

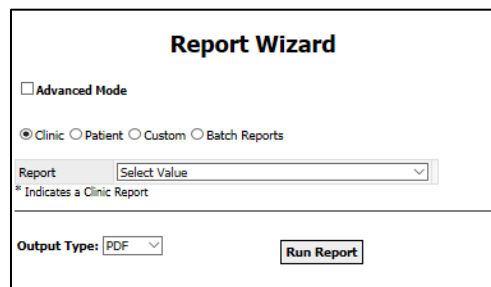
# Missed and Unentered Treatments Report

Throughout the day, run the **Missed and Unentered Treatments** report to ensure treatments have been posted or entered as a missed treatment.

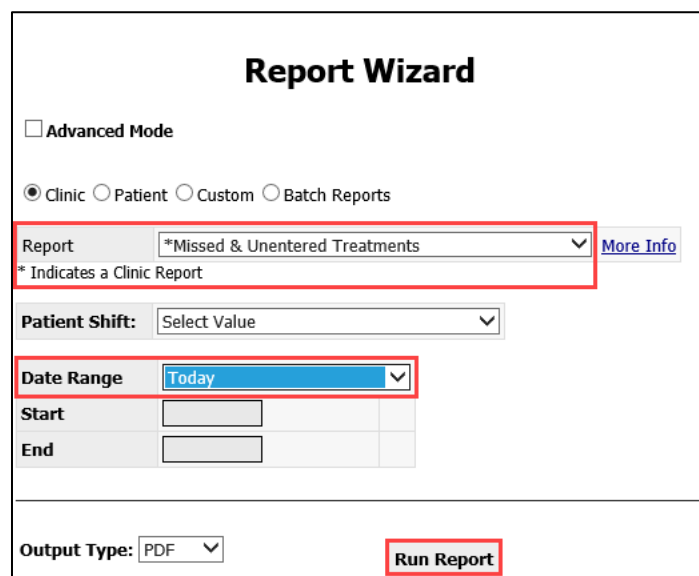
1. To run the **Missed and Unentered Treatments** report, go to **Reports > Report Wizard**.



2. Select the **Clinic** radio button


 A screenshot of the 'Report Wizard' form. At the top, it says 'Report Wizard'. Below that is a checkbox for 'Advanced Mode'. Underneath are four radio buttons: 'Clinic' (which is selected), 'Patient', 'Custom', and 'Batch Reports'. There is a 'Report' dropdown menu with 'Select Value' in it. Below the dropdown is a note: '\* Indicates a Clinic Report'. At the bottom, there is an 'Output Type' dropdown set to 'PDF' and a 'Run Report' button.

3. In the drop-down menu, select the **Missed and Unentered Treatments** report. Select the **Date Range** of today.


 A screenshot of the 'Report Wizard' form, similar to the previous one but with more options visible. The 'Report' dropdown menu is now set to '\*Missed & Unentered Treatments' and is highlighted with a red box. To its right is a 'More Info' link. Below the 'Report' dropdown is a 'Patient Shift' dropdown set to 'Select Value'. Below that is a 'Date Range' dropdown set to 'Today', also highlighted with a red box. Underneath are 'Start' and 'End' date input fields. At the bottom, there is an 'Output Type' dropdown set to 'PDF' and a 'Run Report' button, which is also highlighted with a red box.

4. Click **Run Report**. The report will be in a separate web browser window.

<b>Missed &amp; Unentered Treatments</b>	
Northwest Kidney Centers - Broadway Kidney Center	
Report Date: 06/26/2019	
Date Range: 06/26/2019 - 06/26/2019	
<u>Treatment Date</u>	<u>Status</u>
<u>Broadway Kidney Center</u>	
06/26/2019	
<u>Unentered</u>	
Last, First	Outpatient Chronic
Last, First	Outpatient Chronic
Last, First	Outpatient Chronic
Last, First	Outpatient Chronic

# MISSED TREATMENT DOCUMENTATION

