

Management Reports Menu

Special Reports

Status Time Report

This option allows the user (usually a supervisor, ADPAC, or other managerial personnel) to generate a Status Tracking Statistics Report. ¹The report may be filtered by Division, Requesting Location, Imaging Type, and Procedure. For each status change, the report lists the original status, the updated status, minimum time to make the status change, maximum time to make the status change, and the average time to make the status change for an associated procedure. This report would be used to track the progress of examinations from status to status, to determine where delays in processing occur and to see that exams are moved through the system in a timely fashion.

A beginning and ending exam date range must be selected. This report should be queued to a device.

The times in this output are rounded off; that is, seconds are dropped and only whole minutes are used.

Prompt/User Response

Discussion

Status Time Report

Select Rad/Nuc Med Division: All// **HINES CIO FIELD**
OFFICE IL CIOFO 499

Another one (Select/De-Select): **<RET>**

Select all requesting locations? Y/N: **N**

Select requesting location: **X-RAY CLINIC**

Another one (Select/De-Select): **<RET>**

Select IMAGING TYPE: **GENERAL RADIOLOGY**

² Enter YES to obtain a report for all requesting locations. Enter NO to select one or more requesting location(s). In this example, the report is for a single location (X-Ray Clinic).

You may only select one Imaging Type.

¹ Patch RA*5*20 May 2000 Enhancements to Status Time Report.

² Patch RA*5*20 May 2000 Enhancements to Status Time Report.

¹Select all procedures? Y/N: **Y**

Enter YES to obtain a report for all procedures. Enter NO to select one.

**** Date Range Selection ****

Beginning DATE : **4/1/2000** (APR 01, 2000)

Ending DATE : **4/30/2000** (APR 30, 2000)

Enter the date range for the report.

DEVICE: HOME// (Printer Name or "Q")

Enter the name of a printer. If you enter "Q" instead of a printer name, you will also see prompts for a device and a time to print.

²The **Procedure Detail by Requesting Location** report reflects statistics sorted by **requesting location, status changes, and procedures**. If the user chooses only one specific procedure, the report includes only that procedure. If the user chooses only one specific requesting location, the report includes only data for that location.

** Status Tracking Statistics Report **					Page: 11
Procedure Detail by Requesting Location					
(Only requesting locations with data are included)					
Run Date: 05/03/00	For Period: 04/01/00 - 04/30/00				
Division: HINES CIO FIELD OFFICE	Imaging Type: GENERAL RADIOLOGY				
Requesting Location: X-RAY CLINIC					
From: WAITING FOR EXAM					
To : COMPLETE					
Procedure (CPT)	Minimum Time (DD:HH:MM)	Maximum Time (DD:HH:MM)	Average Time (DD:HH:MM)	Number of Procedures	
-----	-----	-----	-----	-----	
KNEE 3 VIEWS(73562)	00:00:02	00:00:02	00:00:02	1	
ANKLE 2 VIEWS(73600)	00:01:10	00:01:10	00:01:10	1	
FOOT 2 VIEWS(73620)	00:00:58	15:01:38	07:13:18	2	
-----	-----	-----	-----	-----	
Overall:	00:00:02	15:01:38	03:18:57	4	

¹ Patch RA*5*20 May 2000 Enhancements to Status Time Report.

² Patch RA*5*20 May 2000 Enhancements to Status Time Report.

The **Division Summary Requesting Location Details** report reflects summary statistics sorted by **requesting location** and **status changes**. **Total number of completed exams** that match the criteria specified by the user is displayed at the end of the report.

		** Status Tracking Statistics Report **			Page: 26
Division Summary Requesting Location Details					
(Only requesting locations with data are included)					
Run Date: 05/03/00		For Period: 04/01/00 - 04/30/00			
Division: HINES CIO FIELD OFFICE		Imaging Type: GENERAL RADIOLOGY			
Requesting Location: X-RAY CLINIC					
	Minimum Time (DD:HH:MM)	Maximum Time (DD:HH:MM)	Average Time (DD:HH:MM)	Number of Procedures	
From: WAITING FOR EXAM To : COMPLETE	00:00:02	15:01:38	03:18:57	4	
From: WAITING FOR EXAM To : EXAMINED	01:00:05	01:00:05	01:00:05	1	
. . . skipped					
From: CALLED FOR EXAM To : EXAMINED	00:00:16	00:00:16	00:00:16	1	
From: WAITING FOR EXAM To : COMPLETE	00:00:00	15:01:38	02:19:27		
Total number of exams moved to a status of COMPLETE for period 04/01/00 - 04/30/00:				8	

The **Division Summary Procedure Detail** report reflects statistics sorted by **status changes** and **procedures**. If the user chooses only one specific procedure, the report includes only that procedure and the caption reflects the name of the procedure in the **Procedure** field. If the user chooses only one requesting location, the report includes only data for that location and the caption reflects the name of the location in the **Requesting Location** field.

		** Status Tracking Statistics Report **			Page: 31
Division Summary Procedure Detail					
Run Date: 05/03/00		For Period: 04/01/00 - 04/30/00			
Division: HINES CIO FIELD OFFICE		Imaging Type: GENERAL RADIOLOGY			
Requesting Location: ALL		Procedure: ALL			
From: WAITING FOR EXAM To : EXAMINED					
Procedure (CPT)	Minimum Time (DD:HH:MM)	Maximum Time (DD:HH:MM)	Average Time (DD:HH:MM)	Number of Procedures	
KNEE 2 VIEWS(73560)	01:00:05	01:00:05	01:00:05	1	
ABDOMEN FOR FETAL AGE 1 V(74720)	00:00:03	00:00:03	00:00:03	1	
Overall:	00:00:03	01:00:05	00:12:04	2	

The **Division Summary Overall** report reflects summary statistics sorted by **status changes**. **Total number of completed exams** that match the criteria specified by the user is displayed at the end of the report.

		** Status Tracking Statistics Report **			Page: 38
Division Summary Overall					
Run Date: 05/03/00		For Period: 04/01/00 - 04/30/00			
Division: HINES CIO FIELD OFFICE		Imaging Type: GENERAL RADIOLOGY			
Requesting Location: ALL		Procedure: ALL			
	Minimum Time (DD:HH:MM)	Maximum Time (DD:HH:MM)	Average Time (DD:HH:MM)	Number of Procedures	

From: WAITING FOR EXAM To : COMPLETE	00:00:02	15:01:38	05:11:26	10	
From: WAITING FOR EXAM To : EXAMINED	00:00:03	01:00:05	00:12:04	2	
. . . skipped					
From: COMPLETE To : TRANSCRIBED	05:19:44	05:19:44	05:19:44	1	
From: CALLED FOR EXAM To : EXAMINED	00:00:16	00:00:16	00:00:16	1	

From: WAITING FOR EXAM To : COMPLETE	00:00:02	15:01:38	05:06:35		
Total number of exams moved to a status of COMPLETE for period 04/01/00 - 04/30/00:				17	

Note: As shown in the example above, exam statuses can move backwards. This happens if data is deleted, or if a report is unverified.

Management Reports Menu

Special Reports

Wasted Film Report

This option allows the user to generate a record of wasted film according to size, imaging type and division. This report calculates the number of all films used, the number of films wasted, and the percentage wasted.

If the person generating the report has access to more than one radiology/nuclear medicine division, a prompt will be displayed asking for a selection of one or more divisions. If the person generating the report has access to only one division, the system will default to that division rather than prompting for a selection. The same is true with imaging type. A prompt for selection of one or more imaging types will appear only if the person has access to more than one imaging type. A beginning and ending exam date range must also be selected.

Before the report prints, a list of exam statuses to be included on the report will be displayed. The exam statuses may be different for each imaging type selected. This is determined during system set-up when the ADPAC answers the Film Usage Report question during Examination Status Entry/Edit. See the ADPAC Guide for more information on exam status parameter set-up.

Since the output can be lengthy, you may wish to run this report during off hours.

If the exam date of a case is within the date range selected, the case may be included on the report as long as the exam's division and imaging type are among those selected. The current status of the exam must be specified in the Examination Status parameters as a status to include on this report. If, during exam edit/entry, a wasted film size was entered for an exam but no amount was entered, nothing will be added to the totals.

Each film size entered on the exam record is checked. If the film size has been deleted from the Film Size file the exam is bypassed. If the film size is a wasted type, the number used is added to the total for that wasted film size. The used films are also tracked so that a percentage wasted can be calculated. The units of wasted film are separate and not included in the units of used film. The calculation for percentage wasted is: $\text{number wasted}/(\text{number used} + \text{number wasted}) \times 100$.

In order for this report to be valid, each film size must have a wasted film entry set up in the Film Sizes file that points to the analogous unwasted film size. Refer to the ADPAC Guide for more information about setting up Film Sizes correctly so that this report is valid.

Prompt/User Response

Discussion

Wasted Film Report

Radiology/Nuclear Med
*** Wasted Film Report ***

Do you wish to generate a summary report only? No// <RET>

Select Rad/Nuc Med Division: All// **HINES** CIO FIELD OFFICE IL CIOFO
499

Another one (Select/De-Select): <RET>

Select Imaging Type: All// **GENERAL** RADIOLOGY

Another one (Select/De-Select): <RET>

The entries printed for this report will be based only
on exams that are in one of the following statuses:

GENERAL RADIOLOGY

WAITING FOR EXAM
EXAMINED
TRANSCRIBED
COMPLETE

Enter the start date for the search: Mar 01, 1995// **T-100** (NOV 21, 1994)

Enter the ending date for the search: NOV 21,1994// **T** (MAR 01, 1995)

DEVICE: HOME// <RET> SET HOST

>>>> Wasted Film Report <<<<

Page: 1

Division: HINES CIO FIELD OFFICE
Imaging Type: GENERAL RADIOLOGY
Run Date: Mar 02, 1995@13:32:31

For Period: NOV 22,1994 to
MAR 2,1995.

Film Size	Units Of Used Films	Units Of Wasted Films	Percentage Of Wasted Film
W-10X12	150	9	5.7
Subtotals:	150	9	5.7

* Cine data not included in totals.

General Information About Workload Reports

For most workload reports that are sortable/selectable for one-many-all division(s) and imaging type(s), the division totals page will only print if there is more than one imaging type in the division. If there is only one imaging type in the division, the imaging type total page should be used for the division total.

The following reports calculate workload counts (i.e., exam counts, patient visit counts, and weighted work units) in a similar way:

Functional Area Workload Reports...

Clinic Report
PTF Bedsection Report
Service Report
Sharing Agreement/Contract Report
Ward Report

Personnel Workload Reports...

Physician Report
Resident Report
Staff Report
Technologist Report
Transcription Report

Special Reports...

Camera/Equip/Rm Report

Selection Criteria

Before the report is printed, you will be asked to specify the following selection criteria:

- 1) You may choose to print the summary report only. The summary consists of a page for each imaging type selected within each division selected, and a division summary.
- 2) If you have access to more than one division (determined by the ADPAC who uses Personnel Classification to enter the imaging locations to which you have access) you will see a prompt to select Rad/Nuc Med Divisions. The default is All, which prints all divisions to which you have access. If you do not see this prompt, it means that you only have access to one division, and the report will default to that division. After selecting a division, you will be prompted for another division at the Another one (Select/De-Select) prompt. At this prompt you may also de-select a previously chosen division by entering its name preceded by a minus sign (i.e., -Western Division).
- 3) If you have access to more than one imaging type (determined by the ADPAC who uses Personnel Classification to enter the imaging locations to which you have access) you will see a prompt to select Imaging Type. The default is All, which prints all imaging types to which you have access. If you do not see this prompt, it means that you only have access to one imaging type, and the report will default to that imaging type. After selecting an imaging type, you will be prompted for another imaging type at the Another one (Select/De-Select) prompt. At this prompt you may also de-select a previously chosen imaging type by entering its name preceded by a minus sign (i.e., -Ultrasound).

- 4) The next prompt will ask if you wish to include all of the residents, wards, transcriptionists, etc. For example, if you are running the clinic report and want to include only one or a few selected clinics, you can answer no to this prompt and you will be asked which individual clinic(s) to include.
- 5) Beginning and ending date range prompts appear next. The date range applies to the exam date. The reports will retrieve data for exams having a date within the range you select.

After the selection prompts are answered, a list of exam statuses will be displayed to let you know which statuses are included in the report. The statuses included are pre-determined by the ADPAC who answers a question for each report for each status within each imaging type to specify whether exams of that status should be included in the report. Refer to the ADPAC Guide, Examination Status Entry/Edit section for more information on exam status parameter set-up.

Data retrieval criteria:

An exam will be included in the report if it meets the following criteria:

- 1) The exam date must fall within the date range selected.
- 2) The status of the exam at the time the report is run must be marked to be included in the report. This is done during system set-up by the ADPAC when the Examination Status questions are answered. There is a question for each report above except the Transcription report which is not affected by exam status. For more information about status set-up, refer to the ADPAC Manual.
- 3) The exam's division must be one of the divisions selected or the default division of the person generating the report if no division selection prompt appeared.
- 4) The imaging type of the exam status must be one of the imaging types selected or the default imaging type of the person generating the report if no imaging type selection prompt appeared.
- 5) The procedure on the exam record must be valid. The only way this requirement would not be met is if there is a data corruption problem, or broken pointer, which theoretically should not happen. If it does, it means someone completely deleted a procedure from the Rad/Nuc Med Procedure file.
- 6) There must be an AMIS code associated with the procedure (AMIS codes are usually entered by the ADPAC using the Procedure Enter/Edit option; refer to the ADPAC Guide for more information about the Procedure Enter/Edit option).
- 7) If the exam's category is Sharing/Contract and the Sharing/Contract source of the exam is invalid, the exam will not be included. This would not happen unless an entry in the Contract/Sharing Agreements file (#34) has been inadvertently deleted.

Reporting Logic:

The program uses the Category of Exam field of the exam record to determine whether to count the exam under Inpatient, Outpatient, Research, or Other. The Personnel reports only print Inpatient and Outpatient. If there is a valid ward in the Ward field of the exam, it will be counted

under Inpatient. All other cases will be counted under Outpatient regardless of the contents of the Category of Exam field.

The functional area reports print Inpatient, Outpatient, Research, and All Other, based on whether the Category of Exam field contains Inpatient, Outpatient, Research or some other value. The report headings are abbreviated to In, Out, Res, and Other.

The Functional Area reports, the Camera/Equip/Rm Report, and the Technologist Workload Report show weighted work units (WWU). WWUs do not apply to the other Personnel reports. The AMIS Weight Multiplier Field of the Rad/Nuc Med Procedures file contains a number (0-99) to indicate to the various workload report programs how many times to multiply the weighted work units associated with the AMIS code. The Weight for each AMIS code is stored in the Weight field of the Major Rad/Nuc Med AMIS Code file.

Most multipliers will be 1. However, there are some that are greater than 1. For example, a procedure called Upper GI and Small Bowel might have AMIS code 9-Gastrointestinal which has a Weight of 6, and an AMIS Weight Multiplier of 2. Therefore, on the workload reports, the site will get credit for 12 WWUs each time it is performed. If there are multiple AMIS codes for the procedure, each AMIS Weight Multiplier is multiplied by the AMIS Weight, then the results are summed.

Depicted below is a sample of the exam/procedure/AMIS file relationship. Using this sample, the WWUs for the exam would be 12, and the exam would count as 2 exams.

Rad/Nuc Med Exam data stored in Rad/Nuc Med Patient file (#70)	Procedure stored in Rad/Nuc Med Procedure file (#71)	AMIS Categories stored in the Major Rad/Nuc Med AMIS Code Code file (#71.1)
-----	-----	-----
Patient: Joe Veteran	Procedure:	Code: 9
Procedure: ----->	Upper GI	Weight: 6
Modifiers: (none)	AMIS code data:	Description:
	AMIS Code: ----->	Gastrointestinal
	AMIS Weight Multiplier: 2	
	Bilateral: (n/a)	
	CT Head or Body: (n/a)	

In the above example, the calculation for WWUs would be: $6 \times 2 = 12$ because
 Weight x AMIS Weight Multiplier = WWU

The bilateral modifier has special meaning and can cause increased counts. If the AMIS Weight Multiplier is one (1), "bilateral" affects the WWUs by multiplying the AMIS Weight Multiplier by 2 if and only if the AMIS weight multiplier is 1. The result is multiplied by the AMIS code's Weight. In the sample above, if the procedure had been bilateral WWUs would NOT have been affected because the AMIS Weight Multiplier is greater than 1. The exam counts are printed under the In, Out, Res and Other headings on the report. WWUs are printed under the WWU heading.

If more than one AMIS code exists for the procedure, the appropriate exam category count is incremented by one. If only one AMIS code exists for the procedure, the count is incremented by the AMIS Weight Multiplier.

Cases with more than one technologist, resident, or staff will be incremented accordingly, with a message warning that the total number of exams and weighted work units will be higher in these personnel reports than in the other workload reports.

Report Output:

The report is sorted first by division number, then alphabetically by imaging type, then alphabetically by topic (clinic, ward, resident, etc.). If there are exams that fit the selection criteria, but the topic sort field is missing, they will be printed under Unknown on the report for that topic. For example, if no residents were entered on the exam, but the exam fits the selection criteria, it will be included under Unknown on the Resident Workload Report.

The report headings show the date range selected, run date, division, imaging type, report title and page numbers.

If the full report was selected, one page prints for each topic within imaging type. However, for example, if there were no exams for any clinics within a selected imaging type, only an imaging type summary sheet would print showing totals of zero. A division summary prints for each division selected. The detailed pages print one line for every procedure. The imaging type and division summaries print one line for each topic. Division summaries print a list of imaging types at the bottom of the page. Division summaries also state at the bottom of the page the number of topics selected, to remind you that you may have selected only certain residents, staff, clinics, wards, etc., or that you selected all. If only one imaging type within a division was selected, only the imaging type summary will print for that division (this is because the division summary would be identical to the imaging type summary in this case, so you can use the imaging type summary as the division summary).

If the summary only was selected, a page prints for each imaging type selected within each division selected, as well as a division summary. Summary pages for all workload reports show the selected divisions and imaging types in the body of the report rather than in the headings. (This was done because in some cases the list of divisions and imaging types can be lengthy and would not fit into the limited space of a page heading.)

The Transcriptionist Report is an exception. It prints one line per transcriptionist, one page per division, showing a total number of lines and reports transcribed. The notation showing whether you selected only certain transcriptionists or all transcriptionists appears in the report heading.

