Understanding the ER Status Report

The **ER Status Report** provides users with the ability to monitor and track ER Cases and ER Consultations. This report displays basic information on ER Cases and ER Consultations. This report can be used to assess workload, track activity for a particular IC or Program Area, discuss upcoming action items, etc.

**Parameter Page**

The parameter page is where you will choose your report filters.

**ER Status Report Parameters**

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active, Closed, Archived or Closed or Archived) or if you wish to view actions of all status types.
- **Generate Report by:** Select the date field by which you would like to filter the report.
- **Start and End Dates:** Enter the date range to filter the report.
- **ER Team:** Indicate if you wish to filter the report by a particular ER Team or if you wish to view cases related to all ER Teams. *Note: Your current permission settings dictate the ER Teams available to you for viewing.*
- **IC:** Indicate if you wish to filter cases by a specific Institute or Center (IC) or if you wish to view cases for all ICs.
- **Action Type:** Indicate if you wish to view ER Cases only, ER Consultations only, or all actions.
- **Search Admin Code:** Indicate whether you would like to view actions for a specific admin code, a root admin code, or ‘All.’ By choosing ‘By Exact Match’ you can enter a specific admin code and the report will only return actions for that admin code. By choosing ‘Begins With,’ you can enter the root admin code for an organization. *For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.),*
- **Display By:** Indicate if you wish to filter the report by a particular ER Specialist or ER Team Leader.
ER Status Report Data

The report displays basic information on ER Cases and ER Consultations. The Issue or Consultative Service (CS) category, Action Status, and Comments are listed below the action.

Your selected parameters, including the date and time the report was generated, will be displayed in the report header. The Case # / Consult # is a hyperlink to the ER Case Report or ER Consultation Report.

If applicable for the consultation action, the related case number will be displayed. The report is automatically sorted by the related case number so all consultations related to a case will be grouped together. Note: The related case feature on the ER/LR Consultation form was added on 09/30/2013.

In addition the fields shown on this report, the ‘Other’ field on the ER/LR Consultation form is displayed on the Excel export.
Summary Table
The summary table on the last page of the report provides the number of ER Cases and ER Consultations, and the total of both.

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER Consultation</td>
<td>32</td>
</tr>
<tr>
<td>ER Case</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53</strong></td>
</tr>
</tbody>
</table>

Exporting and Printing
This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar: