



How to Run Office Visit Type Total Report

The Office Visit Type Total report will provide you with each type of visit and a total for a selected time period.

To run:

1. From the Start screen, click on ReportWorks
2. Choose Health Office Visit Type Total
3. Simply click the calendar icon for Starting Date and Ending Date to select the period for which you want the report to run.
4. Click submit

Once the report has finished it will take you to the Report Queue (ReportWorks) page

In the screenshot the report dated 4/25/12 at the top of the screen is pending. When it is complete it will appear under completed reports.

It should be noted if you have no visit for a particular type, that type will not be present on the report.

Report Queue (ReportWorks) - My Jobs

System ReportWorks Refresh

Queued Reports					
Created On	Report Name	Started	Created By	Status	Options
04/25/2012	Health Office Visit Type Total	N/A	Moore, Barbara	Pending	

Completed Reports						Delete All
Created On	Report Name	Started	Ended	Created By	Status	Options
04/24/2012	Health Office Visit Type Total	04/24/2012 09:38 AM	04/24/2012 09:38 AM	Moore, Barbara	Completed	
04/24/2012	Health Office Visit Type Total	04/24/2012 06:23 AM	04/24/2012 06:23 AM	Moore, Barbara	Completed	
04/18/2012	Health Office Visit Type Total	04/18/2012 02:43 PM	04/18/2012 02:43 PM	Moore, Barbara	Completed	
04/18/2012	Health Office Visit Type Total	04/18/2012 02:42 PM	04/18/2012 02:42 PM	Moore, Barbara	Completed	
04/18/2012	Health Office Visit Type Total	04/18/2012 10:36 AM	04/18/2012 10:36 AM	Moore, Barbara	Completed	
04/13/2012	Health Office Visit Type Total	04/13/2012 11:09 AM	04/13/2012 11:09 AM	Moore, Barbara	Completed	
04/13/2012	Office Visit Report - 6/11	04/13/2012 11:07 AM	04/13/2012 11:07 AM	Moore, Barbara	Completed	
04/13/2012	Office Visit Report - 6/11	04/13/2012 10:57 AM	04/13/2012 10:57 AM	Moore, Barbara	Completed	
04/13/2012	Office Visit Report - 6/11	04/13/2012 10:38 AM	04/13/2012 10:38 AM	Moore, Barbara	Completed	
04/13/2012	Health Office Visit Type Total	04/13/2012 10:37 AM	04/13/2012 10:37 AM	Moore, Barbara	Completed	