## How do I access generated reports?

07/08/2024 7:31 pm EDT

DrChrono has a series of reports set up that you can easily and efficiently run for your practice. They are located under Reports.

## Reports

PRACTICE REPORTS Account / User Report Productivity Report Reminder Report Outgoing Prescriptions Patient Insurance Authorization Appointment Report Telehealth Report Patient Report Communication Log Report Medication Report Problem Report Allergy Report Labs Report

Advanced Report

The following reports: Productivity, Outgoing Prescription, Patient Insurance Authorization, Appointment, Communication Log, and Advanced Report will be exported to the Message Center within your DrChrono account.

All other reports will download as a .csv file.

## 1. Once the report is run, click **Export to File**.

User Report	Appointment Report								
Productivity Report	Appointment Status Check All Uncheck All								
Reminder Report	Arrived Complete No Show								
Outgoing Prescription	Cancelled Confirmed Not Confirmed Checked In Checked In Confirmed								
Patient Insurance Authorization	Checked In Online In Session None								
Appointment Report	Patient Search + All Offices + All Rooms + 0								
Patient Report	Show ICD9/ICD10 and CPT/HCPCS information								
Communication Log Report									
Medication Report	Export to File								

2. There will be a confirmation message in the top left corner of the screen stating that the report will be available in the Message Center once it is generated. Go into the Message Center by clicking on the envelope icon.



3. Once in the Message Center, the reports will be in the inbox after being generated. Click on the report to view it.

Schedule Clinical	Patients	Report	ts	Billing Accour	t Help 🏺	X					Sear	rch	<b>2ª</b>	<mark>9</mark> -
ALL MESSAGES	0	Inc	omi	ing Messages	?									
➔ Incoming Messages	61	IIIC	UIII	ing messages										
★ Starred	2	Mark as Read Mark as Unread Show Archived 1 - 40 OF 194 >										Search Messages		Q
All Messages	63													
FAX	0			From	Title	L	Associated patient	Assigned to	Assigned by	Workflow	Created		▼ Updated	
Incoming Fax			☆	drchrono	Generated She	et: appointment_report_09_07_2018.csv					Sept. 7, 2	018, 3:02 p.m.	Sept. 7, 2018, 3:02 p.r	m.
<ul> <li>Outgoing Fax</li> </ul>			슈	drchrono	Generated She	et: appointment_report_09_07_2018.csv					Sept. 7, 2	018, 2:57 p.m.	Sept. 7, 2018, 2:57 p.r	m.
LAB RESULTS	0		☆	drchrono	Generated She	et: appointment_report_09_07_2018.csv					Sept. 7, 2	018, 2:50 p.m.	Sept. 7, 2018, 2:50 p.r	m.
	•		☆	drchrono	Generated She	et: Advanced Report.csv					Sept. 7, 2	018, 2:46 p.m.	Sept. 7, 2018, 2:46 p.r	m.
Lab Results			☆	drchrono	Generated She	et: appointment_report_09_07_2018.csv					Sept. 7, 2	018, 2:45 p.m.	Sept. 7, 2018, 2:45 p.r	m.
ERX	0		☆	drchrono	Generated She	et: phone_logs_09_07_2018.csv					Sept. 7, 2	018, 2:44 p.m.	Sept. 7, 2018, 2:45 p.r	m.
ペ eRx Requests			☆	drchrono	Generated She	et: appointment_report_09_07_2018.csv					Sept. 7, 2	018, 2:44 p.m.	Sept. 7, 2018, 2:44 p.r	m.
REFERRALS	0		☆	drchrono	Generated She	et: patient_auth_report_09_07_2018.csv					Sept. 7, 2	018, 2:39 p.m.	Sept. 7, 2018, 2:39 p.r	.m.
<ul> <li>Outbound Referrals</li> </ul>			☆	drchrono	Generated She	et: prescription_report_09_07_2018.csv					Sept. 7, 2	018, 2:35 p.m.	Sept. 7, 2018, 2:35 p.r	m.
La Contacts			☆	drchrono	Generated She	et: productivity_report_09_07_2018.csv					Sept. 7, 2	018, 2:34 p.m.	Sept. 7, 2018, 2:34 p.r	m.

## 4. From here you can preview and download the report.

ALL MESSAGES	0	Seck to Messages Mar	k as Unread	Archive Me	essage						<	Search Messages	Q
➔ Incoming Messages	58												
★ Starred	2	Generated Sheet: appointment_report_09_07_2018.csv											Create task
III All Messages	60												
FAX	0	From: drchrono										Friday, September 0	7, 2018 3:02 PI
➔ Incoming Fax													٨
← Outgoing Fax		Save Attachment to Patient	t Chart 🙂	Download D	ocument	📼 Audit Lo	9						E
LAB RESULTS	0												
A Lab Results		Notes											
ERX	0												
≪ eRx Requests					11								
REFERRALS	0	+ Add											
<ul> <li>Outbound Referrals</li> </ul>		<b>T</b> Add											
Contacts													
ONPATIENT	0	Date of Service Doctor	Patient	Cell Phone #	Home Phone #	# Office Phone #	Email	Office	Examroom	Appointment Status	Billing Status		
Online Appointments	9	2018-08-31 08:00:00 Brendan Wilberton								Checked In Online			
		2018-08-31 09:15:00 Brendan Wilberton		(301) 456-5555				Primary Office		Arrived			
Patient Message		2018-09-03 08:30:00 Brendan Wilberton	Homer Simpson	(443) 833-6357	(301) 555-555	5 (301) 444-4444	brendan.wilberton@drchrono.com	Primary Office	Office	Arrived			