NoteShare

Report information and samples

Log Book Print
This is one of the most used reports in NoteShare. Its main function is to give your office a hard copy of what is in the application. There may be a day that the power is off, or an emergency situation that the tasks of the moment are preformed from hard copy. This is indeed the hard copy of all open or incomplete tasks in your office. This is also the report that is printed fresh for the RN On-Call so she has all of the current incomplete tasks at her disposal. The report contains all of the date and time stamped threads of communication for each patient. Bolded entries are the communication threads where a return call is expected.

Audit Log
The Audit Log is a report that lists all entries and the trail of changes that took place to that thread. If a note is deleted it may be deleted from view but is still available to the Audit Log. Who started, changed, or deleted a thread is included in this report. Also included are the changes.

Return Call Report
This is exactly what the name implies. This is a report of all notes where a return call is expected. Complete or incomplete notes can be reported.

Patient Notes
This is a report that groups all patient notes together by name and Episode.

Activities and Requests
This is a landscape report that gives an office a side by side view of the daily tasks and activities. While there are no hard an fast rules of how call and to do's should be kept in a home care office we will give you a few options. First and foremost all calls and to do's can simply be entered under "Activities". Optionally any request for something to be done can be entered under "Requests" while all other tasks can be entered under "Activities". In either case they still get posted off in the same manner but more detailed segregation is allowed this way.

Log Statistics
This report gives management a view of how efficient their staff is in taking care of the day to day tasks in their offices. Each task is aged and grouped by user in order of Open (incomplete), Closed (complete), and totals.

To Do's

This report is in a format more attuned to a contact manager like Act or Outlook. A list of To Do's is produced in date order with options to include complete, incomplete or both. Also the user can include or exclude Activities, Requests, or personal notes.

NoteShare
PATRON Reports

NOTE: *Each of the following reports obtain all patient information directly from PATRON. While we are proponents of the "Working List" and it's functions that PATRON utilizes these reports do not use any working list from PATRON.*

Employee Profile
This report has many uses, and is very similar to the report by the same name in PATRON. The differences in the two reports my not be visible at first but they are indeed very different and the totals are not intended to match if ran and compared. If you are not using the payroll export features of PATRON you are getting your payroll information out of PATRON from one of its reports. By using this report after your weekly data entry has been preformed you have a detailed report that is the payroll report. Notice that this report picks up entries of notes turned in after that last payroll cycle and puts them in the "Late" column. This profile is only for one caregiver but all can be run. There is also a place to note other payroll items.

Patient Schedule
We had seen the need for some options in printing patient schedules. In this report you have the option to print patient schedules in several different formats. You can get a two week patient schedule, a monthly patient schedule or an Episode patient schedule. Each one will print the FAD form the original 485 at the bottom. Notice that patient Evans has a small heart to the left of his name. This is a visible identifier that this patient is a cardiac patient. Other identifiers are available. This is vastly different from the standard patient schedule in PATRON.

Employee Schedule
This schedule is also vastly different that the PATRON report. At the bottom of each day you are given a total of encounters for the day. Just below and to the left a total of encounters for the week is given. This greatly helps manage you field staff and their loads. Notice that some of the encounters are underlined. This means that that particular encounter has a note typed into it. If it does it is printed at the bottom of the employee's schedule. Printed on the bottom you will also find the employees contact information. If any patient is identified as a cardiac patient the same visual identifier (small heart) will appear beside the patient name.

Employee Schedule Changes
Changes in the schedules happen daily if not on the hour. If you are using the above Employee Schedule then this report can track and report changes in the employee's schedule from the original printed weekly schedule, denoting which visits have changed, been added, or deleted. Only the changes are printed and given to the caregiver..

Orders Due
The difference in this report from the PATRON version is that not only can orders can be printed by their effective date range but you can request them to be printed by their "Active in" date range. Orders can also be listed for "re issued orders" only.

Patient List by Case Manager
This is a simple list of your patients grouped by you case managers. The bolded names are those patients that are tagged as "High Risk" patients in PATRON. This list can also list patients in any category of admission, i.e. Active, Admitted, Discharged, Pending, Not Admitted.

Medication Administration Record
Agencies use many different methods of tracking this. This from can be printed for one or all patients in PATRON. It prints all medications listed in PATRON along with allergies, and other pertinent information that was entered for the patient. If a medication has a start or stop date entered in PATRON the MAR displays those dates shading the areas that are applicable for the patients medications.

Case Conference (60 Day Summary)
A case conference for each patient can be generated within NoteShare. The report will allow the user to take any or all information from the 485 and verbal orders to create an easy to read case conference. After information is pulled from the previous orders it is then editable y the user to further define the 60 day summary. The summary can then be sent to the physician as well as place in the chart. Signature lines are provided for all involved in the summary. Each case conference is saved and always available to reprint within NoteShare.