Michigan Data Collaborative

MiPCT Dashboard Report Writer

User Guide

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About the Report Writer

The report writer enables you to select individual components from each Dashboard page to view in one report. The components that you can select reflect the table column and row headings in each section of each Dashboard page. Only the data available in the current release is available in the Report Writer.

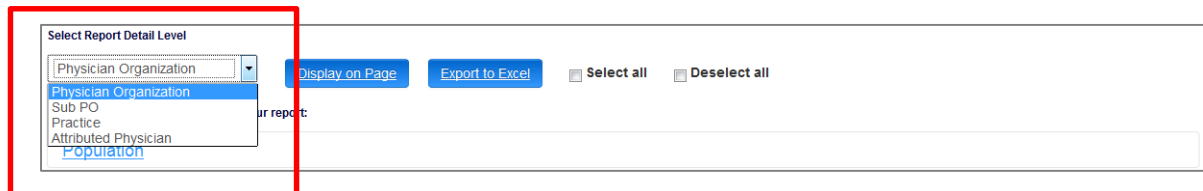## Filtering the Data Displayed in the Report

You can select the entity (or multiple entities) for which you want to display the data: PO(s), Sub PO(s), Practice(s), or Physician(s).

Display Data for:

Select PO	Select Sub PO	Select Practice	Select Provider

NOTE: To select multiple entities, hold the CTRL button on your keyboard while selecting your choices with your mouse.

Report Level Detail

After you select the entity for which you want to display the data (PO, Sub PO, Practice, or Physician), you can then select the report detail level (how you want the data to be presented). The selections are based on the type of entity you select.

Select Report Detail Level

Physician Organization
Physician Organization
Sub PO
Practice
Attributed Physician

Display on Page   Export to Excel   Select all   Deselect all

ur report:

Population

EXAMPLES

- If you select a PO (or multiple POs if you have access) from the **Display Data for:** fields, you can select to view data at the following levels:

  – PO (displays one row of data with data combined for the entire PO)

  – sub PO (displays one row of data with data combined for each Sub PO)

  – Practice (provides one row of data for each Practice in the PO)

  – Physician (provides one row of data for each Physician, sorted alphabetically by Physician first name)

- If you select a Practice (or multiple Practices) from the **Display Data for:** fields, you can select to view data at the following levels:

  - Practice (provides a row of data with data combined for all Physicians in the Practice)

  - Physician (provides a row of data for each Physician in the Practice).

- If you select a Physician (or multiple Physicians) from the **Display Data for:** fields, you can only select **Attributed Physician** because this is the finest level of detail to which you can drill down.

Report Format

To print a report using the Report Writer, you can select to view the report on the Web (inside the Dashboard) or in an Excel spreadsheet.

NOTE: The spreadsheet is displayed in a .csv file without any formatting.

Creating a Report Using the Report Writer

Complete the following steps to create a report using the Report Writer:

1. From the Dashboard, select **PO Reports** > **Report Writer**.
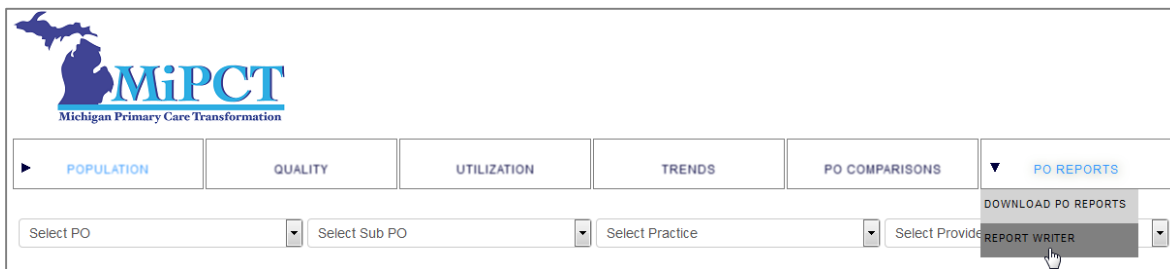
2. In the **Display Data for** selection fields, select the PO(s), Sub PO(s), Practice(s), or Provider(s) for which you want to view data.

    NOTE: To select multiple entities, hold the CTRL button on your keyboard while selecting your choices with your mouse.

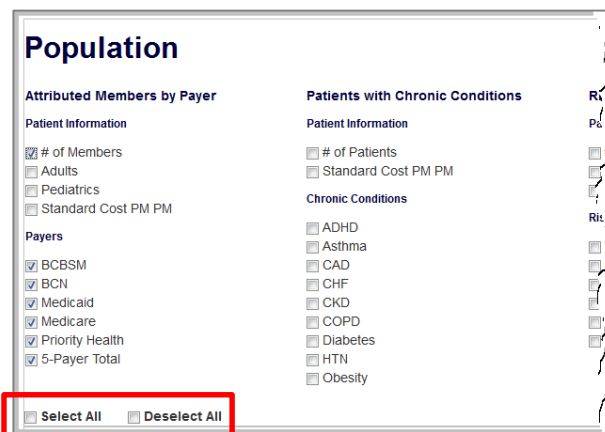3. Select the **Report Detail Level**.
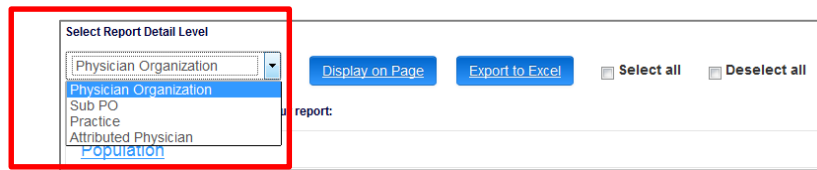
4. Select the data from each page (Population, Quality, Utilization, and Trends) that you want to view in the report.

NOTES:

– You can click **Select All** at the top of the page to select all components in the Dashboard.

– You can click **Select All** at the bottom of each section to select all components on a Dashboard page.

– When you select a measure, Report Writer automatically selects the check boxes for all Payers. To deselect a Payer, click its check box.

5. Do one of the following:

    A. To view the report inside the Dashboard page, click **Display on Page**.

    NOTE: The report can take a few minutes to process and display on the page.

    B. To view the report in a spreadsheet, click **Export to Excel**.

When the Export Crosstab window displays, click **Download**, open or save the file, and then click **OK**.

NOTES:

– The report can take a few minutes to process and display on the page.

– The spreadsheet is displayed in a .csv file with no formatting.

Creating Additional Reports

After you create your initial report, you can create additional reports by clicking the **Show Filters** link. You can then update your display data selections, report detail level, and/or select different components to view in a report.