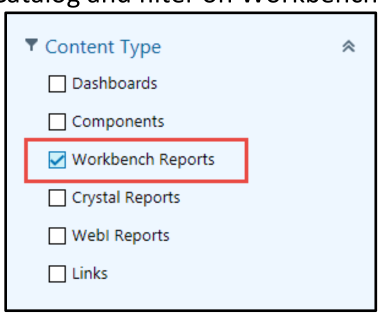
NM COVID-19 Results by Population

Impacted Locations	All
Impacted Applications	Epic Reporting

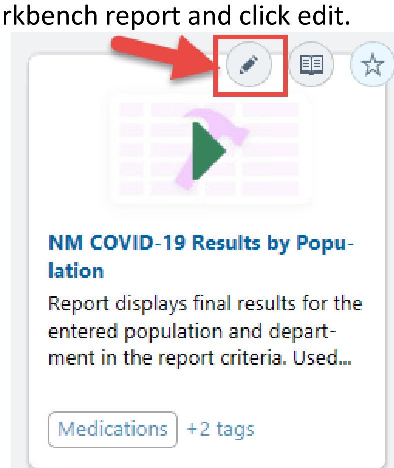
The Reporting Workbench Report (RWB) ***NM COVID-19 Results by Population [5618116]*** can be used to monitor patients who have been tested for COVID-19 at NM's Alternate Testing Sites. The report can be customized to filter results by specific patient population and/or departments.

Search for the report

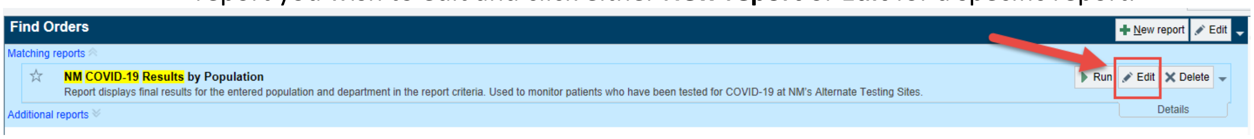
1. Analytics Catalog
    a. Open the Analytics Catalog and filter on Workbench Reports.



    b. Hover over the Workbench report and click edit.



2. My Reports
    a. Search “My Reports” or follow this path: Epic button > Reports > My Reports
    b. Select the Library tab, find a report template you wish to create a new report from or a report you wish to edit and click either **New report** or **Edit** for a specific report.



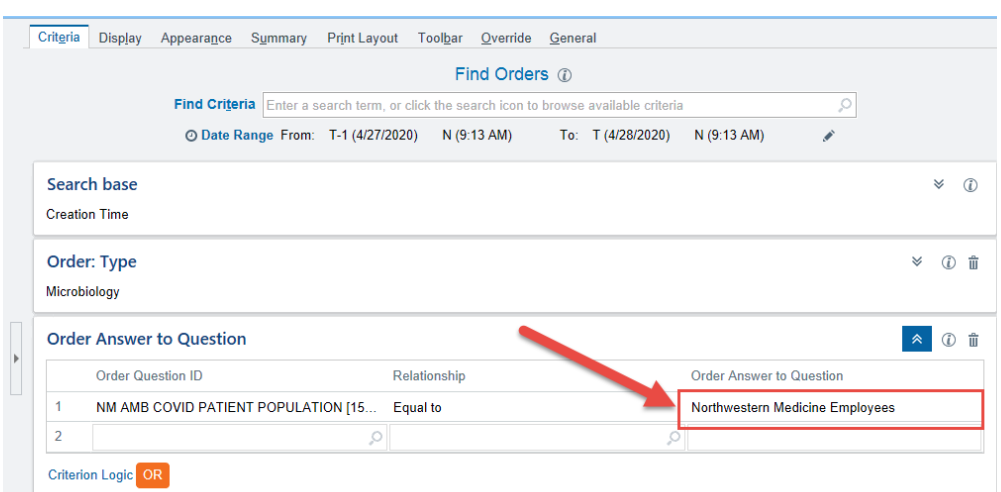
Configure Criteria

1. When you have clicked edit to the report, the Report Settings opens on the Criteria tab. The main section of this tab includes any criteria that are currently applied to the report.

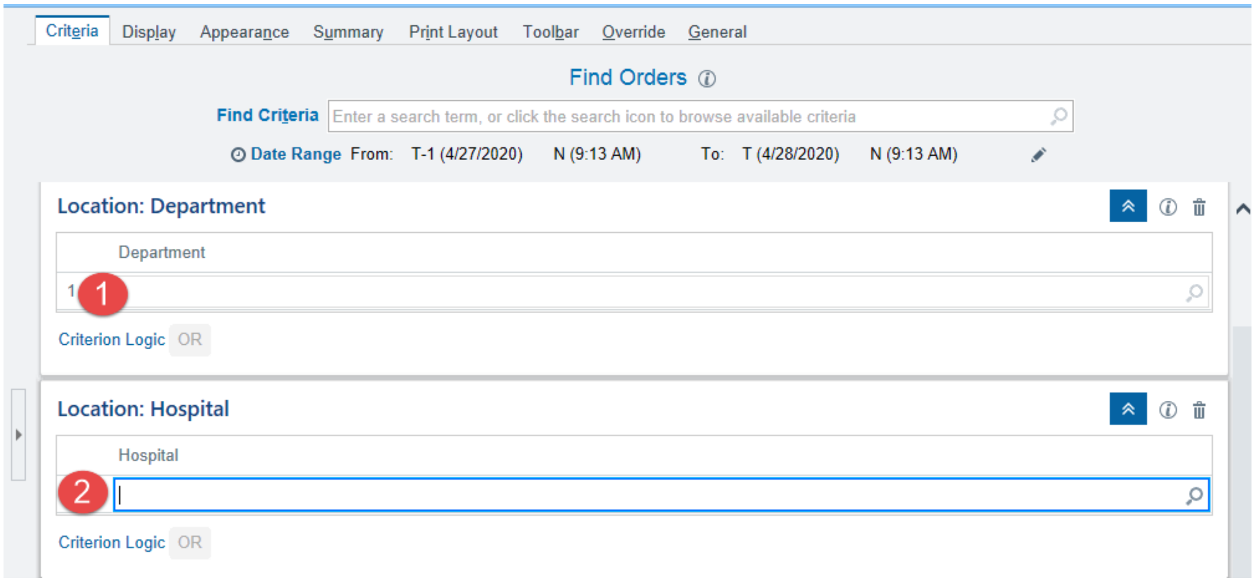
2. The first Criteria is the date range by default it is set to be T-1 (yesterday) to T (today) you can click the to edit the date range.

3. The following criteria’s will need to be updated based on what you would like to review:
    a. Order Answer to Question, click on the NM AMB COVID PATIENT POPULTION
        i. Order Answer to Question, the populations to enter in the free text are:
            1. ***Pre-Testing Scheduled Procedures***
            2. ***Immunocompromised***
            3. ***Dialysis***
            4. ***Outpatient Community***
            5. ***Northwestern Medicine Employee***

    *****NOTE: Type answer exactly as it shows above for the population you would like to see***



b. The Location: Department – You can enter your desired department to limit results to orders on patients who are admitted to, were discharged from, or had an appointment in your specified department.
    i. ***NOTE:*** You can add multiple departments as needed.



Save a Modified Copy of a Report

By making the edits in the report you can save a private copy so you don't have to make the changes each time you run the report. The copy of the report is available to view and run only by you.

If the Save As button isn't available in Report Settings, you need to change the report each time you want to run it with these settings.

After you've created your own copy of a standard report, you can continue to change and save that copy. You don't need to keep making new copies of the same standard report.

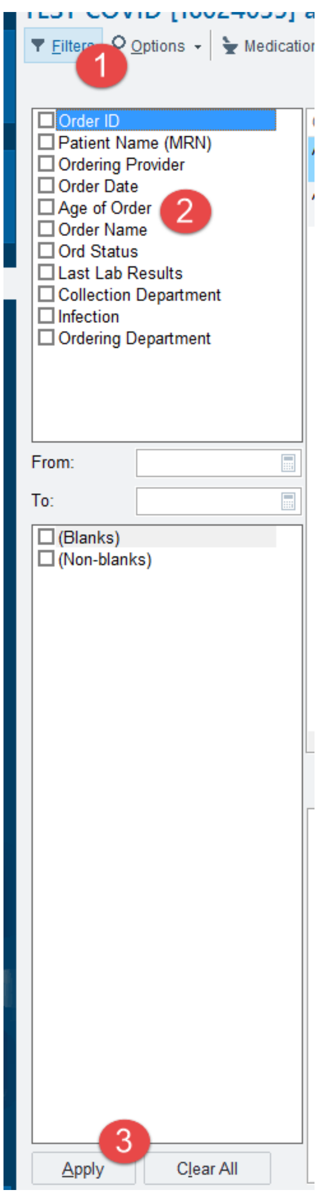
1. On the General tab, you can determine who has access to your modified copy of the report by adding users names.

2. Click SAVE AS to your changes and give your report a NEW NAME.

3. After you have saved you can click RUN and view your results.

Add Filters to the Report

Add a filter to refine the report results for a particular location or result, and then save the view.



1. Click the **Filters** button in the top left corner of the report pane.

2. Select a column you would be interested in filtering.

3. Click **Apply.**

4. Add other filters, one at a time, to further refine the report.

5. To save this view select the in the top right corner of the report.

6. Add a name for the saved view and click **Accept**.

7. Click the to see your saved views or to switch views.

8. Click the **Filters** button to close the Filter window and see a wide view of the report.