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FPSC Reports Quick Reference Guide

If I Want To:	Follow These Steps:
Export and print a report	• On the *Report Tool Bar menu* on the bottom of the report, select the *File icon* and the output desired • Reports can be exported to PDF, XLS or CSV files. Reports printed directly from web browser will not be formatted to fit in print layout Exporting to XLS or CSV • A *File Download* menu will appear. Select open and the exported report will open in another window. Exporting to PDF • An *Export PDF* menu will appear at the bottom of the report. *Orientation* and *Paper Size* are defaulted. Click *Export* and the report will open in the same window. • To return to the FPSC reports, click on the *Return to Source icon* *Note: E&M Graphical Analysis Report can only be exported to PDF*
Save a report view *in a Personal NewsBox*	• Left click on the *Save As icon* located at the bottom right of the report view. • Name the saved report and click the OK button. The report will be saved in the user's newsbox. • To access a saved report, left click on the *Return to Source icon* and then left click on the link under the index tab that is labeled with your user name and the word *newsbox*. All saved reports will appear on the right side of the page.
Save a report view *in the Shared Folder*	• Left click on the *Save As icon* located at the bottom right of the report view. • Click on the Other NewsBox link. Open the institution folder by clicking the plus sign to the left of the folder and select "Shared Folder". Click OK. • Name the saved report and click the OK button. The report will be saved in the institution's shared folder. • To access a report saved in the shared folder, click on the *Return to Source icon* and then left click on the plus sign next to the folder under the index tab that is labeled with your institution's name and select the Shared Folder. All saved reports will appear on the right side of the page. • The Shared Folder can also be accessed from the home page by clicking the *Shared Reports* link in the Management Reports box.
Blind physician-level data	Use the drag and drop feature to nest the provider-ID level information into the report. To drag and drop: • Left click and hold the mouse button over the department/division dimension on the dimension bar • While holding the left mouse button, drag the mouse into the report placing it just to right of the provider names • A thin gray-blue bar will appear. Let go of the mouse button once the bar appears • Provider IDs will appear in the report • Right click in the thin row just above the first provider's name

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If I Want To: | **Follow These Steps:**

- Select delete from the menu and the provider names column will be removed from the report

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Change the line graph format into a bar graph format on the E&M Graphical Analysis

In the E&M Graphical Analysis report:

- On the *Report Tool Bar menu* left click the arrow to the right of the *Chart icon*
- A menu of graphical options will appear. Select *the Clustered Bar* graphical format
- Data in the report will be displayed in bar graph format

Review coding activity for new, established and consult code E&M ranges for the most recent quarter

- Left click on the E&M range dimension on the dimension bar to open the range options and select *All E&M Ranges*
- All E&M ranges will appear in the report
- Right click on the white space in any one of the columns with the E&M ranges. Select the *Hide Show* option. A menu will appear at the bottom of the report.
- Click the *Select All* option on the left side of the menu to highlight all E&M ranges
- Click the right-facing arrow to move all E&M ranges to the *Hidden Categories*
- Select the new outpatient, established outpatient and consult ranges and click the left-facing arrow to bring these three ranges to the *Visible Categories*. Click OK.
- Report view will be updated to show the data for the new, established and consult ranges.
- Use the drag and drop feature to bring in the individual codes for each of these ranges. Left click and hold the mouse over the *All E&M Ranges* dimension.
- Drag the mouse into the report, placing it just below the header columns. A thin gray-blue bar will appear. Let go of the mouse once the bar appears
- The report will be updated to show the individual CPT codes for the 3 E&M ranges specified earlier

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Look at fiscal year to date productivity activity in Work RVUs by month (ex: Fiscal Year = Jul 1 – Jun 30)

Use the custom subset feature on the *Productivity Summary Analysis* to view data for a time period other than on the dimension bar. To create a custom subset for a fiscal year to date report:

- Left click on the *Custom Subset icon* on the report menu toolbar
- In the menu that appears, name the custom subset
- Select *Time Period Detail* as the Dimension. Click *next*
- Open the *All Months* folder and bring all months equaling fiscal year to date into the results set. Click *finish*
- Report view will be updated to show the data in aggregate for the time period select.
- To trend the data, use the drag and drop feature. Left click and hold the mouse over the time period dimension.
- Drag the mouse into the report, placing it just below the header columns. A thin gray-blue bar will appear. Let go of the mouse once the bar appears
- The report will be updated to trend the report data for each month in the selected time period

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If I Want To:	Follow These Steps:
Run a calculation in the online report	Calculations can be run in the online report using the Calculation function. This example will illustrate how to run a basic calculation in the Productivity Summary Analysis to look at the Work RVUs / Billings by specialty or provider. To insert a calculation: • In the *Productivity Summary Analysis* left click in the white space in the Billings column to highlight the column • Left click on the *Calculation icon* on the report menu toolbar • In the menu that appears, select *Divide* as the operation and create a name for the calculation. • On the right side of the menu, select *Billings* as the numerator category and *Work RVUs* as the denominator category. Click *OK* • Report view will update to include another column that has calculated the Billings per Work RVU for each value
View all rows / all columns in a report	Often reports become very large in terms of number of rows or columns, making it necessary to page through multiple screens of data to find the information you are looking for. The settings of the report view can be changed to show an increased number of rows or columns. • Left click the *Display Options* icon on the report toolbar menu. • In the menu that appears, select *Display Options* at the top of the list. • Open the drop down menu corresponding with either Rows or Columns in the menu that appears, select *All* at the bottom of the menu and click OK. • The report will refresh showing all rows or columns allowing the user to use the scroll bar on the side / bottom of the screen or the scroll wheel on the mouse to move through the data.
Go to another FPSC report	All reports can be accessed from the FPSC home page. Click on the FPSC logo at the top left side of the report page, which will take the user back to the FPSC home page. The *Return to Source icon* can be used to move between reports within the same family of reports (i.e. Clinical Activity Reports or Revenue Cycle Reports). By clicking on this icon, the user will be taken to the Cognos Upfront screen where a different report selection can be made.