## Accessing the Data Quality Report in Elite

All Service and Medical Directors used to receive the Data Quality Report from WARDS every month. Unfortunately we are unable to schedule reports to these groups in WARDS Elite. All Service and Medical Directors have individual access to run this report locally. To access the report after you have logged into your account go to the **Tools** tab then click **Report Writer** hyperlink.



In the *Search* box just type in "*data*" and the *Ambulance Run Data Report* will show up in the *Call Information* folder. *Click* on it to open it up.



The first thing is to determine the date range you want to include. There are three different ways to choose them,

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First choose if you want a range that is between, before, after, equal to, etc. then choose a description. This could be *This Week, Last Month* or *This Year*. For this report we will be using *is equal to* & *Last Month*.

To choose a specific date, first choose *is equal to* & *Pick Date*. Then click the calendar and navigate to the date you want to use. All three options are shown below:



Only if you are a Service Director for more than one agency will you have multiple services to choose from. In this test account there are three. If you only have one you can just leave the dropdown list at the default *is in* choice. If you have multiples and leave it you will get them all included in your report.

a Quality Report			Reset F
ilter Your Results			
Incident Date:	is equal to	1	
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The remaining three fields are highlighted below. For **Response Type** & **Patient Disposition** we will only be choosing those highlighted in the **Selected** box. For *Primary Impression* we will leave it as **is in** to select them all.

	Actions ¥			
Load Dashboard »	Ambulance Run Data	Report	Res	et Filters
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Call information (2)	Situation Provider Primary	is in V		
Ambulance Run Data Report	Impression (eSituation.11):	Search		
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🕎 Data Quality Report		Abdominal and pelvic pain (R10) Abdominal aortic aneurysm, ruptured (I71.3) Abdominal aortic aneurysm, without rupture (I71.4)		
nend		Abdominal distension (gaseous) (R14.0)	*	
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Analytical Chart Report		Dead at Scene-Resuscitation Attempted (w/o Trans)  Five No Treat/Transport ALS by this unit  Treat / Transport BI S by this unit	-	
Group Report		False Call / False Alarm		
sion: 3.6.03 mRW-RB-3.6 3.6.03 at 04-09-2018 08:05		Multiple Patient Refusal (MPR) Patient Treated, Transferred Care to Another EMS Unit (ALS Care)	÷	

Like shown above the drop-down box can be used to choose any of the options such as *contains, is equal to* or even *is blank*. You can modify the selections for as many or as few as you would like. After you have made your choices *Click* the *Generate Report* button at the bottom of the screen.

As the report is running you will see the rotating circles shown below. When a segment of the report completes it display its results and provide totals and percentages.



You can then review the results after it displays. If you happen to see blank fields as shown below, in this case the *Incident City* field did not have anything entered in 119 reports or 16.15% of the runs in this report. This would be worth looking into further and sharing it with your providers. Keep in mind this report is from a test site where many reports are not fully completed.

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You can also create a printed version of the results. First, *Click* the *Actions* tab then choose *Export* and you can choose the type of report you would like. A PDF would be an Adobe

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Acrobat file, CSV can be viewed in Excel, Doc is a Word document, HTML is a web page and XML would be for a specialty application. From there you can share the report with anyone.

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Finally, you can schedule this report for your service. Choose *Actions* again but this time *Click Schedule Report*. In the next window *Click Add*.

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You will need to choose the *frequency, time of day, duration and type of output* you would like for this report. This report will be sent by email so a *Subject* and *Message* are initially provided. You can modify them as you see fit.

Add Sebedule		
Aud Schedule		
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From:	Yearly US/UZ/2018 Today to 05/02/2019 Today	
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Subject:	Scheduled Report: Ambulance Run Data Report	
Message:	Attached is the scheduled report: Ambulance Run Data Report	
		11
Allow Unsubscribe:	• Yes No	
	Allow recipients to unsubscribe from the report	
Recipion	nt Search:	
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	Available Selected	
Save Schedule		Cancel

Scroll down and you can choose additional service providers to get this report. You can search for them, *Click their name* to highlight them then *Click the Arrow* to add them to the *Selected* box. Be sure to *Click* the *Save Schedule* button when finished.

Add Schedule			
Allow Unsubscribe:	Yes  No  Allow recipients to unsubscribe from the report		/
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	Only the Top 1,000 Users will display This schedule will generate for all selected users		
Save Schedule			Cancel

As time goes on you can go back into the *Schedule Report* link, *highlight it* and you can *Edit* your choices, *Delete* it or *Add* a new one.

Schedule Repo	rt						
Frequency	Next Run Time	Schedule Start Date	Schedule End Date	Last Run Date	Next Run Date	User	Modified
Daily	8:00 AM	05/02/2018	05/02/2019		05/02/2018	John Test	05/02/2018
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Hopefully this will make accessing, running and scheduling this report much easier.



Division of Public Health P-02173a (06/2018)