

Running a Report for a Specific Diagnosis in NextGen –

Courtesy of Mott CHC's Beecher THC

1. From EHR in Next Gen toolbar:

Click on "File" then "Reports": "Generate Report": "By Enterprise"

2. The next screen is a workbox that has "Patient" in upper left corner:

In this box, on "Settings List" Highlight/Click on "Diagnosis"

3. Click on Box with 3 small dots: put cursor in blank box just to right of "Dx code" and enter the ICD9 code you want to search for, ex: asthma, 493 (leave last 2 digits off) and click "Search"

4. A list of diagnoses appear: Move from left box to right those you want to include and click "OK"

5. Next Highlight/Single Click on "Provider"

6. Next screen: click on box with 3 dots next to "Location Search"

7. Next screen, enter your site: here I enter "Beecher" and search; I then select Beecher and move it from the left to the right and click "OK" then "Enc date"- I need to enter a range of times selecting "Between" from the drop down box and entering the dates I want to search. When finished, click "OK"

8. Next Highlight/Click on "Columns": when this comes up, all fields are automatically selected so I deselect by clicking on the top box, and choosing the fields I want on the report, such as Last Name, First Name, ICD9 code, Diag Description, Rendering Provider (etc), DOS

9. Next, go back to the "Settings" list and click on "Totals" and click on "Count Records"

10. Finally, click "OK" in this "Patient" box to run the report

Note: The tool bar at the top of the report can assist one to help Filter/Modify/Print/Export and Memorize the report.

What I found is that if I want to Filter/Modify the report, I must reset the "Enc Date" and "between" dates in order to modify; if I don't, and only change one other filter, such as the diagnosis, I will come up with an "empty" report.

This is an example of one of the simpler reports we taught ourselves to run and if anyone has a better way of obtaining this data, I would like to hear of it.