Running Reports

Last Modified on 12/11/2019 8:13 am ACDT
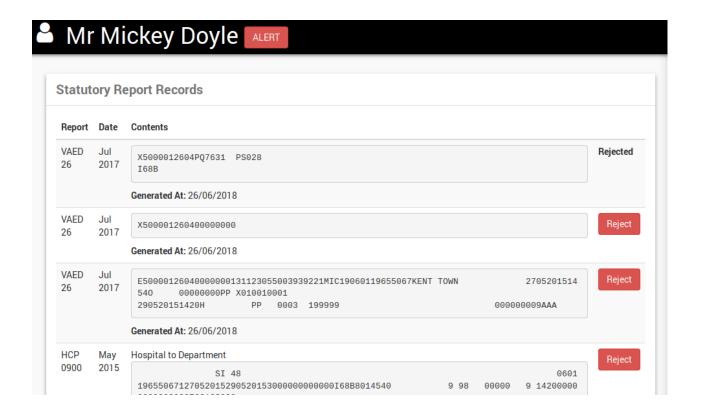
1. From the Locations menu, find and **Show** location.

2. Click on **Statutory Reports** from the menu.

   a. Details of last run reports will be displayed.

This page displays eligible reports including the date period of the most recently generated report (if any have been generated). New reports can be generated from here or historical reports, if there are any, can be viewed.

If the chosen report to run has already been generated and submitted, or there are errors in the generation, a message with the specific details will be provided. All admission details can also be shown by clicking **Show All**.

Statutory Report Record Interface

Field Name	Description
Report	Report name and version.
Date	Date when the report was created.
Contents	Displays the name of the report and the report version.
Generated At	Displays when the report was last generated.
Action Column	Actionable button enabling user to reject the record or informational text conveying that the record was rejected.

Statutory Report Records

Report	Date	Contents	

VAED 26	Jul 2017	`X5000012604PQ7631  PS028`
		`I68B`
		
		Generated At: 26/06/2018
			Rejected

VAED 26	Jul 2017	`X500001260400000000` **Generated At:** 26/06/2018	Reject

VAED 26	Jul 2017	`E5000012604000000131123055003939221MIC19060119655067KENT TOWN          2705201514`
		`540    00000000PP X010010001`
		`290520151420H       PP   0003  199999                      000000009AAA`
		
		Generated At: 26/06/2018
			Reject

HCP 0900	May 2015	Hospital to Department
		`          SI 48                                        0601`
		`19655067127052015290520153000000000000I68B8014540     9 98   00000   9 14200000`
			Reject

Running Reports with Non-discharged Day Surgery Patients

A warning message will appear—and the report will not run—if there are still day surgery patients not yet discharged.

The Following Admissions must be discharged for **Day Surgery Only** location prior to submission:
- 000074
- 000081
- 000097