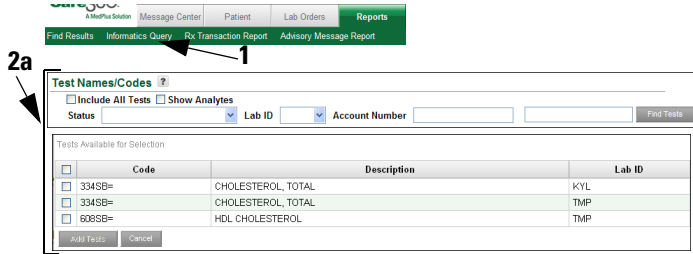


Care360™ Physician Portal 2009.1 Informatics Reporting

Performing an Informatics Query



To Perform an Informatics Query

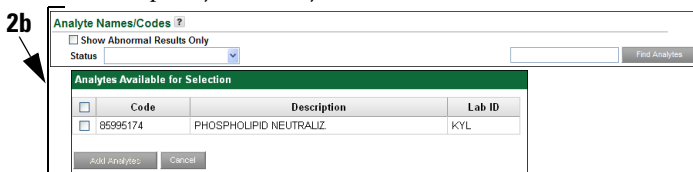
1. From the *Reports* tab, click *Informatics Query*.
2. On the *Informatics Query Criteria* page, do one or more of the following to specify your search criteria:
 - a. At *Test Names/Codes*, do one or more of the following to specify the test(s) to include in the search:
 - Select the *Include All Tests* check box to search for ALL tests or analytes that meet the additional search criteria specified.

Note: If you select individual analytes or tests to include in the search, the *Include All Tests* check box is automatically disabled.

- Select the *Show Analytes* check box to include individual analytes, in addition to the tests performed.

Note: If you specify one or more individual analytes in your search, the *Show Analytes* check box is automatically selected once you run the query.
- Select individual tests to include in the search:
 - In the search field, type one or more characters of the test name, or one or more numbers of the test code, and then click **Find Tests**.
 - At *Tests Available for Selection*, click the check box next to each test code you want added to the search, or click the check box next to the *Code* column heading to select ALL available tests.
 - Click **Add Tests**.
 - To select additional tests for the search, type the test name/code in the search field, and then continue as described above.
 - At *Status*, click and select the test status.
 - At *Lab ID*, click and select the sending (lab) system.
 - At *Account Number*, type the account number assigned to the lab that performed the test.

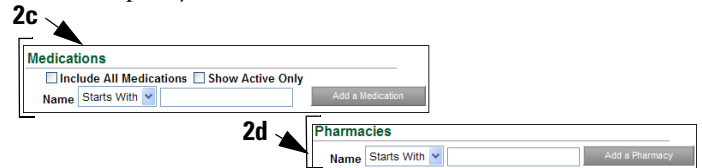
- b. At *Analyte Names/Code*, do one or more of the following to specify the analyte(s) to include in the search:



- Select the *Show Abnormals Only* check box to include only those analytes with abnormal values. (If you select this check box, you must also specify other analyte search criteria.)
- Select analytes to include in the search:
 - In the search field, type one or more characters of the analyte name, or one or more numbers of the analyte code, and then click **Find Analytes**.
 - At *Analytes Available for Selection*, click the check box next to each analyte code you want added to the search, or click the check box next to the *Code* column heading to select ALL available analytes.
 - Click **Add Analytes**.
 - At *Value*, type either a value range (in the *From / To* fields), or type a specific value (in the *Equal to* field).
 - To select additional analytes for the search, type the analyte name/code in the search field, and then continue as described above.
 - At *Status*, click and select the analyte status.

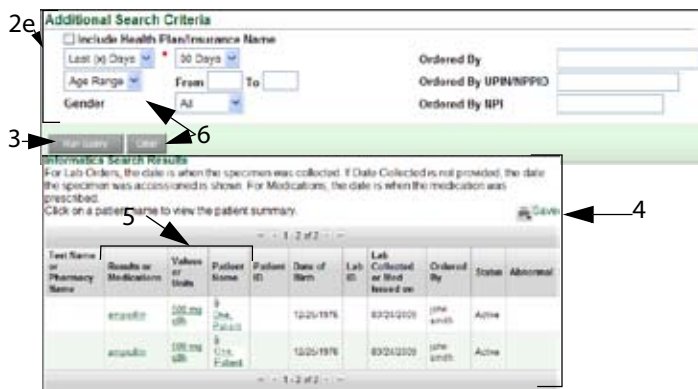
Note: If you select analytes and tests as search criteria, only those results containing both the specified analytes and the specified tests are returned by the query. For example, specifying “CBC” as your test criteria, and “LDL” as your analyte criteria, returns only patients with both “CBC “AND “LDL”.

- c. At *Medications*, do one or more of the following to specify the medications(s) to include in the search:



- Select the *Include all Medications* check box to search for ALL medications that meet the additional search criteria specified.

Note: If you select individual medications to include in the search, the *Include All Medications* check box is disabled.
- Select the *Show Active Only* check box to search for active medications only.
- At *Name*, type one or more characters of the medication name. Click *Starts With* or *Contains* to identify whether the medication name begins with or contains the specified characters.
- To include additional medications in the search, click **Add a Medication**, and then specify the additional medications as described above.
- d. At *Pharmacies*, do one or more of the following to specify the pharmacies to include in the search:
 - At *Name*, type one or more characters of the pharmacy name (to which prescriptions have been sent).
 - To include additional pharmacies in the search, click **Add a Pharmacy**, and then specify the additional pharmacies as described above.



To Perform an Informatics Query, continued

e. At *Additional Search Criteria*, do one or more of the following to specify any additional information to include in the search:

- o Select the *Include Health Plan/Insurance Name* check box to include insurance providers in the query results.
- o At the date drop-down list, click and select one of the following:
 - o *Last (x) Days*. Select a pre-defined date range for your search, such as *7 Days*, *30 Days*, *60 Days*, or *90 Days*. (The default is *30 Days*.)
 - o *Date Range*. Enter a date range for your search in the *From/To* fields, or select a date from the calendar.
 - o *Date*. Enter a specific date for your search in the *Equal To* field, or select a date from the calendar.

Note: To view the pre-defined date range options, *From/To* and *Equal To* fields, or the calendar, you must first select either *Last (x) Days*, *Date Range*, or *Date* from the date drop-down list.

- o At the patient age drop-down list, click and select one of the following:
 - o *Age Range*. Type a range in the *From / To* fields.
 - o *Age*. Type a specific age in the *Equal to* field.
- o At *Gender*, click and select either *All*, *Female*, *Male*, or *Unknown* to specify the gender (defaults to *All*).
- o At *Ordered By*, click and select an ordering provider.
- o At *Ordered By UPIN/NPPID*, type the physician's UPIN (Universal Physician Identification Number) or the provider's NPPID (Non-Physician Provider Identifier).


Note: The *UPIN/NPPID* entered must be an exact match; however, the field is not case-sensitive.

- o At *Ordered By NPI*, type the physician's NPI (National Provider Identifier) number.

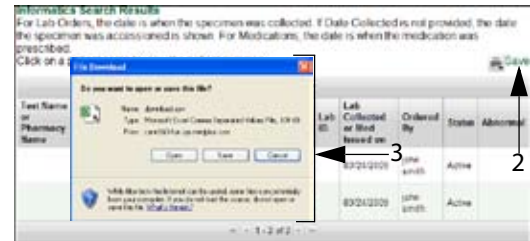
Note: The *Ordered By NPI* entered must be an exact match; however the field is not case-sensitive.

3. After you have specified all of the desired search criteria, click **Run Query** to initiate the query.

Search results appear immediately below the search criteria. Results are listed by date (most recent first). The search criteria you entered remain displayed after the search is executed.

4. Review the data returned in the *Informatics Search Results* list.
5. Do one or more of the following as needed:
 - To view result data within the context of the associated *Patient Summary*, click an item in either the *Results or Medications* or *Values or Units* columns.
 - To view a particular *Patient Summary* (with no specific data displayed), click a *Patient Name*.
 - To print the results of your query, click the *Print* icon () in the upper-right corner. (For instructions, refer to the *Physician Portal User Manual* or online help.)
 - To export the results of your query, see below.
 - To send the results to the patient's personal health account, if applicable, refer to the *Physician Portal User Manual* or online help.
6. To perform a new query, you can either reuse the existing search criteria (with any necessary changes), or click **Clear** to clear all existing search criteria.

Exporting Informatics Query Results



To Export Informatics Query Results

1. Perform an informatics query (see "To Perform an Informatics Query").
2. Do one of the following:
 - To export (save) the results of your query to a Microsoft Excel® comma-separated (.csv) file format WITH column headings, click **Save** in the upper-right corner, and then select *Save With Header*.
 - To export (save) the results of your query to a Microsoft Excel comma-separated (.csv) file format WITHOUT column headings, click **Save** in the upper-right corner, and then select *Save Without Header*.
3. When prompted, do one of the following:
 - To view the data prior to saving, click **Open**. Microsoft Excel (or other default .csv file editor) opens, displaying the comma-separated file. After reviewing the data, click *File > Save As* to specify the name and location of the file to save.
 - To save the data directly to a file, click **Save**. From the *Save As* dialog box, specify the name and location of the file to save.

For assistance, contact the Help Desk at 602.685.5465, or toll-free at 800.766.6721, ext. 5465.