

How do I run a report?

07/08/2024 7:37 pm EDT

DrChrono offers you several predefined reports and an easy way to create customized reports. Each predefined report has values already chosen for you. If you would like to add or remove a value you can create that report in the [Advanced Report](#) section.

Predefined Reports

1. Mouse over the **Reports** tab in the menu bar.
2. Choose which report you would like to run from the drop-down list. If you would like a more in-depth report, you may select **Advanced Report** which you may customize yourself. This is explained in more detail below.



Please Note: There are many different ways you can customize your reports. You are given options to customize in the following categories: Patient Filters, Appointment Filters, Appointment Status, Billing Status, Copay Method, and Insurance Status.

Because there are many different ways to customize a report, we will be showing you one of our most requested reports. Follow the steps below to learn how to create a report showing what patients have birthdays for a particular month.

Using Advanced Reports

1. Mouse over the **Reports** tab in the menu bar and choose **Advanced Report** from the dropdown menu.

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 

2. Select to report results for either **Appointments** or **Patients**.

Appointments Patients

3. Several filters are available for you to narrow your results. Select the type of filter you would like to use.

Saved Filters ▼ Patient Filters Appointment Filters Appointment Status Billing Status Copay Method Insurance Status

4. When you select the type of filter you would like to use, a box will appear with all the filter options you can choose from. Check the filters you would like to add to your report.

Patient Filter



Check All

Uncheck All

Primary Provider

First Name

Middle Name

Last Name

Default Appointment Profile

Created After

Created Before

Patient Status

Address

Zipcode

City

State

Primary Ins Payer Name contains ANY of

Primary Ins Payer ID

Primary Ins Plan Name contains ALL of

Primary Ins Plan Name contains ANY of

Primary Ins Plan Type

Primary Ins ID #

Secondary Ins Payer Name contains ALL of

Secondary Ins Payer Name contains ANY of

Secondary Ins Payer ID

Patient Portal Disabled

onpatient Connected

Payment Profile

Patient Flag

Date of Last Appointment <=

Patient Problem contains ALL of

Patient Problem contains ANY of

Patient Medication contains ALL of

Patient Medication contains ANY of

Close

5. Filters will populate your reporting page. Specify your search criteria using the filters you have inserted, then select **Update Filter** to view a report with patients or appointments within those criteria.

Advanced Report

Appointments

Patients

Saved Filters ▾

Patient Filters

Appointment Filters

Appointment Status

Billing Status

Copay Method

Insurance Status

First Name ✕

Last Name ✕

Primary Ins ID # ✕

Office ✕

All Offices
Office 1
Office 2
Office 3

New Patient? ✕

Appointment Status Complete

Billing Status Paid In Full, Balance Due, Settled

Filter by patient only

Archived exam rooms

Include ▾

Breaks

Excluded ▾

Show

50 ▾

per page

Update Filter

Save Filter

Send Email

Create Patient Group

Export to File ▾

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Note: On the Advanced Report there is an option to **Filter by patient only**. By default, this option is not checked.

When this option is unchecked, report data will include only patients with appointments. For example, a patient who is in your account but does not have any appointment data would not be included in your report results.

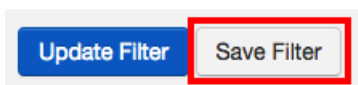
If you would like your report to include ALL patients regardless of appointment, check the **Filter by patient-only** box.

The screenshot shows the 'Advanced Report' interface. At the top, there are tabs for 'Appointments' and 'Patients'. Below this is a section for filters, including 'Saved Filters', 'Patient Filters', 'Appointment Filters', 'Appointment Status', 'Billing Status', 'Copoly Method', and 'Insurance Status'. A tooltip points to the 'Filter by patient only' checkbox, stating: 'Ignore all appointment related filters to include the patients who do not have any appointment.' The 'Filter by patient only' checkbox is checked. Other filter options include 'Archived exam rooms' (Include), 'Breaks' (Excluded), and 'Show 50 per page'. There are buttons for 'Update Filter' and 'Save Filter'. Below the filters are buttons for 'Send Email', 'Create Patient Group', and 'Export to File'. A 'PAGE 1' indicator is visible. At the bottom, a table header is shown with columns: Chart ID, Provider, First Name, Last Name, DOB, Home Phone, Cell Phone, Email, and Last Appt.

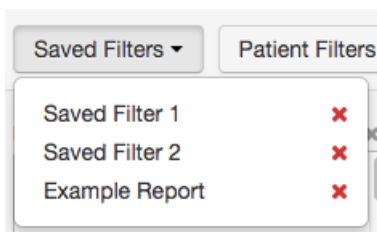
Other Reporting Actions

Once you have your list populated you are given a couple of options.

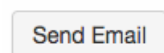
Save Filters - This will save your current report to view at a later date which can be found under the Saved Filters dropdown menu.



After you save a filter, you will be able to find your filter in the upper-left-hand corner of the advanced report page.



Send Email - This will allow you to send an email to all the patients in the newly generated report



Create Patient Group - This gives you the option to create a patient group with every patient in the report.



Export to File - This will export your results into a CSV spreadsheet file and will be delivered to your message center.

- **Quick Export** will export the results of your search to a CSV
- **Custom Export** will allow you to specify which filters to export to a CSV

Export to File ▾

- Quick Export
- Custom Export**
